



**CIS243 (Principles of Management Information Systems)**  
**Course Syllabus**

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

*Office Hours*

Mondays 9-11 am

Wednesdays 1-2 pm

And by appointment

*\*I will respond to email within 24 hours, Monday-Friday*

**COURSE OBJECTIVES**

This course is designed to provide students of any discipline with a working knowledge of Spreadsheets and modeling decision-making in a business setting. Because this course is required for all majors within the Gordon Ford College of Business, it focuses on 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 intermediate to advanced spreadsheet skills to business scenarios using Excel.
2. The student should be able to apply spreadsheet and basic database skills acquired to scenarios as presented throughout the term.

**MODE OF INSTRUCTION**

This course is delivered in an online format. The course requires that students have access to reliable Internet connections and Microsoft Office 2019, or Office 365. Thus, students are **required** to make use of the IT resources provided on campus to ensure success in this course but should also have access to another system if travel to campus is not possible. All material of the class is available at the following website: <https://blackboard.wku.edu>.

## COURSE MATERIALS

### **Required Text:**

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. (**Course Materials** menu link) For more information and FAQs go to [customercare.bncollege.com](http://customercare.bncollege.com).

While it is not recommended 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.

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

Book: SIMnet for Excel 365 / 2019 Complete, Nordel Simbook

- **Other Requirements**
- Regular access to a computer with high-speed Internet
- WKU email and Blackboard accounts
- Access to Microsoft Office 2019 (Excel)
- Earphones for use in the computer lab
- Webcam
- USB Storage Device
- [SimNet Access will be provided through Blackboard in class.](#)

## 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 employ information technology strategically. 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**

Assignment	Number	Points Each	Total Points	
<b>Syllabus Quiz*</b>	1	0	0	<b>Grading</b>
				<b>A: 900</b>
<b>Spreadsheet</b>				<b>B: 800-899</b>
Guided / SimNet Projects	14	25	350	<b>C: 700-799</b>
Improve Project	1		30	<b>D: 600-699</b>
Improve/ Independent	12	35	420	<b>F: &lt;600</b>
<b>Technical Skills Exams</b>				
Mid-term Excel Project	1	100	100	
Final Capstone Project	1	100	100	<b>Grades will not be rounded and extra credit will not be given on an individual basis. No division necessary, total points system!</b>
<b>Total</b>			<b>1000</b>	
<p><b>*Please note that the syllabus quiz is mandatory and a grade of 100% opens the rest of your Blackboard (hereafter Bb) site for use.</b></p>				

## Spreadsheet - Lessons & Projects:

**This class will use SimNet, 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.

Exams: Excel Mid-term Project and Final Capstone Project: The projects may be in a proctored format. These are open-book projects! Prior project files are not allowed on the exams. It is not the intent to fail any student; however, these skills are deemed critical by your professor, the college, and the university and industry leaders.

**As a student at WKU you may download, at no cost, a fully functional copy of MS Office, 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)

**I recommend using a Windows PC for this course, not an Apple computer. If you are using an Apple computer for this course, you may find some features taught in the Excel spreadsheet tutorials are not available in the Apple version of Excel. This can cause minor problems with grading of the assignments. This is usually not a big problem as we can overcome the issues as they arise. Just be aware of the possibility.**

### **Apple users only:**

**The Chapter 10 tutorials and projects include functions that are not available in the Apple version of Excel. You must use a Windows PC for Chapter 10. You should make arrangements now for access to a Windows PC for that chapter.**

## **DUE DATES AND ASSIGNMENT AVAILABILITY**

Assignments will be listed on the course website before they are due. There will be a short grace period for class assignments. Late assignments will not be accepted after the grace period for assignments.

## **ACADEMIC HONESTY**

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 copy the work from another is an automatic F for the class.**

## 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 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 responsibility to check WKU email and Blackboard regularly and be aware of all class reminders and announcements. Also, when you contact me via email, make sure that you include CIS243 and your last name in the subject line of the email.

### ADDITIONAL COURSE POLICIES

1. The professor reserves the right to make changes to the syllabus or schedule as necessary; it is your responsibility to be aware of these changes.
2. Grades will be posted promptly on Blackboard after each assignment or assessment has been completed. Grades may be contested for **only 2 days** after they are posted.
3. 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/)
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.

*Western Kentucky University (WKU) is committed to supporting faculty, staff and students by upholding:*

#### 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)

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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 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.