

# Computers Information Systems in Business

## Winter 2020 (3 Credit Hours)

\*Note: This syllabus will serve as a guide as is subject to change by the instructor as needed.

<b>Course IDs :</b>	MGSC 290 – Sections : YJC
<b>Associated Term:</b>	Winter 2020
<b>Class Times (Days):</b>	N/A (Web 100% Asynchronous Instructional Method)
<b>Instructor:</b>	Cindy Richburg Cotton
<b>Office:</b>	Darla Moore School of Business 401S3
<b>Office Hours:</b>	N/A (Web 100% Asynchronous Instructional Method)
<b>Virtual Office Hours:</b>	Daily from 12:00 p.m. – 1:00 p.m. except on 01/05/20; 1/01/10/20; 01/15/20, and 01/17/20 hours are from 8:00 p.m. to 9:00 p.m. To access my office hours, click the Virtual Office Hours link in Blackboard.
<b>Contact Info:</b>	803-747-3519 (Mobile Phone) <a href="mailto:cindy.cotton@moore.sc.edu">cindy.cotton@moore.sc.edu</a> (DMSB email)*

\*Any email from students must contain in the subject line **course id** (MGSC 290 – YJC), **student's name**, and (less than 3 keywords for) **the subject**. **If the subject is related to a technical issue, a case number from the CXG Support Center (or an incident number UTS Service Desk) should be in the subject line. Otherwise, it will be ignored.**

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### Course Description:

As a student in this course, you will learn the most important topics in computer information systems in business, including spreadsheets and databases through the use of Microsoft Office 2016. One of the major goals of this course is for the student to develop a strong foundation and proficiency in the use of Microsoft Excel as a tool in business communications, analysis, and decision making. No prior computer experience with these topics is assumed. This course satisfies the computer literacy requirement.

### Learning Objectives/Outcomes:

1. Create and format a Microsoft Excel workbook
2. Demonstrate ability to build and edit formulas and functions
3. Define the use of Excel references in formulas
4. Create charts and graphics
5. Create and edit PivotTables and PivotCharts
6. Create advanced formulas and functions
7. Demonstrate ability to manage multiple worksheets
8. Explore advanced techniques such as financial and what-if analysis
9. Introduction to relational database management system through use of Microsoft Access
10. Explain the meaning of terms used to describe common techniques and concepts in Excel and Access applications.

**How Your Learning is Measured:** Your understanding and ability to explain terminology, advanced information systems concepts will be measured in the quantity and quality of your answers to the professor's quizzes/assignments as well as in your skill in building and manipulating data and information will be measured in the quality of your assignment work that you will submit. Your overall comprehension of information technology and its uses in business will be measured by exams, and hands-on proficiency skills testing.

## REQUIRED MATERIALS:

1. **Textbook** McGraw Hill Education - University of South Carolina MGSC 290: PPK LL MS OFFEXCEL 2016 COMPLETE W/SimNet; Microsoft Office 2016 In Practice Excel Complete – Wood and Nordell. ISBN-9781260226065. **This book is sold as a package** that contains your registration code for registering for the **SimNet 2016**. IT IS A NEW BOOK. **When you open your book package be careful not to throw away the card inside that contains your code for entering the class.**
2. **Textbook (optional)** There is also an electronic version of the textbook that may be purchased instead of the physical textbook. You can purchase it online from <https://usccolumbia.simnetonline.com>.
3. **Windows PC with Microsoft Office 2016 (or higher version)**. You should own a Windows PC with Excel 2016, Access 2016, PowerPoint 2016, and Word 2016 in order to take this class. You need to use it about 5 ~ 10 hours every week. So, it is critical to have one (or have ability to access one more than 10 hours/week) for completing the course without troubles. **Office 2016 for Mac may work for the course. However, the course is designed for Microsoft Office 2016 and there will be no guaranteed support for Mac.**
4. **SimNet** doesn't have many requirements. However, it does have a couple requirements to make sure your experience is optimal. You can check the system requirements from <https://usccolumbia.simnetonline.com/sp/#requirements?login>.
5. **Internet connection and basic personal computer skills** to use course websites including Blackboard, and SimNet Online.

## Teaching Methods:

**When you sign in to your account all of your work is coded according to your login account. Therefore, you cannot share your work with other students or allow them to copy or submit your files. If you do this and someone submits your work, Instructors will be alerted to an integrity violation. This lets the instructor know that you have submitted someone else's work and not your work.** Plagiarism and cheating are serious offenses and may be punished by failure on exam, paper or project; failure in course; and or expulsion from the University. For more information refer to the "Academic Dishonesty" policy in the University Undergraduate Catalog. 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 projects, assignments, and tasks. In other words, students may not "work together" on graded assignments.

1. (10%) **SimNet Simbook Assignments** - These 13 assignments are located on SimNet and are integrated into the textbook Chapters. The reading parts help students understand the topics in the chapter and prepare students for quizzes (e.g., SimNet Test Bank Quizzes) and exams (e.g., MC Exams). Especially, "Let Me Try" tasks prepare students for the SimNet exams. The SimNet assignments are to be done as you complete the chapter reading and are due as assigned on SimNet. Due dates for SimNet Assignments are provided on the class schedule. Late work is not accepted.
2. (10%) **SimNet Test Bank Quizzes** —Students are given a Test Bank Quiz for each chapter covering each SimBook assignment via SimNet. The quizzes consist of approximately 10 multiple choice questions. You will have a three-day window to take the quizzes. They are password protected. You will be given password three days before the due date. The quizzes are timed. So, once you start the exam, you need to complete it within 15 minutes. Late work is not accepted.
3. (20%) **SimNet Online Projects** - These 20 projects are located on *SimNet*; they reinforce the chapter concepts; and they prepare students for the **SimNet** exams. Students will use Excel to complete the SimNet projects. The *SimNet* projects are to be done after completing the *SimNet* Simbook Assignments and are due as assigned on *SimNet*. The projects can be done as many as five times, and the highest grade will be recorded in the Gradebook. Due dates for *SimNet* Online projects are provided on the class schedule. Late work is not accepted.
4. (20%) **MC Exams** — Students are given three MC exams on *SimNet*. A MC exam consists of approximately 50 multiple choice questions. The exams are timed. So, once you start the exam, you

need to complete it within an hour. The *SimNet* Simbook Assignments (reading parts), and SimNet Test Bank Quizzes prepare the students for these exams.

5. (20%) **SimNet Exams**—Students are given three skills-based exams on *SimNet* throughout the semester. The exams are timed. So, once you start an exam, you need to complete it within an hour. You cannot pause an exam. The exams consist of 30 SimNet simulation questions in which students are given **five** attempts to complete each task. The *SimNet* Simbook Assignments, especially “Let Me Try” parts, and prepare the students for these exams.
6. (10%) **MC Final Exam**— Students are given a Final Exam via SimNet. The final exam consists of approximately 50 multiple choice questions like those in SimNet Test Bank Quizzes and MC Exams. The exam covers material from the entire semester. ***The Final Exam is given during appointed final exam date.*** The exam is password protected. Students will be given password the first day the exam is available. The Final Exam is timed. So, once you start the exam, you need to complete it within 75 minutes.
7. (10%) **SimNet Final Exam**—Students are given a Final Exam via SimNet. The final exam consists of approximately 30 skills-based questions like those in SimNet Exams. The exam covers material from the entire semester. ***The Final Exam is given during appointed final exam date.*** The exam is password protected. Students will be given password the first day the exam is available. The Final Exam is timed. So, once you start the exam, you need to complete it within 75 minutes.

**Grading:**

<b>Grading: Gradable Item</b>	<b>Percentage</b>
SimNet Simbook Assignments	10
SimNet Test Bank Quizzes	10
SimNet Online Projects	20
MC Exams	20
SimNet Exams	20
MC Final Exam (comprehensive)	10
SimNet Final Exam (comprehensive)	10
<b>Total</b>	<b>100%</b>

Letter grades: 90-100: A; 86-89.99: B+; 80-85.99: B; 76-79.99: C+; 70-75.99: C; 66-69.99: D+; 60-65.99: D; <60: F  
***There is no extra credit assignment. Please do not approach the instructor with a request for one.***

**Grading and Student Evaluation Philosophy:**

Students are reminded that grades are earned, not awarded. It is the professor’s belief that grades are a measurement tool used primarily for diagnostic purposes. They are a means to an end, not an end unto themselves. Hence, students should focus on learning, not on grades. The ultimate goal is to allow everyone the opportunity to succeed, accomplish the learning objectives, and achieve a high level of satisfaction from this course. To achieve a good grade in this course is not difficult. However, it requires serious commitment, initiative, and hard work on behalf of the student. When students and their work are to be evaluated, they will be held to the same level of accountability and professional standards expected in the real world of business. Success in this course will be related to the student’s ability to *demonstrate* excellence in having achieved each of the course objectives outlined in the syllabus. The student is reminded that the quality of input (effort) will determine the quality of output. Grades are based not only on demonstrated effort but also on demonstrated ability, mastery of the material, and quality of all work produced. In other words, it is not the amount of time spent on an assignment that leads to a good grade, but how that time is spent. Assignments and exams, evenly spaced throughout the term to allow adequate time for preparation, are designed to enrich the student’s experience and enable each student to fulfill the learning objectives of this course.

**Course Policies:**

Attendance: It is not required for the student to attend a class since it is an online class. However, the student is responsible for checking assignments/announcements at Blackboard and SimNet.

Assignments: All assignments are due by 11:59 pm of the due date. Late submission of assignments will result in a zero (0). Since students will be held to the same level of accountability and performance standards that are used in industry, it is the policy of this course that **late submissions will not be accepted for credit without a University-accepted excuse**. If accepted, **late submissions will be penalized 20% of the total score for each day**. The assignments and their due dates are available on the schedule from the first day of class.

Also, all assignments must be prepared and submitted in a professional manner using a word processor, spreadsheet program, and other suitable PC applications as appropriate for the assignment. Electronically submitted assignments will be due by 11:00 pm of the due date. **No credit will be awarded for assignments that fail to follow these standards.**

Please be advised that technology is not perfect. System downtime, computer crashes, slow networks, computer viruses, etc. are facts of life. It is each student's responsibility to take the necessary precautions and safeguards so as not to fall victim to these. **Technology-related issues and problems (e.g., Internet connection problem and a computer crash) will not be accepted as excuses for late assignments.** Therefore, students are advised to protect their work and their computers. Save your files often, make backups, and check your computer frequently for viruses. Get in the habit of practicing "safe computing" and following good computing practices.

Need for Assistance: If you have any condition, such as a physical or learning disability, which will make it difficult for you to carry out the work as I have outlined it, or which will require academic accommodations, please notify your instructor as soon as possible.

Technical Support:

For the **SimNet related technical issues**, you should contact SimNet Technical Support (see below) before contacting the instructor.

Visit the [Tech Online Support Center](#) or contact us below:

**Hours of Operation:**

Sunday: 12:00 PM to 12:00 AM EST

Monday-Thursday: 24 hrs

Friday: 12:00 AM to 9:00 PM EST

Saturday: 10:00 AM to 8:00 PM EST

**Phone:** (800) 331-5094

**Online:** [Submit a Support Request](#)

For the **university technologies (e.g., Blackboard, Email, and Products & S/W)** related supports, contact the **UTS Service Desk** - [https://www.sc.edu/about/offices\\_and\\_divisions/university\\_technology\\_services/support/servicedesk.php](https://www.sc.edu/about/offices_and_divisions/university_technology_services/support/servicedesk.php) before you contact the instructor. If you couldn't solve the technical issue after consulting with the CXG Support Center or the UTS Service Desk, you can contact me. It is preferred that student email from students should come from your DMSB or USC email account. Any email from students must contain in the subject line **course id (MGSC 290 - YJC), last name, keywords, and case number from the CXG Support Center (or incident number UTS Service Desk)**. Otherwise, it will be ignored.

Assistance at the Student Success Center

Your success in this course is important. Your instructor has partnered with the Student Success Center (SSC) to assist you in better understanding course material which can aid you on your path to success. Resources

available to students include: Peer Tutoring, Supplemental Instruction (SI), Peer Writing & Communications (PWC), and Peer Success Consultations.

Throughout the semester, your instructor will communicate with the SSC regarding your progress in the course. If you are contacted by the SSC, please schedule a Success Consultation right away and consider scheduling other appointments such as tutoring. Referrals are not punitive and are meant to assist you in connecting with resources in the Student Success Center. SSC services are offered to all USC undergraduates at no additional cost. Please call 803-777-1000, visit [www.sc.edu/success](http://www.sc.edu/success), or come to the SSC in the Thomas Cooper Library (Mezzanine Level) to check schedules and make appointments.

**Incomplete Policy:** 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.

The University and Moore School of Business Policies and Procedures - Please carefully review the University policies and procedures at <http://bulletin.sc.edu/content.php?catoid=78&navoid=2264>.

A description of the grievance process for DMSB is posted at:

[https://www.sc.edu/study/colleges\\_schools/moore/internal/rights\\_and\\_responsibilities/grievances.php](https://www.sc.edu/study/colleges_schools/moore/internal/rights_and_responsibilities/grievances.php).

**University of South Carolina Honor Code:** the USC Honor Code as specified on the Office of Academic Integrity site - [https://sc.edu/about/offices\\_and\\_divisions/student\\_conduct\\_and\\_academic\\_integrity/index.php](https://sc.edu/about/offices_and_divisions/student_conduct_and_academic_integrity/index.php).

It is the responsibility of every student at the University of South Carolina Columbia to adhere steadfastly to truthfulness and to avoid dishonesty, fraud, or deceit of any type in connection with any academic program. Any student who violates this Honor Code or who knowingly assists another to violate this Honor Code shall be subject to discipline. The Honor Code is intended to prohibit all forms of academic dishonesty and should be interpreted broadly to carry out that purpose. The following examples illustrate conduct that violates this Honor Code, but this list is not intended to be an exhaustive compilation of conduct prohibited by the Honor Code:

1. Giving or receiving unauthorized assistance, or attempting to give or receive such assistance, in connection with the performance of any academic work.
2. Unauthorized use of materials or information of any type or the unauthorized use of any electronic or mechanical device in connection with the completion of any academic work.
3. Access to the contents of any test or examination or the purchase, sale, or theft of any test or examination prior to its administration.
4. Use of another person's work or ideas without proper acknowledgment of source.
5. Intentional misrepresentation by word or action of any situation of fact, or intentional omission of material fact, so as to mislead any person in connection with any academic work (including, without limitation, the scheduling, completion, performance, or submission of any such work).
6. Offering or giving any favor or thing of value for the purpose of influencing improperly a grade or other evaluation of a student in an academic program.
7. Conduct intended to interfere with an instructor's ability to evaluate accurately a student's competency or performance in an academic program.

Whenever a student is uncertain as to whether conduct would violate this Honor Code, it is the responsibility of the student to seek clarification from the appropriate faculty member or instructor of record prior to engaging in such conduct.

As an instructor, I have the responsibility of reporting a violation of the honor code. Policies and the incident report form can be found at:

[https://sc.edu/about/offices\\_and\\_divisions/student\\_conduct\\_and\\_academic\\_integrity/index.php](https://sc.edu/about/offices_and_divisions/student_conduct_and_academic_integrity/index.php).

**Darla Moore School of Business - Code of Student Conduct for Undergraduate Students**

In 2010, student leaders developed and the faculty endorsed a Code of Conduct for undergraduate students (shown below) is posted at:

[https://sc.edu/study/colleges\\_schools/moore/internal/rights\\_and\\_responsibilities/code\\_conduct.php](https://sc.edu/study/colleges_schools/moore/internal/rights_and_responsibilities/code_conduct.php).

The Darla Moore School of Business is recognized globally for educating students who are prepared to become responsible business and civic leaders. An effective learning environment where students and faculty value integrity, professionalism and diligence are foundational to this mission.

Consistent with these values, the Student Leadership Council and the faculty of the Darla Moore School of Business expect students to:

- spend a minimum of two hours outside of class studying for each hour of classroom time;
- exhibit classroom behavior that is respectful to faculty and fellow students;
- refrain from the use of phones and other electronic equipment during class, unless permitted by the instructor;
- arrive at class on time, actively participate in class, and not leave class early;
- keep up with assigned readings and complete assignments on time;
- contribute fully to team assignments;
- respect the university's staff and be responsible stewards of its facilities; and
- abide by the University of South Carolina Honor Code

Approved by the Undergraduate Student Leadership Council and the Faculty of the Darla Moore School of Business.

**MGSC 290-YJC Winter 2020**  
**Class Schedule: December 30, 2019 - January 19, 2020**  
**Dr. Cindye Richburg Cotton, Instructor**  
**Office: Cubicle 401S3**  
**Office Number: 803-777-3482|Cell Number: 803-747-3519**  
**Email: cindye.cotton@moore.sc.edu**

Day	Date	Topic	Assignment Due by 11:59 pm
1	Mon, 12/30	Orientation	SimNet Registration
2	Tues, 12/31	Simbook - Excel Chapter1: Creating and Editing Workbooks	SimNet Simbook Assignment
	Tues, 12/31	Excel Chapter1: Creating and Editing Workbooks	SimNet Test Bank Quiz SimNet Online Guided Project 1-3 SimNet Online Independent Project 1-6
3	Wed, 1/1	Simbook - Excel Chapter 2: Working with Formulas and Functions	SimNet Simbook Assignment
	Wed, 1/1	Excel Chapter 2: Working with Formulas and Functions	SimNet Test Bank Quiz SimNet Online Guided Project 2-3 SimNet Online Independent Project 2-5
4	Thurs, 1/2	<b>MC Exams 1</b>	
	Thurs, 1/2	<b>SimNet Exams 1</b>	
5	Fri, 1/3	Simbook - Excel Chapter 3: Creating and Editing Charts	SimNet Simbook Assignment
	Fri, 1/3	Excel Chapter 3: Creating and Editing Charts	SimNet Test Bank Quiz SimNet Online Guided Project 3-3 SimNet Online Independent Project 3-7
6	Sat, 1/4	Simbook - Excel Chapter 4: Formatting, Organizing, and Getting Data	SimNet Simbook Assignment
	Sat, 1/4	Excel Chapter 4: Formatting, Organizing, and Getting Data	SimNet Test Bank Quiz SimNet Online Guided Project 4-3 SimNet Online Independent Project 4-4
7	Sun, 1/5	Simbook - Excel Chapter 5: Consolidating, Linking and Inserting Objects	SimNet Simbook Assignment
	Sun, 1/5	Excel Chapter 5: Consolidating, Linking and Inserting Objects	SimNet Test Bank Quiz SimNet Online Independent Project 5-6
8	Mon, 1/6	Simbook - Excel Chapter 6: Exploring the Function Library	SimNet Simbook Assignment
	Mon, 1/6	Excel Chapter 6: Exploring the Function Library	SimNet Test Bank Quiz SimNet Online Independent Project 6-5 SimNet Online Independent Project 6-6
9	Tues, 1/7	<b>MC Exams 2</b>	
	Tues, 1/7	<b>SimNet Exams 2</b>	
10	Wed, 1/8	Simbook - Excel Chapter 7: Working with Templates and Sharing Work	SimNet Simbook Assignment
	Wed, 1/8	Excel Chapter 7: Working with Templates and Sharing Work	SimNet Test Bank Quiz SimNet Online Independent Project 7-3 SimNet Online Independent Project 7-6
11	Thurs, 1/9	Simbook - Excel Chapter 8: Exploring Data Analysis and Business Intelligence	SimNet Simbook Assignment
	Thurs, 1/9	Excel Chapter 8: Exploring Data Analysis and Business Intelligence	SimNet Test Bank Quiz SimNet Online Independent Project 8-3 SimNet Online Independent Project 8-5
12	Fri, 1/10	Simbook - Excel Chapter 9: Recording and Editing Macros	SimNet Simbook Assignment
	Fri, 1/10	Excel Chapter 9: Recording and Editing Macros	SimNet Test Bank Quiz SimNet Online Guided Project 9-3
13	Sat, 1/11	<b>MC Exams 3</b>	
	Sat, 1/11	<b>SimNet Exams 3</b>	
14	Sun, 1/12	Simbook - Access Chapter 1: Creating a Database and Tables	SimNet Simbook Assignment
	Sun, 1/12	Access Chapter 1: Creating a Database and Tables	SimNet Test Bank Quiz SimNet Online Guided Project 1-2

<b>Grading: Gradable Item</b>	<b>Percentage</b>
SimNet Simbook Assignments	10
SimNet Test Bank Quizzes	10
SimNet Online Projects	20
MC Exams	20
SimNet Exams	20
MC Final Exam (comprehensive)	10
SimNet Final Exam (comprehensive)	10
<b>Total</b>	<b>100%</b>

15	Mon, 1/13	Simbook - Access Chapter 2: Using Design View, Data Validation, and Relationships	SimNet Simbook Assignment
	Mon, 1/13	Access Chapter 2: Using Design View, Data Validation, and Relationships	SimNet Test Bank Quiz SimNet Online Guided Project 2-1
16	Tues, 1/14	Simbook - Access Chapter 3: Creating and Using Queries	SimNet Simbook Assignment
	Wed, 1/15	Access Chapter 3: Creating and Using Queries	SimNet Test Bank Quiz SimNet Online Guided Project 3-2
17	Thurs, 1/16	Simbook - Access Chapter 4: Creating and Using Forms and Reports	SimNet Simbook Assignment
	Fri, 1/17	Access Chapter 4: Creating and Using Forms and Reports	SimNet Test Bank Quiz SimNet Online Guided Project 4-3
18	Sat, 1/18 or Sun, 1/19	<b>MC FINAL EXAM</b> <b>SIMNET FINAL EXAM</b>	

**Information:**

**Blackboard:** <https://blackboard.sc.edu>

**SimNet Website:** <https://usccolumbia.simnetonline.com>

**SimNet Technical Support Number:** (800) 331-5094

**University Technology Services (UTS) Technical Support Number:** (803) 777-1800



**SimNet Simbook Assignments** are the reading assignments and must be done by their due dates.  
**You are to complete the assignments until you received a grade of 100**

**SimNet Test Bank Quizzes** (multiple choice online exams) must taken by their due dates. You will have a three-day window to take the quizzes. Covers reading from the Simbook assignments. They are password protected. You will be given password three days before the due date.  
**1 opportunity per quiz**

**SimNet Online Projects** are assignments that use live Excel and are to be done by their due dates.  
**You are allowed five attempts to complete the projects until you receive a grade of 100—highest grade recorded in Gradebook**

**MC Exams** (multiple choice online exams) are taken after a certain number of chapters have been covered. They are password protected. You will be given password on the day of the exam.  
**1 opportunity per exam**

**SimNet Skills-Based Exams** (skills-based online exams) are taken after a certain number of chapters have been covered. They are password protected. You will be given password on the day of the exam.  
**5 attempts per question—1 opportunity per exam**

**MC Final Exam** (multiple choice comprehensive online exam) **taken during your final exam time.** The final exam consists of approximately 50 multiple choices questions like those in MC Exams. The exam is password protected. You will be given password the first day the exam is available.  
**1 opportunity per exam**

**SimNet Final Exam** (skills-based comprehensive online exam) **taken during your final exam time.** The final exam consists of approximately 30 skills-based questions like those in SimNet Exams. The exam is password protected. You will be given password the first day the exam is available.  
**5 attempts per question—1 opportunity per exam**