# Syllabus

## INFM 220 Management Information Systems

School of Business, College of Charleston | Fall 2020

<table>
<thead>
<tr>
<th>Section:</th>
<th>01</th>
</tr>
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<tbody>
<tr>
<td>CRN:</td>
<td>13376</td>
</tr>
<tr>
<td>Course location:</td>
<td>Online Initially (Weeks 1-3)</td>
</tr>
<tr>
<td>Meeting times:</td>
<td>MWF 10am - 10:50am</td>
</tr>
<tr>
<td>Course Prerequisite:</td>
<td>Sophomore Standing</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Professor (Adjunct):</th>
<th>James R Thompson</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zoom Meeting Room</td>
<td><a href="https://cofc.zoom.us/j/8838755782">https://cofc.zoom.us/j/8838755782</a></td>
</tr>
<tr>
<td>Office Hours:</td>
<td>By appointment</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:thompsonjr5@cofc.edu">thompsonjr5@cofc.edu</a></td>
</tr>
<tr>
<td>Phone:</td>
<td>843.608.0127</td>
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## Required Textbook


## Course Description

This course is an introduction to contemporary information systems concepts and real-world applications in business. You will learn how technology and information management continues to grow as a critical element in the success (and failure) of today’s global organizations. We will explore high-level ethical concepts as well as tactical knowledge such as the advanced functionality of tools such as Microsoft Excel.

![Image](https://www.whatissixsigma.net/wp-content/uploads/2013/12/Management-Information-System-Figure-1.png)
Course Objectives
1. Describe the differences between data, information, business intelligence and knowledge.
2. Classify the different operational support systems, managerial support systems, and strategic support systems. Explain how managers use these systems to make decisions and gain competitive advantages.
3. Identify MIS policies organizations should implement to protect themselves.
4. Identify environmental impacts associated with MIS.
5. Identify technologies used to transform supply chains.
6. Define customer relationship management and enterprise resource planning, and their impact on organizations.
7. Solve business problems using simple analysis tools like Excel for making key decision.
8. Identify ethical issues with corporate use of information and technology, and policies that address these issues.
9. Use data visualization tools to analyze real business data and provide conclusions.

My personal goal in this class is to get some of you to either pick a major, change your major or get a minor in MIS. The tech world needs you!

Method of Teaching & Learning
Thanks to the challenges associated with the COVID-19 pandemic, our methods for teaching and learning will require a bit of flexibility and innovation. This is a great time to think outside of the box (i.e. traditional classroom) and explore how remote learning can be optimized. This course provides the opportunity for a new an exciting method of collaboration called asynchronous learning.

The course is organized in OAKS with reading materials, videos, discussions, quizzes, and skill development that are perhaps more aligned with how you currently learn in today’s online and increasingly mobile environment. We will provide support to one another, as a group, using chat, video conferencing and online collaborative platforms.

My Teaching Philosophy
The more I teach, the more I learn. I love to collaborate, teach through storytelling and learn from my students. We will learn through working on material on our own time, coming together in small groups and joining together as one large class group.

I encourage my students to be innovative and think outside of the box. EFFECTIVENESS is a key word in this class. Going through the motions is one thing. Achieving a desired result = effectiveness. We’re all in this crazy moment in time together. I care about your learning experience and will help you in any way I can to make this one of the best classes of your college career.

• Be respectful. You owe it to yourself, your parents or your other support system to maximize your ROI (return on investment) every week. You can do this by being organized and doing your best work.
• Be honest. If you make a mistake, be honest about it. Everyone makes mistakes or has unexpected events pop up from time to time. I’m willing to work with you if you’re in a pinch. Just be straight with me. If you have issues with meeting a deadline, let me know well in advance so we can plan accordingly.
• **Be adaptable.** Expect things to change. We may go back to face-to-face learning in the classroom. We may not. Work with me. I’ll work with you.

Let’s ready our minds for new ideas and skills, challenging preconceptions about technology in business. In doing so, we’ll all be successful in the end and satisfied with the journey that got us there.

**Course Schedule**
The schedule is organized weekly throughout the course. The schedule is provided on OAKS as a course map, where it is kept up to date each week. OAKS serves as the best source for assignment details such as due dates, schedule changes, expectations for assignments and other coursework.

Each student is different. For example, I take much longer than the average student to get my work done. Especially when there is a lot of reading. My recommendation is to plan on spending approximately 3 hours to work through each module. We should each schedule 3 hours to work through each module. It may take you less time or more time, but you will know your pace after the first few modules. It is important to schedule your week so that you are not trying to accomplish all of the modules, say, on Sunday for the due date at noon on Monday.

**Course Map**
The Course Map of weekly modules guides your progress in this course. It is how you will move through the course in an organized way from week to week. You will organize your time for engagement during the week using the course map.

Rather than overwhelming you with all modules for the course all at one time, the modules are released in weekly sets. Every Monday morning between 8am-noon, all of the modules for that week open up for our engagement. (Note: Week 1 may be a little different due to various administrative hurdles and late changes in our teaching schedules, but all should be smooth by Week 2.)

You will work at your own pace, or the pace of your group for group work, throughout the week to work through the module assignments while paying attention to the due dates. I would strongly recommend batching your work in order to make the best use of your time. This pattern repeats through the last week.

At the beginning of each week, the previous week’s module will end. This means that due dates for assignments have expired. However, all of the content in all of the previous week’s modules remain open for you to use throughout the course. Discussions, videos and Zoom recording will remain available to you. This openness is not to be interpreted as extra time to get the modules completed. Stay on course with me to have the best learning experience.

**Final Grade Computation**
To be successful in this course, here is what to expect. This course is divided into 50% concept learning and 50% skill development. Active participation is graded component of the class, whether you are working alone or in a group of 2-3.
<table>
<thead>
<tr>
<th>Evaluation</th>
<th>Weight</th>
</tr>
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<tbody>
<tr>
<td><strong>Skills</strong></td>
<td></td>
</tr>
<tr>
<td>Basic Excel GMetrix Practice Exam 1 &amp; 2</td>
<td>10%</td>
</tr>
<tr>
<td>Lab work in Advanced Excel</td>
<td>5%</td>
</tr>
<tr>
<td>Advanced Excel Exam</td>
<td>5%</td>
</tr>
<tr>
<td>Lab work in Access</td>
<td>5%</td>
</tr>
<tr>
<td>Access Exam</td>
<td>5%</td>
</tr>
<tr>
<td>Tableau project</td>
<td>5%</td>
</tr>
<tr>
<td>AppSheet project</td>
<td>5%</td>
</tr>
<tr>
<td>Team MIS project</td>
<td>10%</td>
</tr>
<tr>
<td><strong>Concepts</strong></td>
<td></td>
</tr>
<tr>
<td>Chapter Reading Quizzes</td>
<td>10%</td>
</tr>
<tr>
<td>Test 1 (Chapters 1-6)</td>
<td>10%</td>
</tr>
<tr>
<td>Test 2 (Chapters 7-12)</td>
<td>10%</td>
</tr>
<tr>
<td>Discussions</td>
<td>10%</td>
</tr>
<tr>
<td>Final Exam (Chapter 1-13)</td>
<td>10%</td>
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**Extra Credit** (4 points maximum)
- 1 point on final numerical grade. **SIT** for the MOS Certiport Certification for Excel, if available online.
- 1 point on final numerical grade. **PASS** the MOS Certiport Certification for Excel, if available online. If you already hold this certification, you also receive the point.
- 1 point on final numerical grade. **Attend (virtually by Zoom)** the **ImpactX Demo Day** and submit a paragraph summarizing the MIS used by your favorite startup company. This event has been cancelled for 2020 therefore another extra credit option will be presented during the semester.
- 1 point on final numerical grade. **Declare a minor in Information Management** to your degree program before the final exam. You are not obligated to complete the minor, but you will get excellent mentoring and options for internships due to your increased technology knowledge and skills.

**Numerical Grade to Letter Grade Mapping**

<table>
<thead>
<tr>
<th>Points</th>
<th>Letter Grade</th>
<th>Points</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>≥ 94</td>
<td>A</td>
<td>73-75.99</td>
<td>C</td>
</tr>
<tr>
<td>90-93.99</td>
<td>A-</td>
<td>70-72.99</td>
<td>C-</td>
</tr>
<tr>
<td>86-89.99</td>
<td>B+</td>
<td>66-69.99</td>
<td>D+</td>
</tr>
<tr>
<td>83-85.99</td>
<td>B</td>
<td>63-65.99</td>
<td>D</td>
</tr>
<tr>
<td>80-82.99</td>
<td>B-</td>
<td>60-62.99</td>
<td>D-</td>
</tr>
<tr>
<td>76-79.99</td>
<td>C+</td>
<td>&lt;60</td>
<td>F</td>
</tr>
</tbody>
</table>
Concept Learning

- **Quizzes:** You will be asked to complete a reading quiz in class following a chapter reading assignment for each concept module. You may take the quiz as many times as you would like. There are 13 quizzes in total. Your grade for a quiz is simply the average of the grades across all of your attempts. Quiz grades all count, as none are dropped.

- **Tests:** There will be two tests during this course. Test 1 covers the concepts in the first half of the textbook. Test 2 covers the concepts in the second half of the textbook, except for the last chapter.

- **Final Exam:** The final exam is cumulative over concepts from the entire body of concept material covered in the course. The Exam is delivered on OAKS and proctored over Zoom with cameras on.

- **Discussions:** You will contribute to a discussion forum during each chapter of the textbook. Depending on the instructions for the particular forum, you will be asked to engage by adding topics and/or commenting on topics entered by other students.

Skill Learning

- **Core Excel:** GMetrix Practice and Tests: Using an online learning tool, GMetrix, you will complete three Core Excel tests in testing mode for your grade on this section. You will be able to practice the tests in practice mode as many times as you would like. You may take the test in testing mode as many times as you like up to the due date when your highest grades will be entered.

- **Advanced Excel:** You will complete additional Excel projects to help you master advanced Excel skills beyond the basic certification.

- **Access:** You will complete a set of database projects using MS Access. Following those activities, you will take an in-class Access exam on a computer to show your proficiency in designing and implementing a relational database and on your use of SQL.

- **Tableau:** You will complete a project in data visualization using Tableau, a vendor tool for data analysis and visualization, including dashboard deployment (Android, iOS).

- **Mobile App:** You will develop a mobile application (Android, iOS) with AppSheet, a vendor tool for no-code app development for front ends to business data.

- **Team Project:** A team project will be completed by groups of two students. The helps you to gain experience by integrating knowledge from complementary disciplines and applying this knowledge to the development, evaluation, and improvement of management information systems.

Errors in the Gradebook on OAKS

Grades will be posted on OAKS. It is the student’s responsibility to ensure that all grades entered are correct. If I have made a mistake, the student has **two weeks** from when the assignment/exam was graded to notify the instructor of the mistake. Failure to notify the instructor within this time frame may result in the recorded grade becoming permanent.
Communication
Communication will occur in multiple ways: Zoom (classes and/or office hours), OAKS announcements, OAKS content, OAKS gradebook, OAKS discussions, and CofC email. I may have hundreds of students to manage in any given semester.

Before emailing me, please follow these steps:
1. Consult the class schedule and syllabus on OAKS.
2. Check OAKS for announcements and discussion board posts (Q&A, specific topics).
3. Confer with one classmate or members of your group.

Email
Most organizations are dependent on email for internal and external communications. The way you present yourself in emails says a lot about your work ethic and your priorities. Start practicing email etiquette now so that it will be second nature when you enter the workforce. I expect proper grammar and punctuation in your emails. I am not your BFF on Snapchat.

When corresponding with me, please:
- include INFM 220 in the subject line
- include a respectful greeting (e.g., “Hello Professor Thompson”)
- fully sign your name
- use complete sentences
- proofread your email

I typically respond to email within 24 hours, although my response time may be a bit delayed if I am on assignment with a special project, traveling or during the weekends.

Technical Difficulties
If you have questions or problems related to the course, please follow the communication procedures noted above. If you have technical problems, please contact Student Computing Support or Helpdesk using these methods:

Student Computing Support
843-953-5457
studentcomputingsupport@cofc.edu
blogs.cofc.edu/scs

Helpdesk
843-953-3375
helpdesk@cofc.edu
https://help.cofc.edu

It’s important to resolve technical problems swiftly, so do not delay getting support. Computer failure or unavailability does not constitute an excuse for not completing assignments.
Laptop Requirement
All students must have access to a computer equipped with a web camera, microphone, and Internet access. Resources are available to provide students with these essential tools.

Recording of Classes (via Zoom)
Class sessions may be recorded via voice and/or video recording. By attending and remaining in this class, the student consents to being recorded. Recorded class sessions are for instructional use only and may not be shared with anyone who is not enrolled in the class.

Test, Exam and Quiz Proctoring
Chapter Quizzes are not proctored. Chapter Quizzes are delivered on OAKS Quizzes and are open book. Quizzes are to be taken on your own at your own pace as a formative way to check your progress toward learning concepts.

Tests and the final exam are proctored by the instructor on Zoom with student video on and sound muted. Tests and the final exam are closed book, closed notes, closed phone, with no other browser windows or tabs open on your computer. Tests and the final exam are timed.

Inclement Weather, Pandemic or Substantial Interruption of Instruction
If in-person classes are suspended, faculty will announce to their students a detailed plan for a change in modality to ensure the continuity of learning.

Academic Integrity
Students can find the complete Honor Code and all related processes in the Student Handbook at: http://studentaffairs.cofc.edu/honor-system/studenthandbook/index.php.

Disability Accommodation
Any student eligible for and needing accommodations because of a disability is requested to speak with the professor during the first two weeks of class or as soon as the student has been approved for services so that reasonable accommodations can be arranged.

Center for Student Learning
The Center for Student Learning’s (CSL) academic support services aid in study strategies, speaking & writing skills, and course content. Services include tutoring, Supplemental Instruction, study skills appointments, and workshops. Students of all abilities have become more successful using these programs throughout their academic career and the services are available to you at no additional cost. For more information regarding these services please visit the CSL website at http://csl.cofc.edu or call (843) 953-5635.