

# **CIS243 Principles of Management Information Systems**

## **Course Syllabus**

**Instructor: Steve Parris**

**E-mail: [Steve.Parris@wku.edu](mailto:Steve.Parris@wku.edu)**

---

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.

Optionally, paper textbooks are available through the bookstore but are not required.

**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***

SIMNET Assignments (18 @ 30 pts)	540
182 MIS Chapter & Case Questions (182 @ 2 pts)	364
Mid-Term Exam	100
Final Exam	<u>100</u>
<b>TOTAL</b>	<b>1104 pts</b>

The grading scale is:

A = 900-1000

B = 800-899

C = 700-799

D = 600-699

F = 599 and below

As you can see, you have 1104 points available for the 1000-point scale. This is a 104-point bonus that is built into the grading scale. You are responsible for tracking your own grades.

### ***COURSE MATERIALS / ASSIGNMENTS***

Click 'Course Materials' 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 are due at Noon on the Monday following the week they become active.

### ***MIS CHAPTER ASSIGNMENTS***

Access to the MIS textbook is provided through the CONNECT web site. It includes an electronic version of the MIS textbook. We will use the CONNECT site only to access the textbook.

All MIS Textbook assignments will be provided within Blackboard. Your assignment for each chapter will be the review questions at the end of each chapter as well as one of the cases, and its related questions, at the end of each chapter. This is a total of 182 review questions and case questions spread across the nine chapters of the textbook. All these questions are presented to you in Bboard assignments.

### ***SPREADSHEET and DATABASE ASSIGNMENTS***

Access to Excel and Access materials and assignments is provided through the SIMNET web site. It includes an electronic version of the Excel and Access textbooks, video, step-by-step tutorials, and step-by-step practice exercises to help you in the learning process. Assignments are also administered through SIMNET. Grades will be transcribed to the gradebook in Bboard.

### ***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 MIS Chapter Assignments and Excel/Access Assignments. It does not apply exams.

### *MIDTERM EXAM*

The Mid-Term exam will be administered online and 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 make the appointment online, the scheduling system will not allow you to make the appointment. You will have to contact the testing center directly.**

### *FINAL EXAM*

The final exam will be administered online and will consist of course materials covered since mid-term. It 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 make the appointment online, the scheduling system will not allow you to make the appointment. You will have to contact the testing center directly.**

### *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 SIMNET grading program. Use only MS Office 2016.**

As a student at WKU, you may download, at no cost, 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](https://www.wku.edu/it/sms/microsoft_sa.php)

There is no MS Access application for Apple computers. If you are using an Apple computer for this course, you must use a PC with MS Access for the Access Database assignments.

### *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 course materials, announcements, exam and homework scores, reading materials and supplemental course information. **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 and does not function well with learning management systems. 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, completion of assignments, 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 for assistance. You should also keep the instructor informed of the issue.

Tech support numbers are:

Blackboard tech support (IT Helpdesk): 270-745-7000

SIMNET and CONNECT tech support: 800-331-5094

**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 18 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 5 days after it is posted.**
- It is your responsibility to be familiar with the academic calendar as posted on the WKU website:  
[https://www.wku.edu/registrar/academic\\_calendars/acadcal2018\\_2019.pdf](https://www.wku.edu/registrar/academic_calendars/acadcal2018_2019.pdf)
- 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.

### ***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](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, room 1074 of the Student Success Center. The phone number is 270.745.5004. or email at [sarc.connect@wku.edu](mailto:sarc.connect@wku.edu). Please do not request accommodations directly from the professor or instructor without a letter of accommodation from The Student Accessibility Resource Center.

## ***IF YOU NEED ASSISTANCE***

I am an off-site adjunct instructor, so I do not have an office on campus. Hence, I do not have office hours. I check email several times a day through the week and at least once daily on weekends. If you encounter difficulty understanding any of the course material, you should contact me immediately via email. I will assist in any way necessary to help you understand the material.

Don't procrastinate. You will get a new set of assignments each Monday. Get started on them as soon as possible. Then if you have problems with the assignment, you still have time to get assistance and get the assignment turned in on time. Don't wait until an assignment is due to ask for assistance.

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