

## **CIS243 (Principles of Management Information Systems)**

### **Course Syllabus**

#### **Dr. Tony Kirchner**

Office: online only

Phone: (270)792-6315

Email: [tony.kirchner@wku.edu](mailto:tony.kirchner@wku.edu)\*

Course Website: <https://blackboard.wku.edu>

#### **Office Hours**

All by appointment and via Zoom **The best method of reaching me is via email.**

\*I typically respond to email within 24 hours, Monday-Friday. I do NOT guarantee responses to emails on the weekend or at the last minute on due dates.

### **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, and provides an introduction to data analytics. 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 familiar with the following topics:

#### **Skill Objectives**

1. The student should be able to apply immediate to advanced spreadsheet skills to business scenarios using Excel.
2. The student should be able to demonstrate a basic understanding of data analytics concepts.

## **COURSE MATERIALS**

### **Required Text:**

#### **First Day Inclusive Access**

Some or all required materials for this class are delivered through the First Day Inclusive Access program. The First Day program provides access to required materials automatically, typically through one or more links within Blackboard. If you receive access through some other means, your instructor can provide you details. For more information and FAQs go to [customer care.bncollege.com](http://customer care.bncollege.com). While we do not recommend that you do so, you may choose to opt-out at any time within fourteen (14) days of the start of your class utilizing the First Day portal, and this is the only official way to opt-out. Keep in mind that you will be responsible for purchasing your course materials at the full retail price.

To enhance your learning experience and provide affordable access to the right course material, this course is part of an inclusive access model called First Day. You can easily access the required materials for this course at a discounted price, and benefit from single sign-on access with no codes required in Blackboard.

WKU will bill you at the discounted price as a course charge for this course.

**It is NOT recommended that you Opt-Out, as these materials are required to complete the course.** You can choose to Opt-Out on the first day of class, but you will be responsible for purchasing your course materials at the full retail price and access to your materials may be suspended. If you elect to opt-out, DO NOT expect any assistance from your professor on assignment date extensions OR in finding alternate access to the required materials.

For more information and FAQs go to [customer care.bncollege.com](http://customer care.bncollege.com).

### **Other**

Regular access to a computer with high-speed Internet  
A Windows-based computer recommended (Mac's are fine!)  
Microsoft Office latest edition (Excel 2019/365).

### **Recommendations: (optional)**

★ Cloud storage and/or USB Storage Device (e.g. WKU My Files)

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**ASSURANCE OF LEARNING**

**Critical Thinking** - Students will demonstrate the ability to solve problems through critical, reflective, and integrative thinking through 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, 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.

**GRADING AND EVALUATION PROCEDURES**

Assignment	Number Points		Total Points	
		Each		
Syllabus Quiz*	1	0	0	Grading Scale***
				A: >=900
Spreadsheet				B: 800-899
Excel Simulation Activities	10	25	250	C: 700-799
Guided Projects	10	25	250	D: 600-699
Independent Projects	10	35	350	F: <600
Technical Skills >=60%				
Final Capstone Project	1	200	200	
<b>Total</b>			<b>1050</b>	
Grades will not be rounded and extra credit will not be given.				

**Spreadsheet - Lessons & Projects:**

**This class will use SlmNet which will be supplied for this term on day one of the semester!** Please ensure that you view all video aids located on Bb designed to assist you in properly completing these projects.

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**Final Capstone Project:**

The Capstone Project will be completed in the same fashion as all of the Lessons and Projects. It is a summary of the things learned in the class and practiced in SimNet. It will be worth 200 points and will be made available after Chapter 8. You will have plenty of time to complete this project and it

It is not the intent to fail any student, however, these skills are deemed critical not only your professor, the college, and the university but also, by [industry leaders](#). Industry Certification Exams are often required in a variety of disciplines.

**Course Policies:**

**Course Schedule**

Please see the Course Schedule **on Blackboard** for all due dates. The ending date for an assignment implies 11:59 PM student local time. Be aware that the course schedule is tentative and subject to change at the discretion of the professor. Refer regularly to the electronic schedule posted on Blackboard (not a printed copy).

**Due Dates and Assignment Availability**

Please pay attention to all due dates/times on the Bb class calendar and plan accordingly. Because all the assignments are open for this class, late assignments will NOT be accepted.

**Academic Honesty**



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 first offense, regardless of whether you provide your work to another or you copy the work from another is an automatic F for the class. This is not to be construed as a complete list; should a student be unsure of whether a planned activity is within course policy, ask in advance!**

**The SimNet software tool is armed with a cheating detection algorithm that flags any file submitted that is not an individual's original download and work.**

IMPORTANT

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### **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](mailto: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, 270-7455429 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 270745-3159.

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*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](#) 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. If you use a different email package at home, please ensure that your WKU email is forwarded correctly. It is your*

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**Gordon Ford College of Business**

*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 as well as your last name 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](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.