Western Kentucky University

Gordon Ford College of Business

Syllabus: CIS243 Principles of Management Information Systems

Contact Information

Instructor: Brent Haselhoff

Office: Zoom

Email: brent.haselhoff@wku.edu **this is the best way to get in touch with me**

Phone: (270) 681-2943 This is a google voice number. You can text or call at any time, but be prepared to leave a message if you call during off hours.

Course Objectives

This course is designed to provide students of any discipline with a working knowledge of how spreadsheet skills and modeling are useful as one component 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 or other approved equivalents.

Upon completion of this course, the student should be able to:

1. Apply intermediate to advanced spreadsheet skills to business scenarios using Excel.

2. Apply spreadsheet and basic database skills acquired to scenarios as presented throughout the term.

The following topics will be covered:

Excel

- Formatting Cells
- Using Formulas and Functions
- Formatting Worksheets and Managing the Workbook
- Adding Charts and Analyzing Data
- Exploring Advanced Functions
- Exploring Advanced Charts and Graphics
- Exploring Advanced Data Analysis
- Importing Data, reviewing, and Finalizing the Workbook
- Working with Macros

Data Analytics

- Practical application of the Excel skills

Course Materials

- All text will be provided via Blackboard, it is not necessary to obtain a physical textbook from the WKU Store for this class. You can find out more about the Day One Access program here: https://www.wkustore.com/topic.aspx?name=day-one-access
- Access to a computer with Internet access. A Windows-based computer is recommended, but a Mac will work too. You cannot use a Chromebook, tablet, cell phone, etc.
- Microsoft Office 2019 with Excel.
- Headphones if you want to listen to audio on the classroom computers.
- A safe place to store your work. I recommend either the P: drive on the computer (this will work great if you'll be doing all of your work on a WKU-owned computer), or a USB device. If you use a USB device, have a way to back it up (another USB device, email the files to yourself, etc.). You also have access to OneDrive with your Toppermail account that I can show you how to use. **You cannot save your work to the lab computers because it will be erased as soon as the computer reboots.**

Assurance of Learning

Critical Thinking - Students will demonstrate the ability to solve problems through critical, reflective, and integrative thinking through the use of projects and simulation activities. 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 data-driven evaluation.

 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) collecting and analyzing data using spreadsheets, (2) business problem modeling using spreadsheets, and (3) understanding the purpose and concepts of data analytics.

Grades

Assignment	Quantity	Points	Total Points
SimBook Exercise	10	20	200
Independent and Guided Projects	24	30	720
Final Project	1	100	100
Total Points			1020

Grade	Points
A	900-1020
B	800-899
C	700-799
D	600-699
F	<600

Extra Credit

There will be one opportunity for extra credit. A project will be assigned toward the end of class that will be worth up to 50 extra points.

Exam

In lieu of a final exam, a capstone project will be due at the end of the semester

Course Policies

- Food and drinks are not allowed in the classroom. If you need to bring a drink to class, you may keep it in your backpack and consume it outside of the classroom. Liquids and electronics do not go well together.

- Cellphones should be silenced and put away during class. If you need to make a call, please step out of the classroom.
- The course schedule and due dates will be provided in a spreadsheet. If you know you're going to be out, please plan ahead and get your work in ahead of time.
- Honesty in all you do for this course is assumed and expected. No form of academic dishonesty (cheating, copying assignments, plagiarism, forgery, etc.) will be tolerated. The SimNet software is designed to detect cheating, and flags any suspicious submissions for review. The first offense, regardless of whether you provide your work to another student, or you copy the work from another student is an automatic F.

ASA 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.

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 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.

Email and Blackboard as Official Means of Communication

Each student must have a WKU email address and Blackboard account for class participation. Email and Blackboard are considered official communication tools of this class. Thus, announcements and reminders are posted/sent frequently and will be sent only to official WKU email addresses. It is your responsibility to check WKU email and Blackboard regularly and to be aware of all class reminders and announcements. Also, when you contact me via e-mail, make sure that you include CIS243 in the subject line of the e-mail.

Additional Course Policies

1. The professor reserves the right to make ANNOUNCED changes to the syllabus or schedule as necessary; it is your responsibility to be aware of these changes. Last minute and retroactive changes that negatively impact students will never be made!
2. Grades will be posted promptly on Blackboard after each assignment or assessment has been completed. Any grade may be contested for only 3 business days after it is posted.
3. It is your responsibility to be familiar with the academic calendar as posted on the WKU website http://www.wku.edu/Dept/Support/AcadAffairs/Registrar/acad_calendar.htm
4. Exceptions will not be made regarding late adds, drops, or final exam conflicts.
5. Incompletes and deadline extensions will not be allowed in this course except in rare medical emergencies.
6. Schedule exceptions are not allowed under any circumstances.
7. Problems with Blackboard should immediately be reported to Information Technology Services at (270)745-7000.
8. Please see other University policies here: https://www.wku.edu/syllabusinfo/