CIS243 Principles of Management Information Systems
Course Syllabus

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Keep this syllabus with your course materials at all times and refer to it first for any questions you may have. I am an adjunct instructor based in the Elizabethtown area so I do not have office hours on campus. However, I am available to answer your questions via e-mail. Please do not hesitate to ask for clarification on any subject.

COURSE OBJECTIVES

This course is designed to provide students of any discipline with a working knowledge of information systems. Because this course is required for all majors within the Gordon Ford College of Business, it is focused toward this audience. Prior coursework assumed is CIS141, CS145, or other approved equivalents.

Upon completion of this course:
The student should be familiar with the following topics:

- Why MIS?
- The Importance of MIS
- Collaboration Information Systems for Decision Making, Problem Solving, and Project Management
- Business Processes, Information Systems, and Information
- Organizational Strategy, Information Systems, and Competitive Advantage
- Information Technology
- Hardware and Software
- Mobile Systems
- Database Processing
- The Cloud
- Network and Cloud Technology
- Using IS for Competitive Advantage
- Organizations and Information Systems
- Social Media Information Systems
- Business Intelligence Systems
- Information Systems Management
- Information Systems Security
- Information Systems Management
- International MIS
- Information Systems Development Skills Required

- The student should be able to apply fundamental spreadsheet skills to business scenarios using Excel 2016.
- The student should be able to apply basic database skills to business scenarios using Access 2016.

MODE OF INSTRUCTION

This course is delivered in an online format. The course is available at the following website: https://blackboard.wku.edu.

COURSE MATERIALS

Required Text: For this semester, the text and all ancillaries will be supplied by the CIS Department. These items have been billed through your tuition

Other Requirements: Regular access to a computer with high-speed Internet access
WKU email and Blackboard accounts
Access to Microsoft Office 2016 (Excel & Access).

ASSURANCE OF LEARNING

Critical Thinking - Students will demonstrate the ability to solve problems through critical, reflective, and integrative thinking. Specifically, they should be able to: (1) identify various approaches to defining business problems, (2) recognize the impact of various influences on potential solutions to business problems, (3) identify alternative solutions to business problems, recognizing the impact on a variety of stakeholders and (4) demonstrate the ability to make sound decisions based on evaluating the pros and cons and then selecting an alternative and documenting the rationale for selection.

Student Use of Technology - Students will demonstrate the ability to strategically employ information technology. Competency in current technology encompasses the ability to use information technology when undertaking business decisions. The specific skills include: (1) navigating the Internet, (2) collecting and analyzing data using spreadsheets, and (3) understanding the purpose and design of a database.

GRADING AND EVALUATION PROCEDURES

Assignments and Chapter Quizzes (Averaged) - 40%
Mid-Term Exam - 30%
Final Exam - 30%
Class Discussions – Possible 10 total bonus points added to your final course grade

The grading scale that will be used is:

A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = 59 and below

As you can see, the grades are weighted. You are responsible for tracking your own grades. I have provided a spreadsheet on the Blackboard site for this purpose. Just fill in your grades as you complete each item and it will calculate your grade as you go.

COURSE MATERIALS /ASSIGNMENTS

Click 'Assignments' in the Bboard site menu to access all assignment materials. They are separated into folders for each week in the semester in which you will have an assignment. These folders will become available according to the course calendar. Weekly assignments/quizzes are due at Noon on the Monday following the week they become active.

MIS CHAPTER ASSIGNMENTS

Access to an electronic version of the MIS textbook is provided on the BlackBoard site. Each chapter will have an assignment consisting of five essay questions based on the chapter material. These questions must be manually graded so you will have only one attempt for this assignment.

MIS CHAPTER QUIZZES

These quizzes are also located in the folder with their respective course materials. Each quiz is available along with the assignments and is due at the same time as the assignments. You will have three attempts on the quizzes. Your recorded grade will be the highest of the three attempts.

SPREADSHEET and DATABASE ASSIGNMENTS

We will use MyITLab, which will be supplied for this semester. More information on accessing MyITLab is provided on the BlackBoard site. Spreadsheet and Database assignments are on the course calendar and announced in the Assignments folder. You will have three attempts on these assignments. Your recorded grade will be the highest of the three attempts.

DISCUSSION BOARDS

Each student will be expected to participate in discussion topics. Points for each discussion will be evaluated according to the number of contributions made AND to

the substance of those posts. Short, meaningless posts like, "I agree" or simply repeating another person's statements will not be considered during the grading process. Adequate participation can earn you up to a total of 10 bonus points added to your final course grade. Discussion boards are not on the course schedule and will be announced when assigned.

LATE ASSIGNMENT POLICY

I expect my students to submit all their assignments on time. Late assignments will be penalized 20% per day or part of a day after the due date/time. Assignments are due at Noon on Mondays. An assignment submitted at 12:01pm will be penalized 20%. An additional 20% will be assessed after Noon each subsequent day an assignment is not submitted. Therefore, an assignment submitted at 12:01pm on Friday gets no points.

This Late Assignment Policy applies to Chapter Assignments, Chapter Quizzes, and Excel/Access Assignments. It does not apply to discussion boards or exams.

MIDTERM EXAM

The midterm exam will consist of a concepts exam based on the textbook chapters and administered through Blackboard. The Mid-term exam will be taken at your local Distance Learning Testing Center. Dates for the exam are in the course schedule. It is your responsibility to schedule a time to take the exam at your local center. Information on the sites across Kentucky is here: https://www.wku.edu/testing/ky-proctors.php

You can take the exam any day of exam week, but the appointment must be made prior to the last day. If you wait until the last day of the exam week to contact the testing center, the scheduling system will not allow you to make the appointment.

FINAL EXAM

The final exam will consist of a concepts exam based on the textbook chapters covered since mid-term, and two comprehensive Excel projects. The written portion of the final exam will be taken at your local Distance Learning Testing Center. You may complete the Excel projects on your own and upload them to My IT Lab. Dates for the exam are in the course schedule. It is your responsibility to schedule a time to take the exam at your local center.

You can take the exam any day of exam week, but the appointment must be made prior to the last day. If you wait until the last day of the exam week to contact the testing center, the scheduling system will not allow you to make the appointment.

COMPUTER ACCESS

This course requires each student to make use of several software packages, various other software tools and the Internet. All required resources are available either in the general Student Computer Labs across campus, on WKU Extended campuses, and typically, at public libraries. Lack of hardware, software and Internet connectivity at home to complete any assignment is not an acceptable excuse! You may work from any location you prefer (home, work, etc…), but you will need access to Office 2016 software. **Note of caution here…I know there are several versions of MS Office out there and still widely in use. Using versions other than 2016 will cause problems with the My IT Lab grading program. Use only MS Office 2016.**

As a student at WKU, you may download a fully-functional copy of MS Office 2016, also called Office 365. Follow this link for instructions: https://www.wku.edu/it/sms/microsoft_sa.php

The MS Access application for Apple computers is not available for student download from this site. If you are using an Apple computer for this course, you must obtain the MS Access application from another source.

E-MAIL

As a student, you are assigned an email account within the WKU network. All students must check their student email account daily for updated information about the course. Throughout the term, communications will be sent using this medium and each of you is responsible for receipt of these messages! **All email communication to me must be through your student e-mail account.** Within BlackBoard, email is linked to your student account. Therefore, when you send email through BlackBoard, it goes through your student account.

COURSE WEB-SITE
(Blackboard Site)

We will use the WKU Blackboard Site to administer this course. You must go to https://blackboard.wku.edu and follow the "Login" instructions. This site will be the primary means for quizzes, grades, announcements, exam and homework scores, reading materials and other supplemental course information that you will need. **Please be sure and check this site regularly!**

I recommend you download the FireFox or Chrome browser and use it instead of Internet Explorer. Each is found through a simple Internet search. This is FREE software. Therefore you can install it on as many computers as you wish.

Internet Explorer has proven to be problematic in Blackboard and does not function well with MyITLab. Do not use Internet Explorer for this course.

ATTENDANCE and POLICIES

Attendance is defined as active participation in all course activities, including but not limited to, scheduled discussion board questions, quizzes, and viewing e-lectures. Reading the syllabus and schedule is mandatory during the first week of class.

Assignments are due and must be uploaded to the appropriate location by the announced due date. Your assignments must be uploaded to the correct location to receive a grade. Don't email your assignment to me unless I instruct you to.

It is the student's responsibility to check the site to make sure the assignment upload was successful. However, if you don't see it immediately you should wait at least a couple of hours to give the online system time to process the upload. If the upload was not successful, repeat the process. If you are still having problems, contact the appropriate tech support service (either MyITLab or Blackboard) for assistance. You should also keep the instructor informed of the issue.

No "extra credit" activities will be provided so please do not ask.

The course policies apply to all students. Students experience personal illnesses, a family crisis, work schedule problems, automobile trouble, and similar "life" situations every semester. These are not typically unusual circumstances and do not warrant exceptions to course policies. Good planning and proactive efforts on the part of the student can avoid many of the problems that arise from these situations.

I cannot diagnose problems with your computer. If your computer is not functioning correctly, go to the nearest lab to do your coursework. **A malfunction of your personal computer is not a reason for not completing a test or assignment on time.**

If you wish to withdraw you must do so by March 9 to receive a 'W' grade.

ADDITIONAL COURSE POLICIES

- The instructor reserves the right to make changes to the syllabus or schedule as necessary; it is your responsibility to be aware of these changes.
- Grades will be posted promptly on Blackboard after each assignment or assessment has been completed. Any grade may be contested for only 5 days after it is posted.
- It is your responsibility to be familiar with the academic calendar as posted on the WKU website:
  http://www.wku.edu/registrar/academic_calendars/acadcal_20172018.php
- Exceptions will not be made regarding late adds, drops, or final exam conflicts.
- Incompletes and deadline extensions will not be allowed in this course except in rare emergencies.
- Schedule exceptions are not allowed under any circumstances.

- Problems with Blackboard should immediately be reported to Information Technology Services at (270)745-7000.

ACADEMIC DISHONESTY

Cheating is defined as submitting another student's work regardless of the circumstances. All materials submitted for grading must be 100% the work of the submitting author. Students who choose to share computers (or other resources, e.g. USB drives) should be aware that they are responsible for ensuring that they download their own personal, initial version of the file(s) needed, and that they submit their work and not another student's work. Additionally, the student may be referred to the Dean of the College of Business and/or the University Dean of Students for additional disciplinary action.

UNIVERSITY POLICIES

Western Kentucky University (WKU) is committed to supporting faculty, staff and students by upholding WKU's Title IX Sexual Misconduct/Assault Policy (#0.2070) at https://wku.edu/eoo/documents/titleix/wkutitleixpolicyandgrievanceprocedure.pdf and Discrimination and Harassment Policy (#0.2040) at https://wku.edu/policies/hr_policies/2040_discrimination_harassment_policy.pdf.

Under these policies, discrimination, harassment and/or sexual misconduct based on sex/gender are prohibited. If you experience an incident of sex/gender-based discrimination, harassment and/or sexual misconduct, you are encouraged to report it to the Title IX Coordinator, Andrea Anderson, 270-745-5398 or Title IX Investigators, Michael Crowe, 270-745-5429 or Joshua Hayes, 270-745-5121.

Please note that while you may report an incident of sex/gender based discrimination, harassment and/or sexual misconduct to a faculty member, WKU faculty are "Responsible Employees" of the University and MUST report what you share to WKU's Title IX Coordinator or Title IX Investigator. If you would like to speak with someone who may be able to afford you confidentiality, you may contact WKU's Counseling and Testing Center at 270-745-3159.

ADA Accommodation Statement

In compliance with University policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Student Accessibility Resource Center located in Downing Student Union, 1074. SARC can be reached by phone number at 270-745-5004 [270-745-3030 TTY] or via email at sarc.connect@wku.edu . Please do not request accommodations directly from the professor or instructor without a faculty notification letter (FNL) from The Student Accessibility Resource Center.

ADDITIONAL HELP

A tutoring center for this course is available. This link provides details about the tutoring center: https://www.wku.edu/business/tutoring/