

**Business Information Systems**  
**GBA 3350:W01**  
**Web Delivered**  
**Spring, 2016**

**Course Instructor** Linda McAnally  
**Office** BAB 308  
**Office Telephone** (432) 837-8073/8066  
**Fax** (432) 837-8003  
**Electronic Mail** [lindam@sulross.edu](mailto:lindam@sulross.edu)  
**Office Hours** MW 8:30 – 11:00 am  
TR 8:30 – 9:30 am  
Other hours by appointment

**Course Description:**

Introduction to information systems in business. Hands on exposure to business applications software in microcomputer laboratories. Practical experience in the principles of information technology.

**Required Course Materials:**

Stair/Reynolds – Bundle: Fundamentals of Information Systems, Loose-leaf Version, 8<sup>th</sup>+LMS Integrated for MindTap MIS, 1 term (6 months) Printed Access Card. ISBN 9781305816473. There are several options, you can go to [cengagebrain.com](http://cengagebrain.com) and check out the options. You can get only the Access Card which has the e-book in addition to the materials in MindTap. ISBN 978130549213.

The following Web address will be used to complete some of your assignment. You can click on the link below <https://login.cengagebrain.com/course/MTPPRGVPGZ6C>

**Prerequisite:**

Completion of basic computer skills.

**Student Learning Outcomes**

Upon successful completion of this course, the student should be able to:

- o Apply the concepts of systems and information to business.
- o Address business needs for internet/electronic commerce.
- o Recognize limiting and enabling factors of technology, and describe the forces and processes governing modern day business computing
- o Demonstrate a fundamental understanding of how the Internet works. Note: this is not the same as knowing how to navigate the Internet.
- o Discuss issues surrounding ethics and security as they relate to computers.

**Program Learning Objectives (PLO)**

PLO 1 Analyze and solve business problems across major business functions, using fundamental business principles and strategies

PLO 2 Communicate business information through written, oral and other delivery processes

PLO 3 Identify and discuss the impact of ethical and social responsibility issues in business

PLO 4 Identify and describe the major components of the external business environment

**Required Supplies and Resources**

- Blackboard 9 Academic Suite – login using your Sul Ross email username and password. If you have trouble, use the Help Desk 432-837-8888 or toll free at 1-888-837-2882
- Internet access; high-speed rather than dial up. If you use dialup it will be slower and you may not be able to complete all of the assignments
- Microsoft Office 2010 or higher (Please do not use Microsoft Works). If Microsoft Works is the only program you have, then save your work as a rtf (rich text format).

## **Distance learning (Online) Absences Statement (Non-Participation Statement)**

Policies in effect for on-campus, traditional classroom instruction courses also apply to students enrolled in distance education courses, including Web-based and ITV courses. The University allows a maximum of 20% absences in a course before an instructor may drop a student for excessive absences. In Web courses, this policy is interpreted as not participating for more than 3 weeks in a long semester, 1 week in a summer session, or 3 days in the midwinter session. Any student dropped for non-participation will receive an F in the course dropped. Inactivity may include the following:

- not logging on to the course
- not submitting assignments
- not participating in scheduled activities
- not communicating with the instructor by phone or email, and/or
- not following the instructor's participation guidelines stated in the syllabus

Blackboard statistics track the logins made and document the sections of the course accessed. These statistics will be used by your professor as a factor in documenting your participation in the course.

**Discussion boards** will be used for discussion of course-related issues and other appropriate topics. Posting your own ideas adds to the whole; however, your reply to other students' entries is also expected when appropriate and relevant. When a discussion board is assigned, you should read it to get information needed to contribute to the topic. The textbook, research from other sources and personal experiences may help you formulate a response. All responses will be viewable and will be read by the professor and all members of the course. Please provide your answer in an informative, constructive way. I reserve the right to remove any discriminatory or inflammatory posts or replies without notice. I also reserve the option of discussing inappropriate behavior with the student, flagrant matters may be forwarded to the appropriate University official for discipline.

**Online Assessment** includes the administration of exams. The exams will be scheduled during an established date and timeframe. You will be expected to schedule the taking of your exam during this timeframe. Avoid waiting to the last minute to reduce stress on your part to "beat the clock" and reduces the risk of technical problems that often occur at the last minute.

If difficulties are encountered while taking an exam, notify your professor by email right away. Your professor will determine if the circumstances warrant a "reset." Blackboard statistics track the logins made and documents the sections of the course accessed. These statistics will be used by your professor as a factor in documenting your participation in the course.

## **Course Grading**

Blackboard Assignments	15%
MindTap Assignments	15%
Discussion Board	10%
Research Paper	15%
Exams	45%
Total Points	100%

### **Online Grade Book:**

Here are the instructions for getting to the online grade book. In blackboard you Click on tools and then click on My Grades. You are the only one that can see your grades.

### **Academic Honesty**

Cheating or plagiarism includes the copying of all or part of another person's work and the instructor will not tolerate it. If you allow your work to be copied or make it available to another student for this purpose you are also cheating. All parties involved will receive an F on the assignment.

### **Students with Disabilities**

The University is committed to equal access in compliance with the Americans with Disabilities Act of 1990 (ADA) and section 504 of the Rehabilitation Act of 1973. The Counseling and Accessibility Services has the responsibility to assist students with disabilities in gaining opportunities for full participation in programs, services and activities. Counseling and Accessibility Services is currently located in Ferguson Hall #112. The telephone number is (432) 837-8203.

### GBA 3350 Course Calendar for Spring 2016

Dates	Description
Week 1 1/18– 1/24	Introduction to class, please read syllabus. Attached to the syllabus is the course calendar for the semester. Get your course materials which is Stair/Reynolds- Bundle: Fundamentals of Information Systems, Loose-leaf Version, 8 <sup>th</sup> +LMS Integrated for MindTap MIS, 1 term (6 months) printed Access Card. ISBN 9781305816473, 2016, 8 <sup>th</sup> edition (this was on Announcement section in Blackboard)
Week 2 1/25 – 1/31	Chapter 1: An Introduction to Information Systems in Organization, pages 2-58. Read the chapter in your book and then go to MindTap. Complete the items listed under Chapter 1. Additional Assignments will be in Blackboard under the Assignment tab.
Week 3 2/1 – 2/7	Chapter 2: An Introduction to Information Systems in Organization, pages 60-127. Read the chapter in your book and then go to MindTap. Complete the items listed under Chapter 2. Additional Assignments will be in Blackboard under the Assignment tab.
Week 4 2/8 – 2/14	Chapter 3: Database Systems and Applications, pages 128-169. Read the chapter in your book and then go to MindTap. Complete the items listed under Chapter 3. Additional Assignments will be in Blackboard under the Assignment tab.
Week 5 2/15 – 2/21	Chapter 4: Telecommunications and Networks, pages 170-233. Read the chapter in your book and then go to MindTap. Complete the items listed under Chapter 4. Additional Assignments will be in Blackboard under the Assignment tab.
Week 6 2/22 – 2/28	Complete all assignments and take exam during this week
Week 7 2/29 – 3/6	Chapter 5: Electronic and Mobile Commerce and Enterprise Systems, pages 236-287. Read the chapter in your book and then go to MindTap. Complete the items listed under Chapter 5. Additional Assignments will be in Blackboard under the Assignment tab.
Week 8 3/7 – 3/13	Chapter 6: Information and Decision Support Systems, pages 288-341. Read the chapter in your book and then go to MindTap. Complete the items listed under Chapter 6. Additional Assignments will be in Blackboard under the Assignment tab.
Week 9 3/14 – 3/20	<b>SPRING BREAK WEEK – NO ASSIGNMENTS DUE</b>
Week 10 3/21 – 3/27	Chapter 7: Knowledge Management and Specialized Information Systems, pages 342-385. Read the chapter in your book and then go to MindTap. Complete the items listed under Chapter 7. Additional Assignments will be in Blackboard under the Assignment tab.
Week 11 3/28 – 4/3	Complete all assignments and take exam during this week
Week 12 4/4 – 4/10	Chapter 8: Systems Development, pages 390-430. Read the chapter in your book and then go to MindTap. Complete the items listed under Chapter 8. Additional Assignments will be in Blackboard under the Assignment tab.
Week 13 4/11 – 4/17	Chapter 9: The Personal and Social Impact of Computers, pages 432-489. Read the chapter in your book and then go to MindTap. Complete the items listed under Chapter 9. Additional Assignments will be in Blackboard under the Assignment tab.
Week 14 4/18 – 4/24	Complete all assignments and take exam during this week. Work on Research Paper
Week 15 4/25 – 5/1	Research Paper is due May 2 <sup>nd</sup>
5/2 – 5/8	5/5 & 5/6 are Dead Days
Week 16 5/9 – 5/12	Final exam will be comprehensive over Chapters 1-9. The exam will need to be completed no later than 5/11.