Class: ISDS 1100 (Summer 2008)
Instructor: Kari Walters
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Office Hours: By Appointment
Class Website: http://www.bus.lsu.edu/walters

Course Objective:
This course is designed to teach the student about Information Systems and Decision Sciences (ISDS). Topics will include Computer Concepts, Management Information Systems concepts, and various applications. This course is also designed to teach the student how to use many of the computer resources available at LSU. This will include coverage of Word, Excel and PowerPoint in the Microsoft Office Suite, as these are the tools the student is most likely to utilize throughout his/her career at LSU.

Class Meeting:
The first class (June 10), the Final Exam Review (July 29) and the Final Exam (July 31) will all be held in E130 Howe Russell. For labs and computer exams, this section will be divided into two groups. If your last name begins with A-H, you are in Group 1. If your last name begins with J-Z, you are in Group 2. All labs and computer exams will be held in 1104 Patrick F. Taylor. Cell phones must be turned off. Absolutely no food or drinks are allowed in the computer classroom.

Texts Packet:
The packet contains a textbook called Computers Are Your Future LSU Custom Edition, Bill Daley and an access code for the application entitled myitlab. The access code in this packet can only be used by one student. Every student is required to have this information in order to take tests and complete assignments. Without this bundle, a student cannot pass this class. You must have this purchased for the first week of class.

Websites for the class: (Please bookmark on your computer at home)
http://www.myitlab.com
http://paws.lsu.edu
http://www.prenhall.com/daley
http://www.bus.lsu.edu/walters

Materials:
One Small Scantron sheet (Form No. 882-E) for the Final Exam. All other tests will be computer based.

A student must bring a picture ID each time a student attends an exam.

All students must have a PAWS email account. All correspondence for this course will go to a student's PAWS account. Therefore, please do not forward your PAWS email to another account. If you do not have one, you may obtain over the internet at http://paws.lsu.edu. If you require assistance or need to report problems with PAWS, please call the LSU Application Service Center at 578-0100 from 8:00 AM - 4:30 PM M-F or send email to pawsfb@lsu.edu.
Testing Policy:

**All tests in this course will be 45 minutes in length.** If you are a student receiving extra test time through the Office of Disability Services, it is your responsibility to make your instructor aware of this as soon as possible. Arrangements will be made so that the Office of Disability Services can administer all tests. Please be prepared to show documentation from the Office of Disability Services.

All students are responsible for making sure they can log into Windows on a campus lab computer using their PAWS ID and Password prior to each examination.

**Academic Dishonesty Policy:**

*Cheating will not be tolerated and suspected violators will be referred to the Dean of Students. All work will be completed by the student enrolled in the course and no one else. All tests are password protected and students are required to sign out on completion of the test. If the student name does not match with the time, date and location of the test, then that student will receive a zero on the test.*

Grading Policy:

A 10 point grading scale will be used for the course (no rounding). The final grade will be calculated as follows:

- Myitlab Training (3 Total) 15%
- Myitlab Pretests (3 Total) 9%
- Word Test 16%
- PowerPoint Test 16%
- Excel Test 16%
- Chapter Quizzes (6 Total) 12%
- Final Exam (MIS Concepts) 16%

Tutorials (Training, Pretests & Quizzes):

All tutorial training are to be completed individually and are due by the date specified. No late uploads will be accepted. The percent completed by the due date is the percent grade the student will receive.

Computer Labs:

The following labs are available for students to complete their training and pretests.

**COB Lab 1104 Patrick F. Taylor:**

Students may use the College of Business PC lab to complete assignments. You enter the lab through 1104 Patrick F. Taylor and the phone number is 578-3219. Students may use computers in 1104 to complete assignments. The lab is open during the following hours:

**Mon-Fri:** 8:00 AM – 4:30 PM

**CEBA 1302 Lab:**

Students may use the lab in the middle of CEBA to complete assignments. The lab is in 1302 CEBA and the phone number is 578-1975. The lab is open during the following hours:

**START Lab:**

START’s main computer lab is located in B-26 (basement) Coates Hall and the tutoring lab can be found in B-31 Coates Hall. START offers free computer classes and tutoring in MS Office (Word, Excel, PowerPoint, Access) which are a part of the ISDS 1100 syllabus. For more information START can be contacted by phone 578-4526, or visited online at [www.lsu.edu/start](http://www.lsu.edu/start).

All labs will be closed throughout the semester for holidays. Please check with the lab as necessary for holiday closures.
LSU Help Desk:
Contact the LSU Computing Services Help Desk 578-3375 for computing questions and problems. It is open 8:00 AM - 10:00 PM M-F during the regular semester. Visit the Help Desk online at http://www.lsu.edu/helpdesk or 102 Frey Computing Services Center for walk-in service.

Make-Up Policy:
A student has missed an examination if he/she does not complete the examination during his/her predetermined time slot. Any student who shows up more than 10 minutes late for a scheduled exam will not be allowed to take the exam. If a student misses an exam, he/she will have to schedule a makeup exam during the final week of the semester.

Valid reasons for missing an examination include:
- Illness
- Serious family emergency
- Special curricular requirements such as field trips
- Military obligations
- Serious weather conditions such as hurricane
- Religious holidays
- Participation in varsity athletic competitions or university musical events
- Court-imposed legal obligations such as subpoenas or jury duty

The student must provide DOCUMENTATION of the reason for absence and should submit this documentation during the make-up exam.

Policy for Absences without a valid reason:
If you should miss an examination for a reason not stated above or if documentation cannot be provided for the absence, a make-up exam will be allowed BUT for only half-credit.

Make-up Examination Schedule:
Make-up exams will only be given during the last week of the semester. All students will schedule a make-up exam in the same manner they scheduled a regular exam. Any excuses must be submitted at the time of the make-up. No late excuses will be accepted. Without an excuse, a make-up exam will only count for half credit.