## CIS 300: Computer Information Systems
## Spring 2010
Section 01: MW 9:30am – 10:45am

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|---|---|
| Dr. Matt Thatcher<br>Associate Professor<br>CoB Room 304 (office)<br>(502) 852-4780 (phone)<br>(502) 852-4875 (fax)<br>**matt.thatcher@louisville.edu** | Course Website: **https://blackboard.louisville.edu/webapps/login** |
| | Office Hours: MW 12:30pm – 1:30pm, or by appointment |
| | Free Tutoring: REACH **http://www.reach.louisville.edu/tutoring/computer/** |

## Course Schedule

**Important dates:**

| | |
|---|---|
| **Classes start Jan 6** | **Spring Break Mar 15 – 21 (Mon – Sun)** |
| Last day of registration Jan 6 (Wed) | **End of classes Apr 21 (Wed)** |
| Last day to drop/add Jan 12 (Tues) | Reading Day Apr 22 |
| **Martin Luther King Day Jan 18 (Mon)** | **Final Exam (Section 01) Apr 23, 8:00am – 10:30am** |
| Last day to apply for degree Jan 28 (Thurs) | Commencement/Degree Date May 8 (Sat) |
| Last day to withdraw Feb 24 (Wed) | |

**Course Expectations:**

1. Check your e-mail and Blackboard every day for any communications.

2. Review the Course Schedule at least twice each week to ensure that you are aware of what topics will be covered in class and when Assignments must be completed.

3. Prior to each class session, read the topics that are scheduled for that day. There may be a short (about 10 minute) unannounced quiz to test your preparedness for any class session.

4. You should print out a copy of the class slides in Handouts format from the **BB > Course Documents > Class Slides** folder in Blackboard in order to take notes during class.

5. For lectures related to MS Excel and MS Access, you can also print out accompanying examples of specific Excel/Access functions and features from three different Blackboard folders: **BB > Course Documents > Class Slides**, **BB > Course Documents > Excel**, and **BB > Course Documents > Access**.

6. Download and save all files (instructions, templates, and other pre-work material, etc.) related to Assignments well in advance of the due date. Assignments will be automatically closed in Blackboard 15 minutes after the published due date / time noted in the Course Schedule. Submit all your solution files into Blackboard under the **BB > Assignments > Submit Work Here** folder.

7. Contact the I.T. Help Desk at 852-7997 to report any technical issues you encounter with Blackboard.

This Schedule is subject to change as instructional needs dictate. Any significant changes will be communicated to students verbally in class, in writing (via email), and then posted in a timely manner into the **BB > Announcements** or **BB > Course Information** areas in Blackboard.

**MIS** = <u>**Management Information Systems, 6<sup>th</sup> Edition**</u> by Effy Oz
**BB** = **Blackboard**

| Class | Date | Topics | Assignments |
|---|---|---|---|
|  | Wed, 1/6 | • **Class Cancelled (First day of class will be on Mon, 1/11)**<br><br>• Course Syllabus and Schedule<br>**BB > Course Information**<br><br>• Initial Assignment (Extra Credit)<br>  &minus;  Lab 1: Student Information Survey<br>      **BB > Tests** |  |
| 1 | Mon, 1/11 | • Course Introduction<br>Business Information Systems: An Overview<br>**Read: <u>MIS</u> (Ch 1)**<br>**BB > Course Documents > Class Slides**<br><br>• Course Syllabus and Schedule<br>**BB > Course Information**<br><br>• Initial Assignment (Extra Credit)<br>  &minus;  Lab 1: Student Information Survey<br>      **BB > Tests** |  |

| Class | Date | Topics | Assignments |
|-------|------|--------|-------------|
| 2 | Wed, 1/13 | • MS Excel 2007 Overview – Basic features and basic functions (SUM, COUNT, COUNTA, MIN, MAX, AVERAGE)<br>**Required Viewing : BB > Tegrity > MS Excel 2007 Overview**<br>**BB > Course Documents > Class Slides**<br>Reference: <u>Excel 2007 Bible</u> **(Ch 1, 2, 3, 4, 5, 7)**<br><br>• MS Excel Functions – IF and Nested IF statements, Boolean logic (AND, OR, NOT), ISNUMBER, ISBLANK<br>**BB > Course Documents > Class Slides**<br>Reference: <u>Excel 2007 Bible</u> **(Ch 11,  14,  15)**<br><br>• Lab 2: College Admissions (Excel – Boolean Logic and IF Function)<br>**BB > Assignments > Labs**<br>**BB > Tegrity Classes**<br><br>• Homework Assignment 1 (Excel)<br>**BB > Assignments > Homework** | • **Lab 1: Student Information Survey** (Extra Credit)<br>**BB > Tests**<br>– Due Fri by 9:00pm |
| | Mon, 1/18 | **Martin Luther King Day – No Classes Scheduled** | |
| 3 | Wed, 1/20 | • Business Functions and Supply Chains<br>**Read: <u>MIS</u> (Ch 3, pp. 75-86, 91-99, 104-106)**<br>**BB > Course Documents > Class Slides** | • Review the Test 1 Review Slides<br>**BB > Course Documents > Class Slides**<br><br>• Review Sample Test 1<br>  **BB > Course Documents > Class Slides** |

| Class | Date | Topics | Assignments |
|-------|------|--------|-------------|
| 4 | Mon, 1/25 | • Collaborative Technologies<br>**Read: <u>MIS</u> (Ch 8, pp. 271-278)**<br>**BB > Course Documents > Class Slides** | • **Homework 1 (Excel)**<br>**BB > Assignments > Homework**<br>− Turn in via: **BB > Assignments > Submit Work Here**<br>− Due by 11:30pm<br><br>• Attend REACH Review Session<br>− **Time and Location TBA** |
| 5 | Wed, 1/27 | **Test 1**<br>• Course Syllabus and CIS 300 Course Introduction presentation<br>• Business Information Systems: An Overview<br>• Business Functions and Supply Chains<br>• Collaborative Technologies<br>• Excel basic features, functions, and formulas; Excel – IF and Nested IF statements, Boolean logic (AND, OR, NOT), plus SUM, COUNT, COUNTA, MIN, MAX, AVERAGE, ISBLANK, ISNUMBER<br>• Homework Assignment 1, Lab 2, and Sample Test 1 | |
| 6 | Mon, 2/1 | • MS Excel Functions (LARGE, SMALL, COUNTIF, SUMIF, AVERAGEIF, &, ROUND) and Conditional Formatting<br>**BB > Course Documents > Class Slides**<br>**Reference: <u>Excel 2007 Bible</u> (Ch 14, 21)**<br><br>• Homework Assignment 2 (Excel)<br>**BB > Assignments > Homework** | |

| Class | Date | Topics | Assignments |
|---|---|---|---|
| 7 | Wed, 2/3 | • MS Excel - Lookup Functions (VLOOKUP, HLOOKUP, LOOKUP, ISNA, ISREF, ISERROR)<br>**BB > Course Documents > Class Slides**<br>**Reference: <u>Excel 2007 Bible</u> (Ch 15)**<br><br>• Lab 3: Payroll Calculations (Excel – Logical Functions and Working with Multiple Worksheets)<br>**BB > Assignments > Labs**<br>**BB > Tegrity Classes**<br><br>• Review results from Test 1 | • **Homework 2 (Excel)**<br>**BB > Assignments > Homework**<br>  – Turn in via: **BB > Assignments > Submit Work Here**<br>  – Due by 11:30pm |
| 8 | Mon, 2/8 | • Strategic Uses of IS<br>**Read: <u>MIS</u> (Ch 2)**<br>**BB > Course Documents > Class Slides**<br><br>• Newly Vulnerable Markets<br>**BB > Course Documents > Class Slides**<br><br>• Homework Assignment 3 (Excel)<br>**BB > Assignments > Homework** | • Review the Test 2 Review Slides<br>**BB > Course Documents > Class Slides**<br><br>• Review Sample Test 2<br>**BB > Course Documents > Class Slides** |
| 9 | Wed, 2/10 | • Capital One Case Study<br>**Read: Capital One Case**<br>**BB > Course Documents > Class Slides** | |
| | Mon, 2/15 | • **Class Cancelled (Snow Day!)** | |

| Class | Date | Topics | Assignments |
|---|---|---|---|
| 10 | Wed, 2/17 | • Searching and Organizing Information on the Internet<br>**BB > Course Documents > Class Slides**<br>**Reference: Basics of Search (google.com)**<br>**Reference: Advanced Search (google.com)** | • **Homework 3 (Excel)**<br>**BB > Assignments > Homework**<br>− Turn in via: **BB > Assignments > Submit Work Here**<br>− Due by 11:30pm<br><br>• Attend REACH Review Session<br>− **Time and Location TBA** |
| 11 | Mon, 2/22 | **Test 2**<br>• Strategic Uses of IS<br>• Newly Vulnerable Markets<br>• Capital One Case Study<br>• Searching and Organizing Information on the Internet<br>• Excel – cumulative concepts, features and functions, plus LARGE, SMALL, COUNTIF, SUMIF, AVERAGEIF, &, ROUND, VLOOKUP, HLOOKUP, LOOKUP, ISNA, ISERROR, ISERR<br>• Homework Assignment 2, Homework Assignment 3, Lab 2, Lab 3, and Sample Test 2 | |
| 12 | Wed, 2/24 | • Databases and Data Warehouses<br>**Read: MIS (Ch 7)**<br>**BB > Course Documents > Class Slides**<br><br>• CIS 300 Course Feedback Survey (Extra Credit)<br>**BB > Assignments**<br><br>• Review results from Test 2 | |

| Class | Date | Topics | Assignments |
|---|---|---|---|
| 13 | Mon, 3/1 | **Meet in Davidson Hall (Room 304)**<br>• MS Excel – Database Functions (Tables, Filtering, Sorting, DAVERAGE, DSUM, DMAX, DMIN, DCOUNT)<br>**BB > Course Documents > Class Slides**<br>Reference: <u>Excel 2007 Bible</u> (Ch 6) | |
| 14 | Wed, 3/3 | • MS Access – Tables, Design View, Datasheet View, Data Entry, Table Wizard, Relationships, Forms, Importing Data<br>**BB > Course Documents > Class Slides**<br>Reference: <u>Access 2007 Bible</u> (Ch 2, 3, 6, 17) | • **CIS 300 Course Feedback Survey** (Extra Credit)<br>**BB > Assignments**<br>– Due by 11:30 pm |
| 15 | Mon, 3/8 | **Meet in Davidson Hall (Room 304)**<br>• MS Access – Queries<br>**BB > Course Documents > Class Slides**<br>Reference: <u>Access 2007 Bible</u> (Ch 4, 5, 9, 18, 20)<br><br>• Project (Access)<br>**BB > Assignments > Project (Access)**<br>**Get Started!!** | • Review the Test 3 Review Slides<br>**BB > Course Documents > Class Slides**<br><br>• Review Sample Test 3<br>**BB > Course Documents > Class Slides**<br><br>• Attend REACH Review Session<br>– **Time and Location TBA** |

| Class | Date | Topics | Assignments |
|-------|------|--------|-------------|
| 16 | Wed, 3/10 | • MS Excel – Text Manipulation Functions (CONCATENATE, LEFT, RIGHT, LEN, FIND, ISTEXT, UPPER, LOWER, PROPER)<br>**BB > Course Documents > Class Slides**<br>**Reference: Excel 2007 Bible (Ch 12)**<br><br>• MS Excel – Date and Time Functions (TODAY, NOW, DATEDIF, YEARFRAC)<br>**BB > Course Documents > Class Slides**<br>**Reference: Excel 2007 Bible (Ch 13)**<br><br>• Lab 4: Loan Application (Excel Logical Functions, Text Manipulation, and VLOOKUP)<br>**BB > Assignments > Labs**<br>**BB > Tegrity Classes** | |
| | Mon, 3/15 | **Spring Break – No Classes Scheduled** | |
| | Wed, 3/17 | **Spring Break – No Classes Scheduled** | • **Homework 4 (Excel)**<br>**BB > Assignments > Homework**<br>– Turn in via: **BB > Assignments > Submit Work Here**<br>– Due on Sunday, March 21 by 11:30pm |
| 17 | Mon, 3/22 | **Test 3**<br>• Databases and Data Warehouses<br>• MS Excel – cumulative concepts, features and functions, plus Text Manipulation functions (CONCATENATE, LEFT, RIGHT, LEN, FIND, ISTEXT, UPPER, LOWER, PROPER); Date & Time functions; Database Functions (DAVERAGE, DSUM, DMAX, DMIN, DCOUNT, DCOUNTA)<br>• MS Access Concepts – Tables, Relationships, and Queries<br>• Homework Assignment 4, Lab 4, and Sample Test 3 | |

| Class | Date | Topics | Assignments |
|-------|------|--------|-------------|
| 18 | Wed, 3/24 | • Decision Support Systems and Expert Systems<br>**Read: <u>MIS</u> (Ch 10)**<br>**BB > Course Documents > Class Slides**<br><br>• Review results from Test 3 | |
| 19 | Mon, 3/29 | **<u>Meet in Davidson Hall (Room 304)</u>**<br>• Excel – What-If Analysis (Manual What-If Analysis, Goal Seek, Scenario Manager, One-Way Tables, Two-Way Tables, Solver)<br>**BB > Course Documents > Class Slides**<br>**Reference: <u>Excel 2007 Bible</u> (Ch 36, 37)**<br><br>• Excel – Charting<br>**BB > Course Documents > Class Slides**<br>**Reference: <u>Excel 2007 Bible</u> (Ch 19, 20)**<br><br>• Project (Excel)<br>**BB > Assignments > Project (Excel)**<br>**Get Started!!** | |

| Class | Date | Topics | Assignments |
|-------|------|--------|-------------|
| 20 | Wed, 3/31 | • MS Access – Reports and Customized Navigation Pane<br>**BB > Course Documents > Class Slides**<br>**Reference: Access 2007 Bible (Ch 7, 8, 19)**<br><br>• MS Excel – Lookup Functions (INDEX, MATCH, HLOOKUP, LOOKUP)<br>**BB > Course Documents > Class Slides**<br>**Reference: Excel 2007 Bible (Ch 15)**<br><br>• Homework Assignment 5 (Excel)<br>**BB > Assignments > Homework**<br><br>• Project (Access)<br>**BB > Assignments > Project (Access)**<br>**Get Started!!** | |
| 21 | Mon, 4/5 | • Risk, Security, and Disaster Recovery<br>**Read: MIS (Ch 14)**<br>**BB > Course Documents > Class Slides**<br><br>• Project (Access)<br>**BB > Assignments > Project (Access)**<br>**Get Started!!** | • Review the Test 4 Review Slides<br>**BB > Course Documents > Class Slides**<br><br>• Review Sample Test 4<br>**BB > Course Documents > Class Slides**<br><br>• Attend REACH Review Session<br>**Time and Location TBA** |
| 22 | Wed, 4/7 | • Human-Computer Interaction<br>**BB > Course Documents > Class Slides** | • **Homework 5 (Excel)**<br>**BB > Assignments > Homework**<br>‒ Turn in via: **BB > Assignments > Submit Work Here**<br>‒ Due by 11:30pm |

| Class | Date | Topics | Assignments |
|---|---|---|---|
| 23 | Mon, 4/12 | **Test 4**<br>• Decision Support Systems and Expert Systems<br>• Risk, Security, and Disaster Recovery<br>• Human-Computer Interaction<br>• Excel – cumulative concepts, features and functions; plus INDEX, MATCH, What-If Analysis<br>• Access – cumulative concepts, features, and functions<br>• Homework Assignment 5 and Sample Test 4 | |
| 24 | Wed, 4/14 | **<u>Meet in BS 054</u>**<br>• Project (Access)<br>  **BB > Assignments > Project (Access)**<br><br>• Review results from Test 4 | |
| 25 | Mon, 4/19 | **<u>Meet in BS 054</u>**<br>• Project (Access)<br>  **BB > Assignments > Project (Access)** | |
| 26 | Wed, 4/21 | **<u>Meet in BS 054</u>**<br>• Course Wrap-Up<br>  **Read: <u>MIS</u> (Ch 1, pp. 24 – 30)**<br>  **BB > Course Documents > Class Slides**<br><br>• Project (Excel)<br>  **BB > Assignments > Project (Excel)** | • **Project (Access)**<br>  **BB > Assignments > Project (Access)**<br>  – Turn in via: **BB > Assignments > Submit Work Here**<br>  – due by 11:30pm |
| | Thurs, 4/22 | **Reading Day – no classes scheduled** | |

| Class | Date | Topics | Assignments |
|-------|------|--------|-------------|
| | Fri, 4/23 | **Final Exam – <u>Meet in BS 054</u>**<br>**Section 01 - Friday, Apr 23 (8:00am – 10:30pm)**<br>• **Project (Excel)**<br>  **BB > Assignments > Project (Excel)** | |
| | Mon, 4/26 | • **Project (Excel)**<br>  **BB > Assignments > Project (Excel)** | • **Project (Excel)**<br>  **BB > Assignments > Project (Excel)**<br>  – Turn in via: **BB > Assignments > Submit Work Here**<br>  – due by 12:00pm |