

DSCI 300-001. Management Information Systems

MTWRF 9:45 a.m. to 11:30 a.m.(TCFE 304)

Professor: Dr. Gioconda Quesada**Office:** BCTR 434 (Beatty Center)**Office Hours:** By appointment**Phone:** (843) 953-4277 (No home calls!)

There will be no office hours 24 hrs before an exam!

E-mail: use WebCT email always!**WebCT:** link at www.cofc.edu

NOTE: When you send me e-mail, please use a descriptive subject and start your email politely: Dear Professor: or Dear Dr. Quesada.

Please note that occasionally, I will have meetings or other University activities during scheduled office hours. Therefore, I strongly encourage you to make an appointment to see me.

Course Description:

Survey of transaction processing systems, management information systems, and decision support systems. Introduction of systems analysis concepts, and methodologies for information system design and development. Review the current issues, trends and future developments in business information processing and management.

Prerequisites

Junior standing; ACCT 203, ACCT 204; DSCI 232; MATH 104; **Computer literacy**.

Course Objectives:

1. Introduce information systems concepts, terminology (e.g., TPS, MIS, DSS, EIS, databases), and provide an understanding of the differences between various types of computer-based information systems.
2. Review applications and models utilizing information systems solutions to business problems.
3. Study current trends in Information Technology, including E-Commerce, the impact of IT on organizations, managers, and users, as well as ethical, social and legal issues.
4. Improve computer skills through individual assignments with spreadsheet, and other software.
5. Improve communication skills and teamwork through an information systems group project.
6. Provide a challenging course for upper-division business majors.

Course Expectations

As your teacher I have the following responsibilities:

1. Come prepared to every class.
2. Plan my class so you can accomplish the objectives listed in the syllabus.
3. Treat you as responsible adults.
4. Consider that it is not always your fault if you don't understand the material.
5. Create a mutually respectful classroom environment.
6. Encourage you to ask and answer questions.

As students you have the following responsibilities:

1. Come prepared to every class.
2. Complete all work on time with proper thought.
3. Behave as responsible adults.
4. Consider that it is not always my fault if you don't understand the material.
5. Treat others with respect.
6. Be familiar and learn the functionalities of Microsoft Excel, Word, Power Point and Access.
7. Knowledge on WebCT (accessing, posting messages, downloading files, etc).

Text and Course Materials:

Management Information Systems: Managing the Digital Firm. Laudon and Laudon. Prentice Hall, Ninth Edition. ISBN 0-13-153841-1.

Support for Office Software (Word, Access, Excel and Power Point):

MIS Train IT CD ROM 8/E. Laudon. Prentice Hall 2004. (Optional if you really need help in Excel and Office in general)

Teaching Method

Lecture, assigned reading, hands-on exercises, and cases. We will use e-learning as a support tool in the course, therefore, students should have the responsibility to learn how to use WebCT and other software such as Excel, Word, and Power Point.

Outside-Class Requirements

You should also spend at least 2 hrs. per day outside the class working on the cases and textbook to fully understand the material covered in class. This time should allow you to understand the topics and apply them to solve real world problems. It is fully recommended to read the chapter assigned for the class before coming to class.

Grading and Evaluation:

Midterm Exam	25 %
Final Exam	35 %
Quizzes	20 %
Work in Class and Homework (WIC/HW)	20 %

NEW GRADING (STARTING IN FALL 2006):**LETTER GRADE**

> 94	A
90-93.99	A-
86-89.99	B+
83-85.99	B
80-82.99	B-
76-79.99	C+
73-75.99	C
70-72.99	C-
66-69.99	D+
63-65.99	D
60-62.99	D-
< 60	F

Policies and Procedures**Attendance Policies (non-negotiable policy)**

- Students **are expected to attend classes**. You cannot expect to have a thorough grasp of the material if you miss class. You are responsible for all material or assignments that are covered in class.
- Students ARE ALLOWED TO MISS ONLY TWO DAYS (=2 sessions) without any penalty. If you miss two sessions, the next session you miss will turn your grade one letter grade down and the next one, another letter grade down, and so on and so forth. This policy is NON-NEGOTIABLE. You don't have to come to the professor to excuse your absence, any absence counts for this rule!!! No make-up quizzes or tests or assignments you miss on your absence day.
- Attendance will be taken randomly in different time periods of the class. If you are absent at the time of attendance signing, it is considered absence. If you come in late and the attendance has already been passed, you will be considered absent. Don't bother to justify your absence since both justified and unjustified absences count for this rule.
- If you miss a session, the professor WON'T repeat the missed material on office hours, it is your responsibility to read on your own and ask your classmates for missing concepts.
- If you miss a session and a quiz or homework was submitted, you don't have the right to submit it late or to delete the 0 grade of that quiz/homework. If you are absent, and a quiz or homework in class is submitted, your grade will be 0, no exceptions to this rule.

Missing Exams/Quizzes/WorkInClass/Homework:

- No makeup exams will be given. It is impossible to make an equivalent exam without the student at either an advantage or disadvantage. If you miss an exam, with or without a legitimate excuse, you will have a zero for that exam. This policy is non-negotiable.
- No makeup quizzes will be given. This policy is non-negotiable. If you registered late for the course and you missed any quizzes, you will have zero on those missing quizzes. The professor cannot wait until the last day to add/drop to start the class.

- No makeup work in class (WIC) or homework (HW) will be given (non-negotiable). Even if you registered late and you missed a quiz, WIC, or HW, your grade will be 0. The first day of class is the official start day of the course. If you miss a class and your group turns in the WIC, you will have 0 on that work.

Withdrawal Policy

Last day to Withdraw is **June 15th**. The professor does not process Instructor Withdrawals for any reason.

College of Charleston Honor Code

All work that you submit in this course must be your own; unauthorized group efforts will be considered academic dishonesty. This is particularly important with regards to assignments and exams. The sharing or copying of program files (e.g., spreadsheets) is a form of plagiarism. Academic dishonesty is a serious offense, which may result in a failing grade for the course and/or report to the Honor Board for evaluation. If copying is involved, both parties will be judged equally guilty.

Professional Behavior Guidelines:

- **Tardiness:** Please arrive on time. If you are later than the start of the class for three times in the semester, it will count as one missed class.
- **Side Conversations:** Side conversations make it difficult for your classmates to actively listen and learn.
- **Sleeping:** falling asleep in class is not considered professional behavior.
- **Inattention:** Please don't read other material (chat, browsing the web, books) or study for other courses during my class. It's not polite. Please pay attention and join in the individual and group discussions. It will help you master the material.
- **Cell Phone:** Please set your cell phone to silent mode while you are in the class. Cell rings can disturb your classmates as well as me.
- **Printing:** Do not print outside work during class. I will turn off the printer at the beginning of class to prevent any interruption to the class.
- **Navigating or other computer tasks different than class matters:** It is not polite to be doing course work or assignments other than the ones required in class. Also, it is not polite to navigate internet or check email while in class. One point will be taken out from your final grade for every time you do this in class. If you finish your work before other classmates, you might ask for permission to do other work in the computer and until given, you should not do other work.

SNAP Students/Special Accommodations/Athletes

- Students that require special accommodations for exams or athletes must talk to the professor no later than **June 11th** and provide necessary documentation.
- SNAP students are responsible to remind the professor **two days** in advance before each exam to allow the professor enough preparation time. If a student fails to remind the professor **two days** in advance before each exam, the student will have the same evaluation time as the rest of the class for that particular exam.

Miscellaneous Policies:

- Although I will try to maintain the class schedule and objectives, I may need to make adjustments. You are responsible to check WEBCT CALENDAR for the most recent calendar of activities and dates. Don't ask the professor about quizzes or exams dates, since she will not give you as accurate information as the WebCT Calendar.
- **I do not give additional projects to increase one's grade before or after the exam(s). The professor does not round grades, a 59.9 total grade is an F.**
- **No food or drinks allowed in the lab.** This is a School-wide policy, no exemptions to this rule!

Homework/Work in Class (HW/WIC) Policies:

- Homework/WIC must be turned in on time (beginning of class) for full credit. Late assignments will not be accepted. You should learn how to submit assignments using webct.
- Include your name (s) and group number and staple your report if the homework is asked to be submitted on paper (**If you do not staple it or name it correctly, you will loose also 20% of the grade**). Otherwise, the default method to submit homework, assignments or work in class is electronically, using the Assignments

Option on WebCT. It is the student's responsibility to submit the correct file with the proper name. Blank files or wrong files will get you a grade of 0 (this also applies to exams).

- Homework must be complete, correct, neat and well organized. Do not just copy answers from the book or from somebody else.
- Unless specified, homework is individual work.
- If you have a justifiable reason to miss class on a homework day, it is your responsibility to turn your homework before the due date or give it to a classmate to submit it for you on the due date. You will not be excused for any missing homework!
- If you are absent for ANY reason during a day that your group submits a WIC, your grade will be 0 for that particular WIC (non-negotiable). Work in Class (WIC) will not be announced.
- The instructor reserves the right of NOT going over the homework problems/cases during office hours before the due date of the homework. If you have specific questions, I can help, but I won't solve your homework or tell you if it is right or wrong.
- Follow the instructions on naming the files to be submitted. A file name must always include either your full name or your group number, followed by "_" and then, by the code for the assignment (given by the professor). Also, inside the file submitted, you should include your name (s, in case of group assignments) and the group number. **Failure to follow the name guidelines will result in a grade penalty of 20%. This rule applies to any file to be submitted for homework, WIC or exams.**

Complaints about Exams/Quizzes/Homework Grading

- The professor encourages students to review in detail when exams/quizzes are returned. You have two days after the graded evaluation is turned back to you to make any questions or complaints about it. If that time is passed, it means you have accepted the grade given and no further complaints are accepted.
- No complaints are accepted for any reason if the two-day period has passed (non-negotiable).

*DCSI 300 - 003. Tentative Schedule**

See WebCT Calendar.

- The final exam includes all chapters, it will contain all chapters, videos, cases done in class, class lectures, etc. Videos will not be available later for viewing; you should take notes during the class time as any other lecture or materials covered in class. If you miss a class and a video was shown, it is your responsibility to ask your classmates for their notes.
- Quizzes will be based on theory from the book and it will be only true/false and multiple choice questions. All materials from the book are covered in quizzes/exams. The lecture time is not enough to cover every single detail of the book. Also, some concepts are self-explanatory and do not require further clarification from the instructor during class time. However, not covering a certain section of the book in class does not imply that it will not be evaluated!!.