# BADM 390 Management Information Systems
# Course Syllabus

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## Course Description

An examination of principal technologies, concepts and skills related to managing business information. Project work includes development of information management applications using databases.

## Course Objectives

The main objective is to learn to develop databases to collect, organize, store, analyze, retrieve and transfer information in a systematic manner. In particular students will learn techniques associated with relational database management systems.

On successful completion of this course you should be able to – (a) organize business information using relational database management system (b) query databases to discover patterns and logical relationships between various data entities (c) retrieve and present information in a professional manner using relational database objects.

## Mission Statement

The mission of the University of South Carolina Aiken (USCA) School of Business Administration (SOBA) is to prepare a diverse student population – primarily from South Carolina and the Central Savannah River Area (CSRA) - for successful businesscareers.

To accomplish our mission, we seek to create a caring learning environment that helps our students understand the global, technological, and ethical issues in today's business world.

The undergraduate business program is delivered through quality instruction in both face-to-face classroom settings as well as through an online degree completion program for place-bound or non-traditional students, while the graduate business program is delivered on a part-time basis in a face-to-face classroom setting.

SOBA faculty maintain currency within their business disciplines by conducting relevant research, with a primary emphasis on peer-reviewed intellectual contributions in applied research, including both contributions to practice and learning and pedagogical research, and a secondary emphasis on discipline-based scholarship, which involves basic or theoreticalresearch.

SOBA faculty are engaged outside the University through service in scholarly and professional organizations in their disciplines as well as business consulting and training activities provided to the local community.

## Required Materials

1. Microsoft Office 2013: Access 2013 Complete Edition by Nordell, E., ISBN: 9780077486921
2. Microsoft Access 2013 or higher versions. **This software is not available on MAC[1] or other computer platforms**.
3. **Valid log in to Blackboard and USCA email account. Emails from generic email accounts (Gmail, Hotmail, yahoo…etc.) will NOT be considered/replied.**
4. **High speed internet connection. Wireless connections NOT recommended.**
5. **Internet Explorer Version 7 or higher OR Mozilla Firefox 4.xx or higher.**

**IT IS VERY IMPORTANT THAT YOU HAVE ALL THE REQUIRED MATERIALS FROM FIRST DAY OF THE CLASS. The book is available for rent as well as purchase in digital format. Not being able to acquire the book or software is not a valid excuse.**

*You are expected to login to your Blackboard account regularly i.e., at least once a day to keep up with the any announcements. Also, check your USCA email regularly.*

## Exams

The exams will be given on the dates listed below -

| Exam 1 | July 21 2017 | 40 points |
|--------|--------------|-----------|
| Exam 2 | July 31, 2017 | 40 points |

**ALL TIME/DATES ARE FINAL. Make necessary arrangements accordingly. I recognize that most of us have work commitments but given the time constraints it is very difficult to make alternate arrangements.**

Exam Format: Mainly objective based questions related to database concepts presented in the chapters. The exams will be conducted through Blackboard.

## Guidelines for Completing the Exam

Exams are scheduled on dates listed above. The link will be available on black board under their respective learning modules **between 5 am – 7.00 pm** (**must be completed and submitted before 7 pm**). Time allotted for completing **Exam 1 and Exam 2 is 50 minutes;**

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[1] For MAC computers you have to create a dual boot option with Windows running on one partition. This is the only alternative.

You must start the exam <mark>no later than 6:15 pm</mark>. You must complete the Exam once started. A timer is associated with the exam. You have only **ONE attempt** to do the exam. <mark>To maintain academic integrity, the Exam should be done CLOSED book.</mark>

Technical Settings

Exams can be done at **ANY** location provided you adhere to the following instructions.

1. Make sure the computer you are using to do the exam has **cable or DSL** based **high-speed internet** connection. <mark>Wireless internet connections are NOT recommended and are sure to cause problems</mark>. **Why not wireless?** If the wireless signal drops your exam will **END** and cannot be restarted. Also, wireless connections slow down the upload/download process, overall causing you to run out of time.

2. Preferably Firefox 4.xx is suggested to do the exam. Enable browsers to load ActiveX controls and make sure the Flash player is updated to 10.xx or higher versions.

3. During the exam if prompted to <mark>run the "Java applet" click on **Run** NOT Cancel</mark>.

**4. Do not hit any browser function/navigation buttons (forward or back) when taking an exam.  If you do, your exam will end and you will be assigned the score achieved up to that point only. If I reset the exam all your responses will be cleared and you need to start all over from the beginning.**

5. Do NOT have multiple windows/application running while doing the exam. This will crash the Blackboard system, which if happens will **exit** you from the exam. Computer crashes are not valid excuses for **NOT** completing the exam. Any conflicts or issues can be resolved only after reviewing the Black board log files (exact steps/actions) which is obtained from the black board administrator on an exceptional basis.

Remember to CLICK ON SUBMIT once you complete the exam.

**Make-ups for exams are NOT allowed except as per the provisions of university policy based on appropriate documentation and advance information. Arrangements must be made with the instructor <mark>prior</mark> to the start of the exam, after which student(s) will receive a "0" for that portion of their grade.**

# **Assignments**

All assignment links are available under respective learning modules on Black Board from the **first day of the class**. <mark>Files required to complete the assignments are available under *course resources* folder on Black board</mark>. The objective of the assignments is to enhance your logical, analytical and critical thinking skills in the information systems context. You are required to

develop business applications using Access 2013 in a systematic manner. **You do not have to print any Access tables, reports or any other documents.**

All submissions **must** be made through appropriate links made available on Black Board. Again, if you are not familiar with Blackboard refer to self-help tutorials. **The deadlines for all the assignments are given in the course calendar.** The links are made available from the **first day** of the semester, plan and allot time accordingly. The deadlines are set to fall during the weekend; this is done in order to give you enough time to complete the assignments.

**No make-ups or time extensions will be given. I strongly encourage you to get started with the assignments as early as possible.** In exceptional circumstances, the instructor may allow late submission of an assignment by prior arrangement, but it shall automatically incur a penalty of 20% for delay calculated per each day or part thereof by which the submission is delayed. **Do NOT wait until the last minute to do the assignments. See "Grading" criteria section to understand the expectations set for each assignment type. A major part of your Grade is determined by the assignments I strongly recommend you not to miss any assignment.**

## Guidelines for Working on Assignments

1. *Get started with the assignments as soon as possible; do not wait till the last minute.*
2. The **files** required for completing the assignments are available under course documents folder in course documents folder on Black Board.
3. **ALWAYS save the file on the local computer BEFORE you start working.** I strongly recommend you create a specific folder for this class and store all your work in that location.
4. All the assignments must be properly labeled as listed in the course calendar.
5. Do not use "save as" feature unless instructed in the book.
6. Incomplete work will not be graded.
7. The completed file must meet the **exact** specifications given in the book.
8. All submissions must be made via appropriate links made available on Blackboard. **Do not email the files. Alternate options can be arranged** in exceptional situations.
9. **Always make sure the files open properly after uploading it on Black Board. If the files fail to open for grading, then a ZERO credit will be assigned for that portion of the grade. Do not email the assignments as file attachments; it will not be delivered to my USCA inbox. Mysterious disappearances of files or accidental computer crashes are not valid excuses for not completing the assignment on set time/date.**

## Working Together versus Cheating

You are encouraged to discuss or to work together on assignments. However, you must NOT COPY/SUBMIT another student's work. Assignment grades contribute to the final grade you receive in this course.

*I view cheating on assignments very seriously and you will be failed in the course.*

## Grades

Your course grade is based on the following instruments:

Assignments –          175 points
Exams –                80 points

Total Possible -       255 points

Grades will be based upon the following percentages. However, I reserve the right to decrease the cut-off for some or all letter grades at my discretion after all scores have been compiled. While strong finishes are welcome; they will not entitle you to a grade higher than that merited by your point total. I therefore recommend that you perform at a high level during the entire semester in order to earn your desired grade. Scholarship and/or graduation eligibility are never considerations in grading of examinations/assignments.

| Letter Grade | Range of Percentages |
|:---:|:---:|
| A | 90 - 100% |
| B+ | 85 – 89.9% |
| B | 80 - 84.9% |
| C+ | 75 – 79.9% |
| C | 70 - 74.9% |
| D+ | 65 – 69.9% |
| D | 60 - 64.9% |
| F | 59.9% and below |

## Grading Criteria

The Nordell book gives **step-by-step instructions and graphical** illustrations on how to build the database. It is very **important that you follow the instructions closely** and understand the process. The completed database **must** meet the exact specifications listed in the book. Sloppy work will be penalized. Few exceptions include color schemes, font size, report or form template. There is <u>zero error tolerance</u>. **You do not have to Print any Access tables, reports or any other documents.**

**All submissions must be made through appropriate links made available on Black Board.**
**DO NOT SEND THE FILES THROUGH EMAIL/Onedrive WITHOUT PRIOR APPOVAL.**

For all assignment submissions - **Once you upload the file make sure it opens properly, as aforementioned if the file does not open a Zero credit will be assigned for that portion of the grade.**

## Disability Statement

If you have a physical, psychological, and/or learning disability that might affect your performance in this class, please contact the Office of Disability Services, B&E 134, (803) 643-6816, as soon as possible. The Disability Services Office will determine appropriate accommodations based on medical documentation

## **Assistance**

**Course related:** I strongly encourage you to contact me through email or in person for any assistance you may need to enhance your performance in this course.

**USCA Network Access/Email:** Contact help@usca.edu or 641-3391.

**Black Board:** Contact **803-777-1800, URL:** http://web.usca.edu/help-desk/current-students/accounts-and-passwords/blackboard-account.dot

A tutorial on accessing and using Blackboard can be found at: http://blackboard.usca.edu/

## Email Etiquette
This is online course; electronic mail (email) will be used as primary medium for communication. It is important you comply with the following rules while composing/sending emails.

1. All emails must be sent by USCA email account. Generic email accounts are not accepted.

2. The subject line must include the course number (BADM 390 and section -0XX) and accurately reflect the content of the email.
3. Address your contact with appropriate level of formality and make sure the name is spelled correctly.
4. Be sure to include all details and information necessary to understand your request. Generalities may cause confusion and unnecessary back and forth.
5. Use appropriate language, avoid multiple instances e.g. "!!! Or???" are perceived rude and impolite.
6. Do not use "reply all" or "mass mailing" feature while sending emails.
7. **Always acknowledge receipt of emails.** Not necessary for mass emails.
8. Letter grades/grade points cannot be discussed via email it is against FERPA policy.

## Exam Preparation Guide

**Access 2013 by Nordell: The publisher website provides a lot of online learning activities for each chapter which can be accessed at** http://www.mhhe.com/office2013inpractice (you may have to register an account). **I strongly suggest you to complete those activities to assess your understanding of the learning material.**

## Academic Integrity

From the USCA Student Handbook: "The principle of Academic Integrity and all procedures supporting it shall be referred to as the "Academic Code of Conduct". It is the responsibility of every student at USCA to be familiar with the "Code", to adhere steadfastly to truthfulness and to avoid dishonesty, fraud, or deceit of any type in connection with any academic requirements. Academic requirements are defined as works submitted for academic progression or graduation or any graduate or undergraduate course work. Any student who violates this principle, attempts to violate it, or who knowingly assists another in violating it shall be subject to discipline". Standards of academic integrity will be enforced in this course.

## Course Evaluation

As you get close to completion, please take a few moments to go online and complete the course evaluation. Email with the URL will be sent to your USCA account, select the appropriate course section and complete the questions. This should take no more than 5 minutes or so.

## Key Points to Remember

- READ through the syllabus carefully.
- You MUST have all the required material right from the first day of the class.
- Look through the course calendar and manage your time accordingly.
- A large part of your grade depends on Assignments, you need all the points. **<u>DO NOT wait till the last minute to get started. For example, some of the due dates fall on working days but you do not have to wait until the particular date to turn in the completed work.</u>** There are no extra credit assignments.
- The **Assignment deadlines** are set in a way to allot sufficient time to complete the work according to the specifications. All deadlines are set on 24/7 time format i.e., links open till midnight.
- **The Exams are due by 7 pm.**
- Partial or incomplete work will not be graded resulting in Zero credit for that portion of the work.
- **Always save the file on your local computer in a secure location. Make sure that the completed/uploaded files open without any error.**
- Mysterious disappearance of files or computer crashes is NOT a valid excuse for not completing the work on time.
- No make-ups or time extensions will be given due to the nature of this course.
- Feel free to contact me through email ravin@usca.edu for any questions related to course. For Black board related issues contact **803-777-1800**. For CSD Help contact help@usca.edu or 641-3391.