INFM 220-02 Management Information Systems

General Course Information:
Meeting Times and Location: Tuesday, Thursday 1:40-2:55 pm
Tate 315 and online at https://cofc.zoom.us/j/93952501486
The password for the meeting will be posted on OAKS

Professor Information: Dr. Olga Biedova
Department of Supply Chain and Information Management
Beatty 314 and online at https://cofc.zoom.us/j/7647146892
biedovao@cofc.edu

Office Hours: Beatty 314 and online at https://cofc.zoom.us/j/7647146892
TR 9:30-10:30 am, W 10:00 am-1:00 pm, no appointment necessary.
If you want to see me at a different time, please make an appointment.

Textbooks and Software:

  Get a copy of the book at the URL below in the format of your choosing:
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- **Required Software:** AppsAnywhere, GMetrix, Microsoft Excel, Microsoft Access, Tableau

Prerequisites: Sophomore standing.

Course Description

Introduction of contemporary information systems concepts. Students will gain experience and training on advanced functionality in Excel to support information management and to solve structured business problems. Students will be introduced to business analytics to explore the capabilities and challenges of data-driven decision-making. Topics include also ethical issues associated with technology.

Learning Objectives

Students will
- describe the differences among data, information, business intelligence and knowledge.
- be able to classify the different operational support systems, managerial support systems, and strategic support systems, and explain how managers use these systems to make decisions and again competitive advantages.
- identify the six e-policies organizations should implement to protect themselves.

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• identify the environmental impacts associated with MIS.
• identify the technologies reinventing the supply chain.
• be able to define customer relationship management and enterprise resource planning and their impact on organizations.
• solve a business problem using Excel and/or advanced tools in decision making.
• be able to identify ethical issues with corporate use of information and technology and will be able to list common corporate policies that address these issues.
• use data visualization tools to analyze real business data and provide conclusions.

The School of Business Learning Goals

Communication Skills
Students will be introduced to contemporary information systems concepts, terminology (e.g., TPS, MIS, DSS, EIS, databases) and provided an understanding of the differences between various types of computer information systems.

Quantitative Fluency
Students will gain experience and training on basic and advanced functionality in Microsoft Excel to support information management and decision making. Students will also be trained on fundamental database concepts, implemented through Microsoft Access. Both of these software applications will then be used to solve structured and unstructured quantitative business problems.

Global and Civic Responsibility
Students will become aware of the current ethical issues associated with corporate use of information and technology, and common corporate policies that address these issues. In addition, students will learn about the role of enterprise IT architecture in managing distributed business processes across the global enterprise.

Creativity
After gaining training and exposure to database systems and decision support systems (Excel), both of these systems will then be used to solve structured and unstructured business problems. In addition, students will become aware of a variety of emerging technologies, and how companies are/should be leveraging these technologies for competitive advantage.

Synthesis
By combining IS and business principles, students will be gain experience integrating knowledge from complementary disciplines and applying this knowledge to the development, evaluation, and improvement of management information systems.

Method of Teaching/Learning
All lectures will be delivered in a hybrid format: a portion of the students sits in the classroom (max 15 students at a time) while all remaining students join remotely via Zoom. All Zoom sessions will be recorded and posted on OAKS for playback.

If the circumstances change and the face-to-face lectures are no longer possible and/or safe, the class will switch to the synchronous online meetings.

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Grading

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<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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</thead>
<tbody>
<tr>
<td>Participation</td>
<td>5%</td>
</tr>
<tr>
<td>Quizzes (13)</td>
<td>10%</td>
</tr>
<tr>
<td>Concept Test 1 (Chapters 1-6)</td>
<td>15%</td>
</tr>
<tr>
<td>Concept Test 2 (Chapters 7-12)</td>
<td>15%</td>
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<tr>
<td>Final Exam (Cumulative)</td>
<td>15%</td>
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<tr>
<td>Excel GMetrix practice tests</td>
<td>10%</td>
</tr>
<tr>
<td>Excel Certification</td>
<td>5%</td>
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<tr>
<td>Advanced Excel Exercises</td>
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<td>Access Exercises</td>
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<td>Access Exam</td>
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<tr>
<td>Tableau Exercises</td>
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</tbody>
</table>

Grading Notes:

**Participation**: Students should plan on actively engaging in class. The class contribution component will reflect the individual student’s **constructive** contribution during lectures, including answering questions, participation in the discussions, engaging with the material posted on OAKS, participating in the OAKS discussions. Students should come to class (or join remotely) on time and be ready to participate. Non-constructive contributions include disrespectful or disruptive behavior, taking unnecessary breaks during class, and the use of cell phone, text messaging, e-mailing or computers for non-class activities.

**Quizzes**: Each week (typically in the beginning of the class on Tuesday) students will take a short quiz that covers the material of the previous week. There will be 13 quizzes total, one for each chapter. The lowest quiz will be dropped. **If for any reason, you cannot take a quiz in the scheduled time, you should notify me at least two days in advance.**

**Concept Tests**: There are two concept tests which will be given during the class time. These tests are not cumulative.

**Final Exam**: The final exam is cumulative (concepts and skills) and is worth 15 points. It must be taken at the time assigned by CofC for our time block

**Final Exam: 4/29 1:00-3:00 pm**

The concept 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. Additional software may be enforced in order to facilitate these rules.

**Excel GMetrix**: Students will use an online learning tool, GMetrix, to complete three Core Excel tests in testing mode. Students may take the test as many times as they like up to the due date. Only the highest scores for each test will be counted towards the final grade.

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Excel Certification: Student will take the MOS Certiport Certification for Excel. The obtained score will be counted towards the final grade.

Advanced Excel: Students will work on Excel skills that go beyond those in Core Excel certifications. These skills will be assessed in the Excel exercises and in the in-class advanced Excel test.

Microsoft Access: Students will complete a set of database projects using MS Access. These projects and an in-class Access exam will be graded to assess students’ proficiency in designing and implementing a relational database.

Tableau: Students will complete a project in data visualization using Tableau, a vendor tool for data analysis and visualization.

For the Excel, Access, and Tableau graded exercises, late submissions are accepted with a penalty of 25% for each day after the deadline.

There is no “extra credit” work in this course. No work for any additional credit will be given at the end of semester. You are responsible to keep up with the course material.

Course Policies

Attendance Policy
Students are expected to attend all live class sessions (playing back the recording of the class is not attending). Your success in this class depends on your participation and participation of your fellow students.

The absence memo process will not be used this academic year. I will not need to provide me with documentation for absences. However, I ask you to tell me directly as soon as possible any time you miss class.

Late Work
Unless otherwise noted, all assignments are due on the due date and time listed in the OAKS calendar or by that graded item. All the deadlines are stated in the Eastern Time zone. If you are in a different time zone, make sure you keep track of the time difference and submit an assignment on time. Do not wait until the last minute to submit your assignments, save your work often, and keep its backup in on external source (e.g. cloud services).

If extraordinary circumstances arise (e.g., hospitalization) or family emergency, or network outage, notify me as soon as possible so arrangements can be made.

Communication
Communication will occur in multiple ways: Zoom (classes and office hours), face-to-face meetings, OAKS announcements, OAKS content, OAKS gradebook, OAKS discussions, and CofC email.
OAKS, including Gradebook, will be used for this course throughout the semester to provide the syllabus and class materials and grades for each assignment, which will be regularly posted. 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 me of the mistake.

**Email**
Typically, I will respond to your email within 24 hours, although my response time will be slower on weekends. If you do not receive a reply within 24 hours, please re-send your message.

**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/pcs

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.

**Class Climate and Etiquette**
To maintain a respectful and supportive environment, please uphold to the rules described in the Student Handbook as well as the rules of netiquette when joining the class online. Netiquette is network etiquette, the do's and don't's of online communication.

- Be kind and ethical. Sexist, racist, and homophobic language will not be tolerated.
- Be aware of how your communication may be perceived by others. Ask yourself if your message or comment may be misinterpreted and offend someone.
- Be forgiving. Try first asking clarifying questions rather than attacking. But if you experience any questionable or outright inappropriate behavior from your colleagues, please let me know.
- Respect disagreement.
- Share your knowledge.
- Help each other.
- Cite your sources.

**Zoom-Specific Rules**
Please support an effective and friendly learning environment by following these rules:
When taking the class, be sure that: (1) you are in the distraction-free environment, (2) you have a good Internet connection, and (3) your microphone and camera are working.

- Keep your microphone muted unless it is your turn to ask or answer a question.
- Zoom has some very useful functions and I will use some of them to facilitate the class: "raise hand" to ask or answer a question, the chat, Yes/No buttons to quickly answer my questions. Zoom also allows one to share their screen and I may ask you to do it at some point. So hide everything you do not want us to see from your screen.

- I will be posting the class materials on OAKS. Please have them open by the start of the class. Also, reading the chapters in advance will help you greatly.
- Use your real (or preferred) name when joining a class zoom session.
- If you decide to use a virtual background, choose one that will not distract other meeting participants.

**Continuity of Learning (for hybrid classes with face-to-face meetings)**

Due to social distancing requirements, this class will include a variety of online and technology enhanced components to reinforce continuity of learning for all enrolled students. Before the drop/add deadline, students should decide whether the course plan on the syllabus matches their own circumstances.

*During the course of class, in response to the development of COVID-19, the course delivery mode could be switched among face-to-face, online, or hybrid. The students need to make sure that their study will not be interrupted by the change of the delivery mode.*

**Recording of Classes (via ZOOM)**

Class sessions will be recorded via both voice and 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.

**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. **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.

**College of Charleston Honor Code and Academic Integrity**

Lying, cheating, attempted cheating, and plagiarism are violations of our Honor Code that, when identified, are investigated. Each incident will be examined to determine the degree of deception involved.

Incidents where the instructor determines the student’s actions are related more to a misunderstanding will handled by the instructor. A written intervention designed to help prevent the student from repeating the error will be given to the student. The intervention, submitted by form and signed both by the instructor and the student, will be forwarded to the Dean of Students and placed in the student’s file.

Cases of suspected academic dishonesty will be reported directly by the instructor and/or others having knowledge of the incident to the Dean of Students. A student found responsible by the Honor Board for academic dishonesty will receive a XXF in the course, indicating failure of the course due to academic dishonesty. This grade will appear on the student’s transcript for two
years after which the student may petition for the XX to be expunged. The F is permanent. The student may also be placed on disciplinary probation, suspended (temporary removal) or expelled (permanent removal) from the College by the Honor Board.

Students should be aware that unauthorized collaboration--working together without permission--is a form of cheating. Unless the instructor specifies that students can work together on an assignment, quiz and/or test, no collaboration during the completion of the assignment is permitted. Other forms of cheating include possessing or using an unauthorized study aid (which could include accessing information via a cell phone or computer), copying from others’ exams, fabricating data, and giving unauthorized assistance.

Research conducted and/or papers written for other classes cannot be used in whole or in part for any assignment in this class without obtaining prior permission from the instructor.

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

**Disability Accommodation**

1. 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.

2. The College will make reasonable accommodations for persons with documented disabilities. Students should apply for services at the Center for Disability Services/SNAP located on the first floor of the Lightsey Center, Suite 104. Students approved for accommodations are responsible for notifying me as soon as possible and for contacting me one week before accommodation is needed.

3. This College abides by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. If you have a documented disability that may have some impact on your work in this class and for which you may require accommodations, please see an administrator at the Center of Disability Services/SNAP, (843) 953-1431) or me so that such accommodation may be arranged.

For more information, you may visit the disability services website: http://disabilityservices.cofc.edu/

**Center for Student Learning:**

The Center for Student Learning’s (CSL) academic support services provide assistance 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.

**Mental & Physical Wellbeing:**

At the college, we take every student’s mental and physical wellbeing seriously. If you find yourself experiencing physical illnesses, please reach out to student health services (843.953.5520). And if you find yourself experiencing any mental health challenges (for example, anxiety, depression, stressful life events, sleep deprivation, and/or loneliness/homesickness) please consider contacting either the Counseling Center (professional
counselors at http://counseling.cofc.edu or 843.953.5640 3rd Robert Scott Small Building) or the Students 4 Support (certified volunteers through texting "4support" to 839863, visit http://counseling.cofc.edu/ect/index.php, or meet with them in person 3rd Floor Stern Center). These services are there for you to help you cope with difficulties you may be experiencing and to maintain optimal physical and mental health.

**Food & Housing Resources:**

Many CofC students report experiencing food and housing insecurity. If you are facing challenges in securing food (such as not being able to afford groceries or get sufficient food to eat every day) and housing (such as lacking a safe and stable place to live), please contact the Dean of Students for support (http://studentaffairs.cofc.edu/about/salt.php). Also, you can go to http://studentaffairs.cofc.edu/student-food-housing-insecurity/index.php to learn about food and housing assistance that is available to you. In addition, there are several resources on and off campus to help. You can visit the Cougar Pantry in the Stern Center (2nd floor), a student-run food pantry that provides dry-goods and hygiene products at no charge to any student in need. Please also consider reaching out to Professor ABC if you are comfortable in doing so.

**Regarding Student Use Of Course Materials.** Lectures and course materials, including PowerPoint presentations, recorded videos, outlines, tests, and similar materials are protected by copyright even if there is no copyright notice on the material. You may take notes and make copies of course materials for your own use. You may NOT reproduce or distribute these materials publicly, without the instructor’s express written consent.

**Final grades will be assigned according to the following grading scale:**

<table>
<thead>
<tr>
<th>Points</th>
<th>Letter Grade</th>
<th>Points</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt; 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>
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