INSTRUCTOR INFORMATION
Office BE 3021; Office Hours: MWF 11:55am-12:55pm; M 1:55pm – 3:00pm; W 1:55pm – 2:15pm
Phones: Office 465-7012, Cell (270)213-0021
Email: jjwillia@usi.edu (You can also email me through Blackboard)

COURSE INFORMATION
Please be aware that a few classes may be conducted online this semester. In the event of an online session, all directions will be clearly posted on BB and notification will be made in class and/or via email. I will ALWAYS be available via email and cell phone in these instances.

Required Text
Publisher Web Site: www.pearsonhighered.com Use Author or Book Name to Search for Text Site

Course Description
Success in any field today requires an understanding of IT/IS (information technology/information systems). Telecommunications, computing, and information technologies have converged to change the way we live in general and the way business is conducted in specific. All aspects of the business are impacted; regardless of your major, if you are a business student, you must understand the organizational impacts of information systems and information technology.

As a business student, you need not become a “technical” expert, for technicians can develop and maintain the technology, but you must understand information as a strategic organizational asset and information technology as a means to solving business problems. The purpose of CIS 305 is to advance your understanding such that upon completion of this course you should:

1. Understand the role of information as an organizational resource/asset and the unique economics of information and IS
2. Understand the role of information systems/information technology (IS/IT) in business and its role as a strategic enabler
3. Understand the importance of IS/Business alignment
4. Understand the roles of networking, Internet technology and other components of an IS Infrastructure in facilitating management and coordination of internal and interorganizational business processes
5. Understand the role of IT/IS in strengthening Customer Relationships in particular and Collaboration in general
6. Understand the role of IT/IS in systems integration including Enterprise Systems
7. Understand ethical issues that surround and are raised by the use of information, IS and IT
8. Understand the importance of data in today’s organization and the relationship between competitive advantage and knowledge management, business intelligence and business analytics
9. Understand the basics of managing and governance in an IS function including systems acquisition and sourcing

Your development in these areas will be measured by written assignments, in class exercises, quizzes, and exams

**RCOB Skill Development**
This course will develop skills in the use of critical thinking. Thinking critically involves bringing appropriate facts and information to bear, considering viewpoints of all stakeholders, recognizing assumptions and considering implications of actions (or failure to act). Critical thinking is an important component of your grades (see grading rubrics).

Communication skills are profoundly important in all areas of business; All written work for this class must be well developed, organized, and presented, and must be free of grammar, spelling and sentence structure errors. You are expected to use standard English. If you have needs in this area, you should use/employ an editor, a tutor or seek help from the writing lab. Submissions failing to adhere to these standards will not be well received! This is a requirement – not a suggestion!

**Disability Support**
If you have a disability for which you may require academic accommodations for this class, please register with the Office of Disability Resources (ODR) as soon as possible. Students who have or who receive an accommodation letter from ODR are encouraged to meet privately with me to discuss the provisions of those accommodations as early in the semester as possible. To qualify for accommodation assistance, students must first register to use the disability resources in ODR, Orr Center Rm. 095, 812/464-1961 http://www.usi.edu/disabilities. To help ensure that accommodations will be available when needed, students are encouraged to meet with course faculty at least 7 days prior to the actual need for the accommodation. You are encouraged to discuss any special needs with me at the beginning of the semester.

**Performance Evaluation**
YOU MUST COMPLETE ALL ASSIGNED WORK to receive a passing grade in the course! Further, all work must be submitted no later than 1 week after due date (unless other arrangements are made). Procrastination will be not tolerated!

**Exams (3 @ 100 points each for 300 points total) (22.7% each)**
You will complete 3 exams. See schedule for exam dates. Exams will be largely objective, but will contain some short answer and/or application type questions. Exams are worth 100 points each.

**Participation/Reading Checks/Classroom Activities (40 points) (9% of grade)**
I will take attendance each class period. I will make notes of your participation in the classroom (both quality and quantity). I will note leadership in group activities. And, I will note preparation (or
failure to prepare) for class using reading quizzes and reading checks. Together this will total 9% of your grade. You are allowed to miss one reading check/classroom activity.

Formal Homework Assignments (2 @ 50 each for total of 100 Points) (22.7% total)
There are (2) formal homework assignments worth 50 points each. Formal assignments must be word processed and should be well written and presented. All formal homework assignments must be submitted in hard copy form at the beginning of the class period due. Assignments will be fully described and posted on BB along with a grading rubric. Grading Rubrics reflect the importance of critical thinking and written communication skills. Due dates are shown on the course calendar.

To receive a grade of “C” (average) or above on formal homework assignments, each question must be answered fully (or each topic fully discussed) and answers must be well developed. Any conclusions should flow logically from your analysis. Your work should do more than state the “what.” Facts are important, but the analysis of those facts brings meaning. Never be satisfied stating the “what”… always consider “why”……the “So What.”

Grades:

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<tbody>
<tr>
<td>Exams (3)</td>
<td>300</td>
<td>90% (A)</td>
<td>396 points</td>
<td>70% (C)</td>
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<tr>
<td>Homework (2)</td>
<td>100</td>
<td>88% (B+)</td>
<td>387 points</td>
<td>68% (D+)</td>
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<tr>
<td>Participation</td>
<td>40</td>
<td>80% (B)</td>
<td>352 points</td>
<td>60% (D)</td>
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<td>Total Points</td>
<td>440</td>
<td>78% (C+)</td>
<td>343 points</td>
<td>Below 264 (60%) = F</td>
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STUDENT RESPONSIBILITIES

Attendance and Participation
Attendance is required and expected at all class meetings. You are responsible for READING the text BEFORE the specific materials are covered. It is not my responsibility to read the text to you, nor is my role one of telling you what is written in the text. My role is to guide you through the understanding of the course material, to bring additional information or examples of application of the material, and to generally discuss the topics in necessary ways to clarify and to add to your understanding of the material.

Reading the text is absolutely a prerequisite for participating actively in discussions, for correctly completing assignments, and for exam success. Therefore, reading checks/quizzes will be administered at the beginning of chapter discussions/activities. Some of these quizzes will be written, others will be oral and will often be directed to specific students; quizzes may be conducted online via Blackboard. These are truly reading checks to see if I think you are reading. I am not expecting 100% recall of facts in the chapter; I am looking for general understanding that accompanies reading the text. If a reading check shows you have not prepared for the particular discussion, this lack of preparation will be noted and you will be required to do extra work AND your semester grade will be negatively impacted (see participation component of grade computation). To allow you time to feel comfortable with the class environment, we will not have a quiz over chapter 1 or during the first two weeks of class.
You are encouraged to bring examples and illustrations, as well as questions and concerns to our discussions. You should read all materials prior to class and come prepared to ask any questions about the material I might not otherwise mention. I will assume you have understood what you have read unless you indicate otherwise. My comments will build upon the reading, not necessarily restate the reading. In short, the reading is the foundation upon which I build class activity. Exams will cover all material in the text, including items not specifically mentioned by me. Therefore, it is critical that you ask for clarification in any areas not understood. Or, if you simply want to discuss a particular topic, please raise the issue. You should not expect me to come to class and repeat what is in the text.

**Blackboard (BB) and Email**

You are expected to regularly check both your USI email and BB for course communications. You can redirect your USI mail to a preferred mailbox if you choose. All class materials and information will be posted on BB and you should check regularly to stay informed about possible changes in class materials and/or schedules. Your grades will be posted on BB as well.

I will contact you via email through BB; You should also realize that other offices and individuals on campus will use BB to send you email. You must check this mail regularly. Failure to check email, and thus failure to act accordingly is NO EXCUSE! Checking email and BB regularly is a requirement for this course.

**Academic Dishonesty**

Academic dishonesty of any form (such as plagiarism, cheating on exams and/or homework, etc.) WILL NOT be tolerated. If you are found violating this rule of honesty, you risk a grade of “0” for the assignment/test (at the very least) and/or a failing grade for the semester. Please consult your student handbook or bulletin for specifics in this area. Please be aware that the RCOB faculty uses software to check for “recycled work!” This software will pick up even very small portions of work that have been submitted into the system. Therefore, any work for this (and other) class(es) should be developed solely by you and specifically for this class. If you wish to build upon past work, then you should discuss that with me as this can often be accommodated.

**Make Up Exams and Late Assignments**

You should make every effort to attend exams and to submit work on time. In the event of illness or other unavoidable circumstance preventing your attendance on exam day, you are expected to contact me as immediately as possible (preferable in advance) for permission to take a make up exam; further, you should realize that you will be expected to take the exam during my office hours on the next class day. Class time will never be used for make up exams. It is your responsibility to contact me and to be aware of and prepare for this make up exam. You will not be allowed to take more than one make up exam during the semester.

All assignments and submissions are due at the beginning of the class on the due date. Failure to submit work at the beginning of the class on the due date will result in grade penalties. Work will be accepted up to 1 week after the due date. Failure to submit ANY work within this one week period will result in a failing grade for the class. If you have a hardship or issue that leads to late work,
please contact me immediately with arrangements for submitting (this is professional and respectful behavior).

You are allowed to miss one reading check/quiz without penalty; make up work will be required for all others. Remember, you must complete ALL assignments (including quizzes and class activities) to earn a passing grade in the course.

IT is your responsibility to understand when assignments are due (see schedule). You should also understand that the schedule might change in minor ways. All such changes will be announced in class. You should not wait until the evening before the due date to begin. Such procrastination often leads to problems when work schedules change, printers malfunction, illness strikes suddenly, etc. Work completed in a timely fashion allows for unexpected occurrences. And, rushed work does not allow much time for reflection and critical thinking.