

**COURSE SYLLABUS [CIS-243 - Fall 2021]**  
**Principles of Management Information Systems**  
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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 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.

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**COURSE MATERIALS**

**Required Textbooks:**

- ◆ This course participates in The WKU Store's Day One Access program. This program is designed to provide immediate access to required materials for all students at prices cheaper than any other option.
- ◆ Access to required materials granted automatically via Blackboard by enrolling in this course unless you choose to opt-out.

**Other Requirements:**

- ◆ Regular access to WKU email and Blackboard accounts
- ◆ Regular access to a computer with high-speed Internet
- ◆ A Windows or Mac Computer
- ◆ Microsoft Excel 2019/365 Edition.

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**COURSE DATES**

- ◆ Start date : **8/23/2021**
- ◆ End date : **12/6/2021**

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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/>.

## GRADING AND EVALUATION PROCEDURES

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<input type="checkbox"/> SIMNET Assignments	<b>900</b>
<input type="checkbox"/> Final Excel (Take Home Exam)	<b>100</b>
<b>TOTAL</b>	<b>1000 pts</b>

**The grading scale is:**

A = 900-1000

B = 800-899

C = 700-799

D = 600-699

F = 599 and below

## COURSE MATERIALS / ASSIGNMENTS

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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.

## SPREADSHEET ASSIGNMENTS

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- ◆ Excel assignments are provided through the **SIMNET Website**. 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.

## E-MAIL

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As a student, you are assigned an email account within the WKU network. All students must check their student email account, twice a week, 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)

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- ◆ 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.

### **Tech support numbers are:**

- ◆ **Blackboard** tech support (IT Helpdesk): 270-745-7000
- ◆ **SIMNET** tech support: 800-331-5094

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.

### **ADDITIONAL COURSE POLICIES**

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- ◆ 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/](https://www.wku.edu/registrar/academic_calendars/)
- ◆ 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**

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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**

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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 [Sex and Gender-Based Discrimination, Harassment, and Retaliation](#) (#0.070) 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, Deborah Wilkins, 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.

#### Healthy on the Hill

All students are strongly encouraged to [get the COVID-19 vaccine](#). Out of respect for the health and safety of the WKU community and in adherence with CDC guidelines and practices of all public universities and colleges in [Kentucky](#), the University requires that a cloth face covering (reusable or disposable) that covers both the nose and mouth must be worn at all times when in public areas within all buildings. Students must properly wear face coverings while in class regardless of the room size or the nature of the classroom activities. Students who fail to wear a face covering as required will be in violation of the WKU Student Code of Conduct and will be asked to comply or will face disciplinary action, including possible dismissal from the University. Accommodations can be requested in special cases through the Student Accessibility and Resource Center ([SARC](#)): [270-745-5004](#) (voice), [270-745-3030](#) (TTY), or [270-288-0597](#) (video).

All students must immediately report a positive Covid-19 test result or close contact with a person who has tested positive to the Covid-19 Assistance Line at 270-745-2019. The assistance line is available to answer questions regarding any Covid-19 related issue. This guidance is subject to change based on requirements set forth by public health agencies or the office of the governor. Please refer to the Healthy on the Hill website for the most current information. [www.wku.edu/healthyonthehill](http://www.wku.edu/healthyonthehill)

*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 Leadership Team 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.

You may also use the following link to access the statements directly from the WKU website:

<https://www.wku.edu/syllabusinfo/>

## **COURSE CALENDAR**

Week	Pts	What to Do?	Due Date
Week 1 August 23 - August 30	20	<ul style="list-style-type: none"><li>• <b>Assure</b> you have access to Microsoft Excel 2019/365 Edition</li><li>• <b>Assure</b> that you are enrolled in the <b>FIRST DAY Access</b> to be able to access SIMNET assignments</li><li>• <b>Watch</b> "Intro Video"</li><li>• <b>Read</b> the Syllabus</li><li>• <b>Download</b> the Calendar</li><li>• <b>Introduce</b> yourself and <b>answer</b> questions on Discussion Board</li></ul>	<b>August 30</b>
Week 2 August 31 - September 6	10	<ul style="list-style-type: none"><li>• <b>READ &amp; Watch</b> Video training pertaining to Chapter 1 - Creating and Editing Workbooks</li><li>• <b>Do</b> - Let Me Try - Chapter 1 - Creating and Editing Workbooks (10 Points)</li></ul>	<b>September 6</b>
Week 3 September 7 - September 13	90	<ul style="list-style-type: none"><li>• <b>Do</b> - Chapter 1 - Project 1-3 (30 Points)</li><li>• <b>Do</b> - Chapter 1 - Project 1-4 Independent Project (30 Points)</li><li>• <b>Do</b> - Chapter 1 - Project 1-6 Independent Project (30 Points)</li></ul>	<b>September 13</b>
Week 4 September 14 - September 20	10	<ul style="list-style-type: none"><li>• <b>READ &amp; Watch</b> Video training pertaining to Chapter-2 - Working with Formulas and Functions</li><li>• <b>Do</b> - Let Me Try - Chapter 2 - Working with Formulas and Functions (10 Points)</li></ul>	<b>September 20</b>
Week 5 September 21- September 27	90	<ul style="list-style-type: none"><li>• <b>Do</b> - Chapter 2- Project 2-3 (30 Points)</li><li>• <b>Do</b> - Chapter 2 - Project 2-4 Independent Project (30 Points)</li><li>• <b>Do</b> - Chapter 2 - Project 2-5 Independent Project (30 Points)</li></ul>	<b>September 27</b>
Week 6 September 28 - October 4	10	<ul style="list-style-type: none"><li>• <b>READ &amp; Watch</b> Video training pertaining to Chapter-3 - Creating and Editing Charts</li><li>• <b>Do</b> - Let Me Try - Chapter 3 - Creating and Editing Charts (10 Points)</li></ul>	<b>October 4</b>

Week	Pts	What to Do?	Due Date
Week 7 October 5 - October 11	90	<ul style="list-style-type: none"> <li>• <b>Do</b> - Chapter 3- Project 3-3 (30 Points)</li> <li>• <b>Do</b> - Chapter 3 - Project 3-4 Independent Project (30 Points)</li> <li>• <b>Do</b> - Chapter 3 - Project 3-7 Independent Project (30 Points)</li> </ul>	October 11
Week 8 October 12 - October 18	100	<ul style="list-style-type: none"> <li>• <b>READ &amp; Watch</b> Video training pertaining to Chapter-4 - Formatting, Organizing, and Getting Data</li> <li>• <b>Do</b> - Let Me Try - Chapter-4 - Formatting, Organizing, and Getting Data (10 Points)</li> <li>• <b>Do</b> Ch 4 Guided Project 4-3 (30 Points)</li> <li>• <b>Do</b> Ch 4 Independent Project 4-4 (30 Points)</li> <li>• <b>Do</b> Ch 4 Independent Project 4-5 (30 Points)</li> </ul>	October 18
Week 9 October 19 - October 25	100	<ul style="list-style-type: none"> <li>• <b>READ &amp; Watch</b> Video training pertaining to Chapter 5 - Consolidating and Linking Data and Inserting Objects</li> <li>• <b>Do</b> - Let Me Try - Chapter-5 (10 Points)</li> <li>• <b>Do</b> Ch 5 Guided Project 5-3 (30 Points)</li> <li>• <b>Do</b> Ch 5 Independent Project 5-4 (30 Points)</li> <li>• <b>Do</b> Ch 5 Independent Project 5-7 (30 Points)</li> </ul>	October 25
Week 10 October 26 - November 1	100	<ul style="list-style-type: none"> <li>• <b>READ &amp; Watch</b> Video training- Chapter 6 - Exploring the Function Library</li> <li>• <b>Do</b> - Let Me Try - Chapter 6 (10 Points)</li> <li>• <b>Do</b> Ch 6 Guided Project 6-3 (30 Points)</li> <li>• <b>Do</b> Ch 6 Independent Project 6-5 (30 Points)</li> <li>• <b>Do</b> Ch 6 Independent Project 6-6 (30 Points)</li> </ul>	November 1
Week 11 November 2 - November 8	100	<ul style="list-style-type: none"> <li>• <b>READ &amp; Watch</b> Video training pertaining to Chapter 7 - Working with Templates and Co-Authoring</li> <li>• <b>Do</b> - Let Me Try - Chapter 7 (10 Points)</li> <li>• <b>Do</b> Ch 7 Guided Project 7-3 (30 Points)</li> <li>• <b>Do</b> Ch 7 Independent Project 7-6 (30 Points)</li> <li>• <b>Do</b> Ch 7 Independent Project 7-7 (30 Points)</li> </ul>	November 8
Week 12 November 9 - November 15	70	<ul style="list-style-type: none"> <li>• <b>READ &amp; Watch</b> Video training pertaining to Chapter 8 - Working with Macros</li> <li>• <b>Do</b> - Let Me Try - Chapter 8 (10 Points)</li> <li>• <b>Do</b> Ch 8 Guided Project 8-1 (30 Points)</li> <li>• <b>Do</b> Ch 8 Independent Project 8-5 (30 Points)</li> </ul>	November 15
Week 13 November 16 - November 22	100	<ul style="list-style-type: none"> <li>• <b>READ &amp; Watch</b> Video training pertaining to Chapter 9 - Exploring Data Analysis and Maps</li> <li>• <b>Do</b> - Let Me Try - Chapter 9 (10 Points)</li> <li>• <b>Do</b> Ch 9 Guided Project 9-3 (30 Points)</li> <li>• <b>Do</b> Ch 9 Independent Project 9-5 (30 Points)</li> <li>• <b>Do</b> Ch 9 Independent Project 9-7 (30 Points)</li> </ul>	November 22
Week 14 November 23 - November 29	10	<ul style="list-style-type: none"> <li>• <b>READ &amp; Watch</b> Video training pertaining to Chapter 10 - Data Analysis</li> <li>• <b>Do</b> - Let Me Try - Chapter 10 (10 Points)</li> </ul>	November 29

Week	Pts	What to Do?	Due Date
Week 15 November 30 - December 6	100	<b>Final Exam/Project</b> <ul style="list-style-type: none"> <li>The Final is not an Exam but a SIMNET Capstone Excel Assignment (100 Points)</li> <li>The Final Capstone closes on <b>December 6</b></li> </ul>	<b>December 6</b>
<b>Total Grade Points</b>	<b>1000</b>		
<b>Bonus (50 Points)</b>	50	<ul style="list-style-type: none"> <li>It is optional to fix your grade!</li> <li>It is an additional SIMNET assignment</li> <li>Bonus closes on <b>December 6</b></li> </ul>	<b>December 6</b>