

**CIS 300: Computer Information Systems
Spring 2010**

Section 01: MW 9:30am – 10:45am

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	Office Hours: MW 12:30pm – 1:30pm, or by appointment
	Free Tutoring: REACH http://www.reach.louisville.edu/tutoring/computer/

Course Syllabus

Course Description (from the UofL Catalog)

Prerequisites: CIS 100. The study of computer information systems (CIS) to support business processes. Topics include the role of data, data manipulation, database management, information management and decision-making, systems analysis and design, historical vs. current methodology in data communications, hardware and software in telecommunications, an overview of automated information systems, and policies and procedures needed to protect an information system. Advanced use of spreadsheet and database software.

Course Objectives

This course is designed to teach you about the management and use of information in business. The pervasiveness of computer-based information systems (IS) in nearly all aspects of business means that you must understand enough about IS to incorporate technology effectively into your business enterprise regardless of your functional area (i.e., accounting, finance, marketing, operations, etc.). Your **IT literacy**, or understanding of both the technology and its consequences for society, will determine your ability to manage IT in your professional and personal life. In CIS 300 you will achieve the following goals through attendance at lectures, analysis of course readings, and completion of out-of-class assignments:

- You will become familiar with the functions of computer-based IS.
- You will develop an advanced understanding of, and competency in, spreadsheet (MS Excel) and database (MS Access) software tools that you will use both as a business student and later as a business professional.
- You will learn concepts and tools that enhance your ability to define, analyze, and solve various business problems.
- You will become familiar with impacts of IS on social, ethical, personal, legal, and organizational issues, and form critical opinions about the use of IS in the world.
- You will learn about IS-related security risks at the individual and business levels and how individuals and organizations deal with these threats.

Prerequisites

CIS100 or equivalent and regular standing in the College of Business are required prerequisites. In addition, you are expected to have a basic understanding of:

- MS Excel (spreadsheets) for data analysis, formatting, printing, formulas and charts,
- MS Word for document composition,
- The Web for research and data acquisition.

These skills should have been acquired in CIS100 or other relevant courses.

Course Materials

1. Required Textbook
 - **Management Information Systems, 6th Edition by Effy Oz** © 2009 (Publisher: Course Technology) (ISBN-10: 1423901789 | ISBN-13: 9781423901785)
 - [Textbook Web site](#)
 - [Amazon.com \(MIS by Effy Oz\)](#)
 - [UofL BookStores](#)
2. Highly Recommended Books
 - **Excel 2007 Bible** by John Walkenbach © 2007 (Publisher: Wiley) (ISBN: 0470044039)
 - [Amazon.com \(Excel 2007 Bible\)](#)
 - **Access 2007 Bible** by Michael R. Groh et al. © 2007 (Publisher: Wiley) (ISBN: 0470046732)
 - [Amazon.com \(Access 2007 Bible\)](#)
3. A **USB thumb drive** (flash storage device – 4G minimum) for file transfer, storage, and back-up purposes.
4. Access to a personal computer (PC) with **Microsoft Office 2007 Suite** (Word, Excel, PowerPoint, and Access) and Internet access (for email and Web browsing, the latter using MS Internet Explorer 7). If you do not have any of these hardware or software components available at your home:
 - You can use any desktop PC installed in any UofL lab or in Ekstrom Library.
 - You can purchase copies of the Microsoft Office Suite, Microsoft Windows XP Professional (or Microsoft Windows Vista), Symantec AntiVirus Corporate Edition, and other software products at a deeply discounted price for students from the UofL IT Store: <http://louisville.edu/it/services/software/>.
5. Calculator - may be used on all Tests.
6. Pen/pencil and paper for taking notes in class and for problem-solving on Tests.

Attendance Policy

Although attendance will not be taken you are expected to attend class lectures and participate in class discussions. You are responsible for all material covered in lectures whether you are present or not. Lectures will not only be used to illustrate and expand on the material in the textbook, but will also include material available only during lecture that will appear on the tests.

Lecture presentations assume that you have read the assigned material before coming to class and are prepared to ask questions during class. If you don't ask questions, then I will assume that you understand the material. If there is a topic you do not understand, **it is your responsibility** to seek clarification from me during lectures or during office hours, or from other students. If you miss a lecture, **it is your responsibility** to get the notes and announcements from a classmate.

Time Commitment and Planning

Any university course requires a large amount of work outside of lecture. I assume that when you register for this course you will allocate an average of at least five to ten (5-10) hours per week, in addition to lectures, to study the CIS 300 textbook, complete the homework assignments and projects, and prepare for tests. It is your responsibility to manage your workload. If you procrastinate starting your assignments, you may find that you do not have enough time to complete the assignments, or that a technology problem may prevent you from completing your assignment. Note that not being able to access a computer or network will not be considered an acceptable excuse for submitting your assignment late.

Classroom Behavior

Cellular telephones, pagers, PDAs, music players and other electronic devices that can distract you and other students must not be used in the classroom. Please remember to turn off the audio ringer on your cell phones and pagers before entering the classroom. Under no circumstances should you use a phone, pager or PDA while class is in session. If your cell phone rings during class or you are involved in any other form of disruptive behavior that creates a disturbance in class

(such as reading a newspaper, sleeping, texting/IM'ing, or having extended conversations), you may be asked to leave the classroom.

Similarly, while you may use your laptop computer during class to take notes, using your laptop in a way that distracts other students around you or otherwise disrupts the class (e.g., surfing the web, reading email, or playing audio/video recordings) is not permitted, and may result in you being asked to leave the classroom. You should plan to arrive before class begins and not leave until after class ends. This is an issue of respect for everyone involved – not just for the instructor, but also the students whom you disturb with your late entry and/or early departure. **If you arrive late to, or must leave early from, a lecture please sit near an exit in the back of the classroom.**

Assessments

Your overall final course letter grade will be determined by your grades on the following assessments.

Tests – Tests 1, 2, 3, and 4 @ 150 points each	600 points
Homework Assignments – Five (5) MS Excel assignments @ 20 points each	100 points
Project (Excel)	150 points
Project (Access)	150 points
Total	1000 points

Your final grade is based on the total points you have earned over the semester. Therefore, individual assignments are not curved, and all points for all assignments are weighted equally. The expected grade distribution for this course is as follows:

970 – 1000 points	A+
920 – 969 points	A
900 – 919 points	A-
870 – 899 points	B+
820 – 869 points	B
800 – 819 points	B-
770 – 799 points	C+
720 – 769 points	C
700 – 719 points	C-
670 – 699 points	D+
620 – 669 points	D
600 – 619 points	D-
0 – 599 points	F

I maintain the right to curve the final course letter grades. Any curve for the final course letter grades will be based on general College guidelines, historical course trends, and the overall performance of the class. I will guarantee that the curve will not hurt your grade; however, you should not expect the curve to make a substantial improvement in your grade.

Important Note Regarding Grade Appeals

Grade appeals for any assessment must be requested (either in writing or via email to me) within seven (7) days after the grade for the assignment has been posted to Blackboard. While I will always answer your questions on the grading of an assessment, your score on the assignment will not be changed unless you request a grade review during the 7-day grade appeal time period. If you want to make a case for re-grading your work based on another student's grade on the same Homework Assignment or Test, the professor will review and then re-grade your work as well as the other student's work entirely from scratch.

Summary of Assessments

- **Tests:** There will be a total of four (4) Tests during the semester. Each Test is expected to last the full class session and will include multiple-choice, true/false, and brief essay questions taken largely from the textbook and in-class discussions. In addition, each Test will include some fill-in-the-blank questions that will evaluate your knowledge, critical thinking, and problem-solving skills with respect to MS Excel and MS Access.

Missing an Exam: Test dates are noted on the Course Schedule. You could miss a Test for three reasons. Here are the policies for each:

1. You have a scheduled conflict that you can identify by the second week of classes. For example, you may have a Dean's Excuse for official University athletic team and school-sponsored organizations. In this case, you will be allowed to take the Test **early** and **only if** you tell me by the end of the second week of class.
2. An emergency comes up before the Test. For example, a family emergency that requires you to leave Louisville. In this case, you may take the Test at another time **only if**
 - a. You discuss the problem with me or at least email or voice mail me **before** the Test **AND**
 - b. You have **written documentation** that the emergency occurred. Written documentation may include an Athletic Department Excused Absence memo, note on letterhead paper from a physician, hospital discharge paperwork, family member obituary notice, etc. The written documentation must include the phone number of someone who can verify the emergency. We will set the make up time very soon after the regular Test time, and you will likely get a different Test.
3. You sleep through the Test, you do not contact me before the Test, or you cannot provide satisfactory proof of one of the above reasons. In this case, you will receive a zero on the Test.

- **Homework Assignments:** You will be required to solve many business problems using MS Excel as part of five (5) Homework Assignments. These are intended to help you refine the application skills required to do well on the Tests (as well as your academic and professional lives). For all of these Homework Assignments, you may work individually or in small team of two (2) students (**Note:** both members of a team must be registered in the same section of CIS300 – i.e., no cross-section teams). You must read the **Homework Instructions** located in the **BB > Assignments** folder before completing any Homework Assignment.

In addition, students should make every effort to complete each of the supplemental Lab activities which will be initiated throughout the semester in class as examples of MS Excel and MS Access problem-solving methods. Feel free to collaborate with any other CIS 300 students on the Homework Assignments and Labs, or seek out additional tutoring assistance from REACH as your individual needs may dictate. Please also take advantage of office hours offered by the professor.

- **Project (Excel):** You will complete a project that will demonstrate your proficiency with MS Excel in solving a realistic business problem. This project may be completed individually or in a small team of two (2) students.
- **Project (Access):** You will complete a project that will demonstrate your proficiency with MS Access in solving a realistic business problem. This project may be completed individually or in a small team of two (2) students.

All Assignments and Projects are due on the dates indicated on the Course Schedule **by the due date and time**, unless otherwise notified by the professor. Assignments not submitted by the due date and time specified in the Schedule **will**

not be accepted unless proof of an extenuating circumstance (as noted previously) is provided. Technology-related issues are not considered a sufficient justification for submitting Assignments after the due date. Do **not** wait until the last minute to submit an assignment into Blackboard.

Request for Accommodations

The University of Louisville is committed to providing access to programs and services for qualified students with disabilities. If you are a student with a disability and require accommodation to participate and complete requirements for this class, notify me immediately and contact the Disability Resource Center (<http://louisville.edu/disability>, Robbins Hall, 852-6938) for verification of eligibility and determination of specific accommodations. In addition, please provide me the required accommodation letter from the Disability Resource Center.

CIS Academic Dishonesty Statement

The CIS faculty take violations of the university policy on academic dishonesty seriously. Students are encouraged to review the policy and to understand the consequences of any action that is proven to be a violation of the policy.

Students are expected to do their own work when assignments and tests require individual work. For example, students may not copy the work of others, either manually or electronically, under these conditions. Further, students who allow their work to be copied by others risk violation of the academic dishonesty policy.

The CIS faculty will take full and complete action against any student who violates the academic dishonesty policy. In proven cases of violation of the policy, a student may be suspended from the College of Business as stipulated in the University of Louisville undergraduate and graduate catalogs. Cases of academic dishonesty will be processed in accordance with the College of Business procedures.

Code of Student Rights and Responsibilities

"Every student is expected to be thoroughly familiar with the University's Code of Student Rights and Responsibilities and Student Conduct which can be found in the 'General Information' section of this catalog.

Every student is responsible for reading the academic policies in the Undergraduate Catalog and official announcements of the College of Business and for abiding by such regulations.

Specifically, every student is responsible for knowing the grade point averages and program requirements needed for graduation. Students are encouraged to see a CoB academic advisor to clarify any questions or concerns.

Along with preparing for and attending class, each student has the responsibility to promote high academic standards.

Students are expected to cooperate in all classes with faculty members to achieve an optimal learning environment. Inappropriate classroom behavior may result in the student being withdrawn from the course, and potentially assigned academic penalties. Inappropriate classroom behavior will be dealt with in the same manner as academic dishonesty.

The CoB will not tolerate academic dishonesty. The CoB has a strong policy of academic discipline for action against students who commit academic dishonesty or conduct themselves inappropriately in the classroom. A proven case of academic dishonesty will normally result in the student being denied admission to or dismissed from the CoB.

Academic dishonesty is defined by the Code of Student Conduct in the Undergraduate Catalog. Its definition pertains to but is not limited to cheating, fabrication, falsification, multiple submission, plagiarism, and complicity. It is the student's responsibility to maintain high standards of ethical conduct, and intellectual integrity and to be familiar with the definition of academic dishonesty.

As evidence of the seriousness with which the CoB regards these matters, academic dishonesty allegations are handled in accordance with CoB Procedures for Dealing with Academic Dishonesty."

(Excerpt from the University of Louisville Undergraduate Catalog, Summer 2006 through Fall 2008, page 43.)

In the case of proven academic dishonesty, the instructor reserves the right to impose a more severe penalty (such as giving the student an "F" for the CIS300 class) than is required under University or College of Business policy.

Understanding Plagiarism: (compliments of the Writing Center at Hamilton College in Clinton, New York).

Please get a copy of this article using the following URL and read it thoroughly.

https://my.hamilton.edu/academics/resource/wc/Using_Sources.PDF

Americans with Disabilities Act

"The University of Louisville is committed to providing equal opportunity for persons with disabilities. This commitment includes complying with the Americans with Disabilities Act of 1990 (ADA), and Sections 504 and 508 of the Rehabilitation Act of 1973. In addition, all of the University's websites and online courses will comply with the web page design standards established by the World Wide Web Consortium (W3C). The University of Louisville strives to maintain a barrier-free, welcoming environment for everybody.

The ADA Coordinator, located in the Affirmative Action Office (502 852-6688), will monitor compliance and assist all unit heads in meeting equal opportunity obligations. The University Disability Resource Center staff (502 852-6938) will assist the University community by serving as an information resource center and coordinating support services for students with disabilities. No otherwise qualified individual with a disability shall, solely by reason of such disability, be excluded from participation in, be denied benefits of, or be subjected to discrimination in University programs. The President, Board of Trustees, Student Government, Faculty and Staff Senates affirm the University's long standing and continuing commitment to Equal Opportunities for persons with disabilities."

(Excerpt from the University of Louisville Undergraduate Catalog, Summer 2006 through Fall 2008, page 43.)