

***CIS 243 – Principles of Information Systems***  
***Spring 2012- WEB***

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**WEB SITES:** <http://blackboard.wku.edu/>

**OFFICE HOURS:** Every effort is made to ensure that normal office hours are maintained, however please use e-mail/telephone as your primary means of communication. Also, if you find anything in error on this syllabus or the schedule please contact me ASAP.

<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>
<b>By Appointment</b>	<b>9:00-10:00 AM</b>	<b>9:30-11:00 AM</b>	<b>1:15-2:00 PM</b>	<b>By Appointment</b>

**REQUIRED COURSE MATERIALS:**

*Provided by  
the CIS ---->  
department*

- Business Driven Information Systems, Vs. 3, Baltzan and Connect Access Code. The ISBN for these two items is **0077618807**
- CaseGrader – Microsoft Office Excel 2007 Casebook with Autograding Technology, Crews and Murphy, Course Technology, 2008, ISBN: 1423998235
- Inexpensive multimedia headphones or speakers used to listen to the sound portion of e-Lectures
- Access to a current computer (less than 3 years old recommended).
- Access to Microsoft Office® 2010 (Word, Excel, & PowerPoint).

**HIGHLY RECOMMENDED COURSE MATERIALS:**

- ❖ High speed Internet connection

**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 geared toward this audience. The only prior coursework assumed is CIS141 or CS145 (or equivalents from other approved schools).

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

- Databases and Data Warehouses
- Networks, Telecommunications, and Mobile Technology
- Electronic and Mobile Commerce and
- Enterprise Systems
- Information and Decision Support Systems
- Enterprise Architectures
- Ethics and Information Security

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### **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 (cultural, social, economic, etc.) 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.

In CIS243 this is accomplished through two mechanisms: (1) successfully accomplishing spreadsheet cases as assigned, and (2) creating a simple relational database based on criteria from the professor. In the spreadsheet cases, students will be able to define the problem and then select the appropriate solution based on multiple chances to have their alternatives evaluated in near real-time. The student database will allow students to develop an understanding of how relational databases are created, populated and maintained.

**Student Use of Technology** - Students will demonstrate the ability 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) interacting in peer-based discussion as it relates to course topics, (3) collecting and analyzing data using spreadsheets, (4) understanding the purpose and design of a database, and (5) presenting ideas using a presentation graphics package.

Additionally, students will demonstrate appropriate technology use in presentations to include accessing and navigating the Internet. Students will be expected to utilize Microsoft PowerPoint® with embedded graphics, videos, or charts that will substantively convey the intended information to the class.

### **GRADING CRITERIA:**

<b>REQUIREMENT</b>	<b>Number</b>	<b>Points Each</b>	<b>Total points</b>
<b>Quizzes &amp; Exams</b>			
Syllabus Quiz	1	0*	0
Concepts Quizzes (20 ques.)	8	10	80
Midterm Exam	1	100	100
Final Exam			
Comprehensive Excel Case	1	100	100
Final Concepts Exam	1	100	100
<b>Individual Assignments</b>			
Casegrader Excel Cases (1-10)	10	40	400
Chapter Activities (Connect)	8	10	80
Access Case	1	50	50
Participation in discussion	5	Varies**	40
Online Presentation	1	50	50
<b>Total Points Possible</b>			<b>1000</b>

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\*The adaptive release function will not allow you continue with this course until you complete the syllabus quiz with a grade of 100%.

\*\*The participation grade is determined during the student presentations. At the end of the presentation class, each student will provide a brief critique for each student by posting remarks to their post in Blackboard. **You must be present in class in order to critique a student.**

*The points-based grading scale (not percentage based) that will be used is:*

A = 900-1000  
B = 800-899  
C = 700-799  
D = 600-699  
F = 599 and below **or cheating!**

*Example: 895 points is not 89.5% and clearly falls in the “B” range.*

### **quizzes & EXAMS**

#### ***assignments***

All assignments with the exception of the Final Exam are open now so that you can work ahead and plan your assignments around your lives outside of college. It would benefit you greatly to complete assignments early.

#### ***Syllabus & Schedule QUIZ***

A syllabus and schedule quiz will be available on the first day of class and will be worth 0 points. The quiz may be taken as many times as needed until a perfect score (100%) is achieved. However, it will be open for 1 hour so there will be enough time to look up the answers on your syllabus. **Please note that the syllabus quiz is mandatory and opens the rest of your Blackboard site for use.**

#### ***CONCEPT QUIZZES AND ACTIVITIES***

There are eight quizzes and eight activities that cover conceptual material. These quizzes are administered via Blackboard and are delivered as computer-based online assessments. Conceptual material includes textbook material, video lectures and any other assigned readings throughout the term. *Each quiz will remain available only during the period on your schedule and can be taken three (3) times.* *Your grade will be the highest of the three attempts. Please note that these quizzes are timed. In the event that you exceed this time by more than a few seconds then it will be deleted and forfeited.*

#### ***MIDTERM EXAM***

The midterm exam will consist of a concepts exam. The exam will take approximately one hour to complete.

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### ***FINAL EXAM***

The on-ground final exam will consist of a two parts: 1) a sample of Casegrader Cases 1-10 steps therefore it would benefit you greatly to understand all of the competencies associated with each case, AND 2) a conceptual component that is comprehensive. The exam will begin promptly at the time assigned by each professor. Failure to arrive in class, ready to go, may cause you to miss your final exam.

### **INDIVIDUAL ASSIGNMENTS**

Throughout the course, you will have assignments that must be completed and submitted on specified due dates and times. These assignments will be designed to assist your overall understanding of a topic and will be covered on exams.

### ***SPREADSHEET CASES***

A **new** Casegrader case book OR access key code is required in order to complete the spreadsheet case activities. This access key code IS PROVIDED BY THE CIS DEPARTMENT at no additional cost to the student. Should a physical book be desired, they are available for purchase at local bookstores and other sources.

The Casegrader text is accompanied by a web site where all starting case files must be downloaded and your completed assignment file must be uploaded. Emailed attachments as a submission method will not be accepted for any Casegrader assignments! The instructions are also available on this site for each assigned project in a PDF format file. Each case book comes with a unique key code that is associated with the student who registers with that code. It is impossible to share key codes or to utilize used books! **Students who choose to share computers (or other resources, e.g. USB keys) 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.** **This will result in a zero for the first violation along with a loss of an overall (course) letter grade and failure of the course for any subsequent violation regardless of the circumstances and applies to the supplier, as well as the receiver.**

### ***DISCUSSION BOARDS – Student Presentations***

Students will be required to select a topic that is “information systems” related and provide a 10-12 slide presentation on this topic. Topics must be approved in advance by e-mail to the professor if doubt exists that the topic selected is IS/IT related. **Do not make this a sales presentation!**

The discussion component of this activity is for each student who is not providing a presentation that week to post a very brief reply to each presentation posted that week.

### **Other Requirements and Expectations**

### ***LECTURES***

**Students are expected to read each text chapter, complete all preparatory assignments and listen**

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**to any supplemental prerecorded e-lectures** according to the Tentative Course Schedule provided separately on your course web site. Please look in the appropriate section on your course web site for easy access to the course e-lectures. They typically found under Assignments and are organized by chapter.

### ***COMPUTER ACCESS***

This class 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 2010 software. **Note of caution here**...if you choose to use a previous version of Microsoft then you will lose points on certain cases that require updated features of Office 2010, even with so-called converters.

### ***E-MAIL***

As a student, you are entitled to an account with the WKU network. All students should check their WKU provided email account on a regular basis. Throughout the term communications may be sent using this medium and each of you is responsible for receipt of these messages! You may choose to establish an account with one of the many other choices (Yahoo, Hotmail, etc...), however, you assume all responsibility for any messages sent by your instructor but not received.

**E-mail naming convention – please include your last name and Course in the subject line of all e-mails. I have a filtering system that will send all CIS243 e-mails to a special folder. Failure to do so will result may result in your e-mail getting sent to my recycle bin. An example is “Smith-CIS 243”.**

**Additionally, save the history of your e-mail to me and from me. I have anywhere between 125 and 150 students in any given semester and trying to remember what I said, approved, and even the incident that was discussed is tough. Help me to help you!**

### ***COURSE WEB-SITE***

We will be using an e-Courses web site to administer this class. You will need to go to <http://ecourses.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!**

In addition, learners should first check the FAQ discussion forum before submitting questions via email or by phone. Questions posed by students should be posted to the appropriate forum in the discussion area so that all learners may benefit from the answer.

### ***ATTENDANCE and POLICIES***

Attendance is considered the replies made to presenters by the END OF DAY on the scheduled presentation day. Late postings will not be credited!

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### **Late Assignments**

Late assignments are not accepted without **prior** written approval for an extension from your professor. Such requests must be made in advance of known events (as examples: athletic, fraternity, or sorority activities) and as soon as possible afterwards for emergencies. **The final exam cannot be extended regardless of the circumstances.**

No “extra credit” activities will be provided.

### **On Your Own Zone**

During the 24-hour period before the due date/time for assignments, students are on their own for problems, questions, etc. In other words, please do not wait until the last minutes to begin assignments. As soon as your assignment is visible in Blackboard, I recommend that you consider it and then formulate your questions.

**Exceptions/Petitions:** 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. Nevertheless, if you feel that earned points were not properly given, you have 5 Days to send me the details (to include page number, syllabus portion, etc.) of the disagreement. After 5 days of any administered grade, test score, etc. I will consider the matter closed.

### ***Academic Dishonesty:***

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 keys) 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. This will result in a zero for the first violation along with the loss of an overall (course) letter grade and failure of the course for any subsequent violation for the supplier as well as the receiver.** Any other cheating in class will earn a student zero points for that assignment and a one letter grade loss for the semester. 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.

### ***SPECIAL NEEDS***

Students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for this course must contact the Office for Student Disability Services, Room 445, Potter Hall. The OFSDS telephone number is (270) 745-5004 V/TDD.

Please DO NOT request accommodations directly from the professor or instructor without a letter of accommodation from the Office for Student Disability Services.