MGMT 345-940: Computer Information Systems
Syllabus
Instructor: Dr. Jim Nelson

BNAD students: A minimum final grade of ‘C’ is required in this course

Contact information for this course (emails should be directed to the following addresses):
Program Manager (Ann Pearson): oprogmgr@business.siu.edu  Phone: 618.453.7901
Course e-mail: See course homepage
TA Office Hours: See course homepage
TA Phone Number: 618.453.7999

See the “My Home” page on the program site for various resource links (FAQ, Textbook information, orientation videos, remote proctor information, on-campus exam registration, etc.).

Required Text
Title: Information Systems Today: Managing in the Digital World with MyITLab
Author: Joe Valacich and Christoph Schneider
Publisher: Prentice Hall

To order: Go to www.salukishop.com  There will be a shipping charge when applicable. The package includes the Valacich text, MyITLab access code, and Exploring Excel reference book.

Other Materials
Remote Proctor device for oACCT, BNAD, and off-campus student

On-campus students will need to register for on-campus exams

Refer to the orientation videos if you have questions about viewing the online lectures.

Refer to the Student Program Agreement as needed
## Grading Schedule

<table>
<thead>
<tr>
<th>Activity</th>
<th>Points</th>
<th>Day Due* ** ***</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction of yourself and your information technology</td>
<td>5</td>
<td>Thursday midnight of Module 1</td>
</tr>
<tr>
<td>Discussion - Post response to one discussion question in each module.</td>
<td>70</td>
<td>Original post due by Thursday midnight</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Response due by Sunday midnight</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No discussion in Module 8</td>
</tr>
<tr>
<td>Reflection papers (submissions)</td>
<td>120</td>
<td>Modules 1,2,3,5,6,7 due Sunday midnight</td>
</tr>
<tr>
<td>1 per 6 modules @ 20 points each</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Excel Simulation Exercises – one per module @ 10 points each</td>
<td>80</td>
<td>Modules 1-7: due Sunday midnight</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Module 8: due Thursday midnight</td>
</tr>
<tr>
<td>Exam 1</td>
<td>100</td>
<td>Available Friday of Module 4 – 60 minutes</td>
</tr>
<tr>
<td>Exam 2</td>
<td>100</td>
<td>Available Thursday and Friday of Module 8 – 60 minutes</td>
</tr>
<tr>
<td>Total</td>
<td>475</td>
<td></td>
</tr>
</tbody>
</table>

* Assignments can be submitted before the due date within the current module
** Unless otherwise indicated, all activities are due by midnight.
*** Exams / Quizzes will be proctored. Exams are closed-notes and closed-book

## Course Schedule

<table>
<thead>
<tr>
<th>Module</th>
<th>Dates</th>
<th>Lecture</th>
<th>Chapter</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Monday, June 15 to Sunday, June 21</td>
<td>Introduction Managing in the Digital World Excel 1: Introduction to Excel</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>Monday, June 22 to Sunday, June 28</td>
<td>Gaining Competitive Advantage with IT Managing IS Infrastructure Excel 2: Formulas and Functions</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>Monday, June 29 to Sunday, July 5</td>
<td>Hardware / Software Networks / Database Excel 3: Charts</td>
<td>p449 p467</td>
</tr>
<tr>
<td>4</td>
<td>Monday, July 6 to Sunday, July 12</td>
<td>Ethics, Privacy, and Security Excel 4: Datasets and Tables</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Monday, July 13 to Sunday, July 19</td>
<td>Enabling Commerce Using the Internet Enhancing Collaboration Using Web 2.0 Excel 5: Subtotals, Pivot Tables, and Pivot Charts</td>
<td>4 5</td>
</tr>
<tr>
<td>6</td>
<td>Monday, July 20 to Sunday, July 26</td>
<td>Enhancing Business Intelligence Using IS Enhancing Business Processes Using EIS Excel 6: What-if Analysis</td>
<td>6 7</td>
</tr>
<tr>
<td>7</td>
<td>Monday, July 27 to Sunday, Aug 2</td>
<td>Supply Chains and Customer Relationships Developing and Acquiring IS and IT Excel 7: Specialized Functions</td>
<td>8 9</td>
</tr>
<tr>
<td>8</td>
<td>Monday, Aug 3 to Friday, Aug 7</td>
<td>Securing Information Systems Excel 8: Statistical Functions</td>
<td>10</td>
</tr>
</tbody>
</table>
Overall Advice
Each activity below asks you to write something: a short paragraph, a page, a project. You will be graded on the quality, not the quantity of your writing. Say what you need to say, and then stop. Please make every effort to keep your writing crisp and to the point. Think before you write. Limits are limits, not suggested lengths. For example, a limit of “one page” is a maximum and what you write should fit within it. This does not mean that it has to take up the entire space provided! Being short and to the point is better than being long and rambling and hoping that somewhere in your writing is what we’re looking for.

Discussion
In each module there will be two discussion questions presented, one for each goal (with the exception of Modules 4 and 8). You are to post a response to one of these questions by Thursday midnight. You are to respond to the post of another student by Sunday midnight. Your response post can be for either discussion question. The purpose of these questions is not to find the “right answer” but instead to start a discussion. You post must be substantive. (Substantive is something more than “Yeah, I agree!” Refer back to the Student Program Agreement for details of substantive posting). See the rubrics provided by your TA in the Sunday emails. While there is a great deal of information in the book, in the lecture, and elsewhere in this course, you have significant experience with the various information technologies and information systems you’re learning about. Other students can benefit from your knowledge, and you can learn a lot from others’ points of view. It has been said that “the best way to learn something is to try to teach it.” So, use your knowledge and experience and help teach the other students in the class.

Employers want people who can get their point across clearly and concisely. This means you have to think about what you are going to say in your discussion post before you post it. Say what you have to say, and then stop. Making a long, rambling post hoping that maybe somewhere in there is a nugget of wisdom is not the way to go. Therefore your discussion postings must be 150 words or less. You will lose points for discussion posts over 150 words.

Reflection papers
The reflection paper is a standalone paper (no more than one page, double spaced, 12 point font, 1 inch margins) that brings the topic of the week into the “real world”. What does it all mean? How can you apply the topics in the modules in your work, your organization (school, work, community, etc.)? The purpose is for a “deep” rather than a “surface” reflection on the topic. Go beyond the obvious and really think about the module. Applying the topic to your personal experience is necessary to move the topic from the abstract, theoretical to something that has real meaning.

Information technology is advancing at an amazing pace. Each week’s reflection paper should include some insight about current information technology, information systems, or information-based processes. This will help you become familiar with sources of information about technology, will link this to your experiences, and will add currency and depth to the class readings and lectures. You may use any online news source you want (CNN.com, wired.com, online newspapers, etc.). Be sure to include a link or a reference to the source of information you are using. Use real, credible sources. Blogs are not acceptable.
File Naming convention: please use the following format for naming your reflection paper file: 
MX_LastName_FirstName, where “M” stands for Module and “X” is the module number for the assignment.

Please don’t use the reflection paper to expand on your discussion post. It should be a standalone assignment with new information, new facts, and new insights. The discussion post asks for your answer to a question, the reflection paper is your chance to dig deeper into the topics in the module and add your own personal insights. Don’t just copy or paraphrase an existing article. Use several sources. Reflect on what they mean. Bring in examples.

Note also that there are no “do-overs.” You must strive to get it right the first time. Read the assignment, think about it, think about it again, and then write.

Finally, this is a junior-level college class. At this point you should be very concerned about polishing your writing skills. You are not writing to your friends using “text speak.” Use correct spelling, grammar, punctuation, and thoughtfulness. do not uz txt spk 4 yor reflection papers o discussion postings. Like that. Don’t do it! Even if you made an excellent point, it will not come across if your writing is poor.

Exams
There are two exams for the textbook portion of this course. The exams are closed-notes, closed books. They are proctored.

Excel
The Excel portion of the class is designed to get you ready for the more advanced problem-solving assignments that you will find across all majors in the College of Business. Some of you will have a great deal of Excel experience while others will have none at all. Therefore, the Excel portion of the class will start at the most basic “Introduction to Excel” and proceed through more complex topics. Even if you are an Excel expert, I’m sure that you’ll find something of value in each module. I did, and I’ve been using Excel for many, many years.

You’ll have hands-on experience through My IT Lab that is part of the course materials. It’s a web-based simulation of the latest version of Excel (2013) so you don’t have to have Excel installed on your computer. Each week’s simulation is broken into two parts: skill-based training and skill-based exam. The skill-based training will lead you through an exercise in Excel. The Excel 2013 Comprehensive text shows you what to do, and there’s a large amount of help available in the simulation including text, slides, and videos. When you’re done with the training you will take the skill-based exam. It follows the same format as the training but applies what you’ve learned to a different problem. MyITLab tracks your progress. Each skill-based exam is worth 10 points. You are not required to complete the skill-based training before taking the skill-based exam, but it’s very strongly recommended.
Technology hints for myITLab

<table>
<thead>
<tr>
<th></th>
<th>PC Users</th>
<th>MAC users</th>
<th>Windows 8 users</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preferred Browser</td>
<td>Chrome</td>
<td>Mozilla Firefox</td>
<td>Chrome</td>
</tr>
<tr>
<td>Allow pop-ups</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Accept third-party cookies</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Flash Player</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Java</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Flash Player (specifically for Mac)</td>
<td>Yes</td>
<td>Yes – choose FlashPlayer specifically for Mac</td>
<td>Yes</td>
</tr>
</tbody>
</table>

See Module 1 for more myITLab instructions

Academic Integrity

This course is based on the distance-learning concept. It’s designed to help you complete your degree off campus while you’re out there in the “real world.” It’s not easy to balance work, life, and school, but we’re dedicated to do our best to see that you succeed. You’ve already made a considerable financial commitment to this class and there will be a large time commitment. I’ll ask you to make one more commitment: to academic integrity.

I’d like to remind you that the purpose of this class is to help you learn information systems. The grade you earn is simply a reflection of how well you’ve learned. All of the lectures, papers, assignments, and even the exams are designed to help you learn the concepts in the course. It will be very tempting to take shortcuts to get through the course. Please don’t. We’ve built this course so the things you learn here will be valuable in future courses and in your career. Maintaining the highest standards of academic integrity will pay big dividends in the future. If you get stuck or have any trouble at all, please don’t hesitate to ask. We’re here to help.

Feedback

You can expect feedback on your course activities within 48 hours. Grades will be posted to the grade book (Grades menu item). If an issue arises that requires individual attention, an e-mail will be sent. You will receive an email with a graded rubric for discussion posts and responses when you earn less than full points on the assignment. Submitted files will be uploaded to the submissions page with a graded rubric embedded. Please review these. If you need assistance in retrieving a graded submission, review the orientation videos available from the “My Home” page or contact the Program Manager.

Each Sunday evening, you will receive an email from your TA. Please read these and all emails from your TA or program manager.
Policy Statement
Summer 2015

IMPORTANT DATES for the online undergraduate programs offered in the College of Business
Courses Begin .................................................................06/15/2015
Last day to add a class (without Dean’s permission): ..................06/21/2015
Last day to withdraw completely and receive a 100% refund: ......06/28/2015
Last day to drop a course using SalukiNet: ................................07/19/2015
Final examinations:................................................................08/06-08/07/2015
Commencement:......................Ceremonies now held only in May & December

SUMMER SEMESTER HOLIDAYS
Independence Day Holiday 07/23/2015

WITHDRAWAL POLICY – Undergraduate only
Students who officially register for a session may not withdraw merely by the stopping of attendance. An official withdrawal form
needs to be initiated by the student and processed by the University. For the proper procedures to follow when dropping courses and
when withdrawing from the University, please visit http://registrar.siu.edu/pdf/ugradcatalog1314.pdf

INCOMPLETE POLICY – Undergraduate only
An INC is assigned when, for reasons beyond their control, students engaged in passing work are unable to complete all class
assignments. An INC must be changed to a completed grade within one semester following the term in which the course was taken, or
graduation, whichever occurs first. Should the student fail to complete the course within the time period designated, that is, by no
later than the end of the semester following the term in which the course was taken, or graduation, whichever occurs first, the
incomplete will be converted to a grade of F and the grade will be computed in the student's grade point average. For more
information please visit: http://registrar.siu.edu/grades/incomplete.html

REPEAT POLICY
An undergraduate student may, for the purpose of raising a grade, enroll in a course for credit no more than two times (two total
enrollments) unless otherwise noted in the course description. For students receiving a letter grade of A,B,C,D, or F, the course
repetition must occur at Southern Illinois University Carbondale. Only the most recent (last) grade will be calculated in the overall GPA
and count toward hours earned. See full policy at http://registrar.siu.edu/pdf/ugradcatalog1314.pdf

DISABILITY POLICY
Disability Support Services provides the required academic and programmatic support services to students with permanent and
temporary disabilities. DSS provides centralized coordination and referral services. To utilize DSS services, students must come to the
DSS to open cases. The process involves interviews, reviews of student-supplied documentation, and completion of Disability
Accommodation Agreements. http://disabilityservices.siu.edu/

PLAGIARISM CODE

SALUKI CARES
The purpose of Saluki Cares is to develop, facilitate and coordinate a university-wide program of care and support for students in any
type of distress—physical, emotional, financial, or personal. By working closely with faculty, staff, students and their families, SIU will
continue to display a culture of care and demonstrate to our students and their families that they are an important part of the
community. For Information on Saluki Cares: (618) 453-5714, or siucares@siu.edu, http://salukicares.siu.edu/index.html

INCLUSIVE EXCELLENCE
SIU contains people from all walks of life, from many different cultures and sub-cultures, and representing all strata of society,
nationalities, ethnicities, lifestyles, and affiliations. Learning from and working with people who differ is an important part of education
as well an essential preparation for any career. For more information please visit: http://www.inclusiveexcellence.siu.edu/

MORRIS LIBRARY HOURS
http://www.lib.siu.edu/about
LEARNING AND SUPPORT SERVICES
Help is within reach. Learning support services offers free tutoring on campus and math labs. To find more information please visit the Center for Learning and Support Services website:

Tutoring: http://tutoring.siu.edu/

Math Labs: http://tutoring.siu.edu/math_tutoring/index.html

WRITING CENTER
The Writing Center offers free tutoring services to all SIU students and faculty. To find a Center or Schedule an appointment please visit http://write.siu.edu/

AFFIRMATIVE ACTION & EQUAL OPPORTUNITY
Our office’s main focus is to ensure that the university complies with federal and state equity policies and handles reporting and investigating of discrimination cases. For more information visit: http://diversity.siu.edu/

Additional Resources Available:
SALUKINET: https://salukinet.siu.edu/cp/home/displaylogin

PROVOST & VICE CHANCELLOR: http://pvcaa.siu.edu/