INSTRUCTOR: Phil Marshall  
Office: BA 728  
Phone: 803-777-2303 / On campus, you can dial 7-2303.  
E-mail: pmarshall@moore.sc.edu / As a student in the course, you can go to the Communications section of the Blackboard site and send an e-mail to the instructor, if you prefer.  
Website: http://blackboard.sc.edu/  
Office Hours: Tue / Thu, 8:00-9:00 and by appointment / As a convenience to students who work or have heavy school activity schedules, e-mailing for an appointment works best. Allow 24 hours for a response.  
Section Meetings  
Tue & Thu  
002: 9:30 – 10:45 in room BA 335  
004: 11:00 – 12:15 in room BA 335  
006: 2:00 – 3:15 in room BA 335  
Makeup Exam: No more than one exam may be made up on Reading Day.  
Final Exam:  
002 – Apr 30, 2:00  
004 – May 01, 9:00  
006 – May 03, 9:00  
Prerequisite: This course covers a full semester and no prerequisites are necessary. However, a working knowledge of personal computer operation, Windows, and the Internet is assumed.  
Course Information: The course is intended to orient the student to business driven information systems through a review of information systems and technology concepts. Microsoft Office applications will be used to illustrate and model business information systems.  
Schedule: A tentative schedule will be provided by the instructor. It is subject to change, so attend class and watch for Blackboard notices.  

Required Stuff and Help:  

**Textbook Package:**  
- MISource training package is optional

**Software:**  
- Microsoft Windows XP, 2000, or NT4 (with Service Pack 3). Windows 98, Windows Millennium, or any Apple operating system is not compatible with this course and no support will be given.  
- Microsoft Office 2007 Professional Plus or any Office 2007 package with Excel and Access  
- Internet Explorer 6.0 or higher

**Hardware:**  
- Pentium 350 MHz or faster (or equivalent processor)  
- 256 MB available RAM minimum  
- 2 GB of hard drive space (Recommended)
• Live Internet connection (a T1 or ISDN connection is recommended; a 56K connection is the minimum required.)

The school provides PCs loaded with the proper software in the Self Computer Center on the first floor of the BA building complex. The Self Computer Center has limited hours, so, if that is your sole method of accessing the needed software, it is your responsibility to plan your time to allow for completion of assignments.

**Material/Supplies:**
Electronic Storage Medium (1 Gb+ USB flash drive is advised).

**Technical Support:**

**USC**

Email: CSHelpDesk@sc.edu
Online Help System: https://cshelpdesk.csd.sc.edu
CS Help Desk (voice): 803-777-1800

USC Computer Services provides Internet connection, virus protection, and Blackboard support.

**MSB**

Email: helpdesk@moore.sc.edu

Moore School of Business Computer Support provides limited computer lab support. In-lab technicians provide computer operation assistance. They are not teaching assistants.

**McGraw-Hill**

Phone: 800-331-5094, hit 2 for student and 5 for other products. Help on MISource

**Policies**

**Attendance:** Place high priority on class meetings, regarding them as almost sacred. Attendance is especially important the skills acquisition portion. Attendance will be monitored through taking roll or quizzes. Per USC policy, if your attendance falls below 75%, your instructor must give you an “F” for the course regardless of your earned grade.

**Promptness:** The class meetings will start and end on time to lessen their impact on your school and personal schedule. If you have a class meeting across campus or off-campus job or obligation before or after this class, discuss with your instructor ways that can accommodate you with the least impact on the class. It is your responsibility to get the course notes, handouts, and laboratory assignments should you miss class or be late.

**Participation:** The class environment will, to the best of the instructor’s ability, allow for everyone to speak freely and listen attentively. Listening attentively to each other as well as to the instructor is a key part of the learning process. Total participation is necessary if the class is to achieve its best performance.

**Assignments:** Much of the student’s work is done between class meetings. When students take on a task, they should be sure to complete it on time. There are regularly scheduled assignments posted in Blackboard. You are responsible for checking this site.
**Training Assignments:** Most training assignment material is online.

**Quizzes:** Quizzes can be announced or unannounced. There are no make-ups for quizzes.

**Examinations:** Examination times are posted well in advance. One exam may be missed without an excuse. All makeup exams are given on Reading Day. If more than one exam is missed, written documentation explaining the absences must be presented to the instructor. The instructor will make his or her recommendation to the MGSC 290 Course Coordinator for approval. If the student has a job, student activities, or other known obligations for certain days of the week, he or she should be sure their MGSC 290 section schedule has no conflict.

**Meeting Place:** Classrooms 335 and 701 are the computer classrooms most used for MGSC 290. Consult your schedule to determine where your section meets. Final Exams, if scheduled by your instructor, will be in your regular classroom unless advised otherwise. Online interaction is a large part of the course. Blackboard is the backbone of your online class interaction. Additionally, there is an online training package that parallels the textbook. Individual and group interaction is supported on Blackboard using e-mail, group meetings, and forums. This provides an alternative to face-to-face contact for communicating with each other and editing work in progress.

**Office Hours:** Instructors post regular office hours for meeting with students who need help and clarification on the course material. Consult your syllabus for days and times. If you communicate with your instructor online use the Blackboard Communication section to send email.

**Electronic Devices:** The use of cell phones, iPods, pagers, CD players, radios, and similar devices are strictly prohibited during class. Use of these devices during exams or quizzes is grounds for an automatic grade of zero. Please make a habit of turning off any ringer or alarm device before class starts.

**Lab and Lab Computers:** The lab, its furnishings, and computers are property that you pay for through your tuition and taxes, if a South Carolina resident. Please treat them with respect. The use of the computer for other than the purposes specified by the instructor is prohibited during class. Playing games and participating in chats and email conversations are a distraction for your fellow classmates and is prohibited during class.

**eMail:** As mentioned earlier in “Office Hours,” please use the Blackboard email to communicate with your instructor. Also, if you do not use the university Gamecock e-Mail (GEM) to check your mail, be sure that you forward your GEM mail to the email address that you regularly check. If you communicate with your instructor or fellow students, please sign your email with your first and last name, since “hotlips@hotmail.com” may not be descriptive enough for us to know who you are.
**Cheating:** Students are expected to uphold the school’s standard of conduct related to academic honesty. Students assume full responsibility for the content and integrity of the academic work they submit. The guiding principle of academic integrity shall be that a student’s submitted work, examinations, reports, and projects must be that of the student’s own work. You shall be guilty of violating the honor code if you:

1. Represent the work of others as your own.
2. Use or obtain unauthorized assistance in any academic work.
3. Give unauthorized assistance to other students.
4. Modify, without instructor approval, an examination, paper, record, or report for the purpose of obtaining additional credit.
5. Misrepresent the content of submitted work.
6. Observe any cheating activity and fail to report it to the instructor.

The penalty for violating the honor code is severe. Any student violating the honor code is subject to receive a failing grade for the course and will be reported to the Office of Student Affairs. If a student is unclear about whether a particular situation may constitute an honor code violation, the student should meet with the instructor to discuss the situation.

For this class, it is permissible to assist classmates in general discussions of computing techniques. General advice and interaction are encouraged. Each person, however, must develop his or her own solutions to the assigned homework and laboratory exercises. Students may not “work together” on graded assignments. Such collaboration constitutes cheating, unless it is a group assignment. A student may not use or copy (by any means) another’s work (or portions of it) and represent it as his/her own. If you need help on an assignment, contact your instructor, the syllabus, or online materials, not other classmates.

In other words, you should adopt the policy: “*I shall not lie, cheat or steal; nor tolerate that behavior in others.*”

**Disabilities:** In compliance with the Americans with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to “reasonable accommodations.” Please notify the instructor during the first week of class of any accommodations needed for the course. **No additional time will be given on examinations** for this course for a disability per a review by Student Disability Services.

**Laboratory Assignments:** Although the homework and laboratory assignments comprise a smaller portion of the grade, a student can receive a final grade no greater than a D if a majority of homework or laboratory assignments are not handed in. Homework and laboratory assignments receiving less than a 50% score are considered not turned in.

**Appeals:** To appeal a grade, send an e-mail to your instructor’s e-mail address within two weeks of the grade having been received. Overdue appeals will not be considered.
**Incomplete**: Students will not be given an incomplete grade in the course without sound reason and documented evidence as described in the Student Handbook. In any case, for a student to receive an incomplete, he or she must be passing and must have completed a significant portion of the course.

**Grading:**

Letter grades will be determined using the standard USC grading criteria as outlined below.

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<thead>
<tr>
<th>Points</th>
<th>Grade</th>
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<tbody>
<tr>
<td>90-100</td>
<td>A</td>
</tr>
<tr>
<td>86-89</td>
<td>B+</td>
</tr>
<tr>
<td>80-85</td>
<td>B</td>
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<tr>
<td>76-79</td>
<td>C+</td>
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<tr>
<td>70-75</td>
<td>C</td>
</tr>
<tr>
<td>66-69</td>
<td>D+</td>
</tr>
<tr>
<td>60-65</td>
<td>D</td>
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<tr>
<td>Less than 60</td>
<td>F</td>
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**Gradable items:**

<table>
<thead>
<tr>
<th>Gradable items</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Announced Examinations</td>
<td>60</td>
</tr>
<tr>
<td>Projects and Assignments</td>
<td>20</td>
</tr>
<tr>
<td>Quizzes</td>
<td></td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
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**Course Evaluation**: We request that you make notes about the course during the semester. We welcome your feedback on the course evaluation forms at the end of the semester. Please tell us what was helpful and what was not.