

Course Syllabus

CIS243 - Winter 2020

Principles of Management Information Systems

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MODE OF INSTRUCTION

This course is delivered in an online format. The course is available at the following website:

<https://wku.blackboard.com/>

COURSE MATERIALS

Required Textbooks: The following course materials are required. Contact WKU Bookstore for further information about first day access. *Optionally, paper textbooks are available through the bookstore but are not required.*





Business Driven Information Systems
6th Edition
By Paige Baltzan and Amy Phillips
ISBN10: 1260004716
ISBN13: 9781260004717
Copyright: 2019





A Skills Approach - Excel 2016
Catherine Swinson and Cheri Manning

Other Requirements:

- Regular access to WKU email and Blackboard accounts
- Access to Microsoft Office 2016 (Excel)

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.

COURSE OBJECTIVE

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.

GRADING AND EVALUATION PROCEDURES

• Discussion Board	10
• SIMNET Assignments (18 @ 30 pts)	540
• MIS Chapters & Review Questions	150
• Final Exam	300
TOTAL 1000 pts	

The grading scale is:

A = 900-1000

B = 800-899

C = 700-799

D = 600-699

F = 599 and below

COURSE MATERIALS /ASSIGNMENTS

Click ‘**Course Content**’ in the Blackboard site menu to access all assignment materials. They are separated into folders for each day in the semester in which you will have an assignment. These folders will become available according to the course calendar. Daily assignments are due at Midnight.

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. All these questions are presented to you in Blackboard assignments.

SPREADSHEET ASSIGNMENTS

Access to Excel assignments is provided through the **SIMNET web site**. It includes an electronic version of the Excel textbook, 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 Blackboard.

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.

Final EXAM

Exams 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 available from the following link: <https://www.wku.edu/testing/>

An appointment must be made two weeks in advance. 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

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://wku.blackboard.com/> and follow the "Login" instructions. This site will be the primary means for announcements, course materials, exam and homework scores, reading materials and supplemental course information. **Be sure and check this site on day-to-day basis!** 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.

POLICIES

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

COURSE SCHEDULE

Day	Pts	What to Do?	Due Date
Day 1: Mod, Jan 6	10	1. Access McGraw Hill Connect & SIMnet & Introduce Yourself - <i>Discussion Board</i>	Tue, Jan 7 (Before Midnight)
Day 2: Tue, Jan 7	30	1. Read MIS Textbook Chapter-1 (Connect) 2. Answer Chapter-1 Multiple types of Qs (30 Points)	Wed, Jan 8 (Before Midnight)
Day 3: Wed, Jan 8	30	1. Read MIS Textbook Chapter-2 (Connect) 2. Answer Chapter-2 Multiple types of Qs (30 Points)	Thu, Jan 9 (Before Midnight)
Day 4: Thu, Jan 9	30	1. Read MIS Textbook Chapter-3 (Connect) 2. Answer Chapter-3 Multiple types of Qs (30 Points)	Fri, Jan 10 (Before Midnight)
Day 5: Fri, Jan 10	30	1. Read MIS Textbook Chapter-4 (Connect) 2. Answer Chapter-4 Multiple types of Qs (30 Points)	Sat, Jan 11 (Before Midnight)
Day 6: Sat, Jan 11	30	1. Read MIS Textbook Chapter-5 (Connect) 2. Answer Chapter-5 Multiple types of Qs (30 Points)	Sun, Jan 12 (Before Midnight)
Day 7: Sun, Jan 12	30	1. Read MIS Textbook Chapter-5 (Connect) 2. Answer Chapter-5 Multiple types of Qs (30 Points) 3. Start Reading & Practicing with SIMnet Excel Chapter-1	Mod, Jan 13 (Before Midnight)
Day 8: Mod, Jan 13	60	1. Answer Excel Chapter-1 Assignment-1 (30 Points) 2. Answer Excel Chapter-1 Assignment-2 (30 Points)	Tue, Jan 14 (Before Midnight)
Day 9: Tue, Jan 14	0	1. Start Reading & Practicing with SIMnet Excel Chapter-2	Wed, Jan 15
Day 10: Wed, Jan 15	60	1. Answer Excel Chapter-2 Assignment-1 (30 Points) 2. Answer Excel Chapter-2 Assignment-2 (30 Points)	Thu, Jan 16 (Before Midnight)
Day 11: Thu, Jan 16	0	1. Start Reading & Practicing with SIMnet Excel Chapter-3	Fri, Jan 17
Day 12: Fri, Jan 17	60	1. Answer Excel Chapter-3 Assignment-1 (30 Points) 2. Answer Excel Chapter-3 Assignment-2 (30 Points)	Sat, Jan 18 (Before Midnight)
Day 13: Sat, Jan 18	0	1. Start Reading & Practicing with SIMnet Excel Chapter-4	Sun, Jan 19
Day 14: Sun, Jan 19	60	1. Answer Excel Chapter-4 Assignment-1 (30 Points) 2. Answer Excel Chapter-4 Assignment-2 (30 Points) 3. Start Reading & Practicing with SIMnet Excel Chapter-5	Mod, Jan 20 (Before Midnight)
Day 15: Mod, Jan 20	60	1. Answer Excel Chapter-5 Assignment-1 (30 Points) 2. Answer Excel Chapter-5 Assignment-2 (30 Points) 3. Start Reading & Practicing with SIMnet Excel Chapter-6	Tue, Jan 21 (Before Midnight)
Day 16: Tue, Jan 21	60	1. Answer Excel Chapter-6 Assignment-1 (30 Points) 2. Answer Excel Chapter-6 Assignment-2 (30 Points) 3. Start Reading & Practicing with SIMnet Excel Chapter-7	Wed, Jan 22 (Before Midnight)
Day 17: Wed, Jan 22	60	1. Answer Excel Chapter-7 Assignment-1 (30 Points) 2. Answer Excel Chapter-7 Assignment-2 (30 Points) 3. Start Reading & Practicing with SIMnet Excel Chapter-8	Thu, Jan 23 (Before Midnight)
Day 18: Thu, Jan 23	60	1. Answer Excel Chapter-8 Assignment-1 (30 Points) 2. Answer Excel Chapter-8 Assignment-2 (30 Points) 3. Start Reading & Practicing with SIMnet Excel Chapter-9	Fri, Jan 24 (Before Midnight)
Day 19: Fri, Jan 24	60	1. Answer Excel Chapter-9 Assignment-1 (30 Points) 2. Answer Excel Chapter-9 Assignment-2 (30 Points)	Sat, Jan 25 (Before Midnight)
Day 20: Sat, Jan 25 Day 21: Sun, Jan 26	Study for Final Exam!		
Day 22: Mod, Jan 27	300	Take a Proctored Final Exam @DELO Testing Center (Pick a time from 8:00 am to 6:00 pm)	

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.

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.
- It is your responsibility to be familiar with the academic calendar as posted on the WKU website: https://www.wku.edu/registrar/academic_calendars/acadcal2019-2020.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

ADA Accommodations

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. The 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.

Title IX/ Discrimination & Harassment

Western Kentucky University (WKU) is committed to supporting faculty, staff and students by upholding WKU's [Title IX Sexual Misconduct/Assault Policy](#) (#0.2070) and [Discrimination and Harassment Policy](#) (#0.2040). 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.

We know that students are often overwhelmed and/or dealing with situations and stresses that may inhibit their ability to be successful in the classroom. With that in mind, our GFCB Administrative Council asks that you also add the following to your course syllabi.

WKU Counseling and Testing Center

The university experience should be challenging, but not overwhelming. To this end, the WKU Counseling Center provides a variety of services to help strengthen students' capacity to tolerate distress, form healthy relationships, and seek healthy expressions of their ideals and values. If you would like to speak with someone, you may contact WKU's [Counseling and Testing Center](https://www.wku.edu/heretohelp/heretohelpemail.php) at 270-745-3159 or use their Here To Help service at <https://www.wku.edu/heretohelp/heretohelpemail.php>. If you need immediate help, please visit the Counseling Center in 409 Potter Hall or call the 24-hour emergency help line at 270-843-4357.

IF YOU NEED ASSISTANCE

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 day! 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.