

Business Information Systems
GBA 3350:W01
Web Delivered
Spring, 2020

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Office Hours TUE 8:30 – 9:30 am; 2:00 – 3:00 pm
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THUR 8:30 – 9:30
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:

Management Information Systems for the Information Age, +access code, 1 term (6 months) Printed Access Card. Haag. 9th edition. McGraw-Hill. ISBN 9780073376851 There are several options, you can go to Connect and check out the options. You can get only the Access Card, which has the e-book in addition to the materials in Mindtap

The Web address is in the announcement section of Blackboard. Connect will be used to complete the majority of your homework assignments. Click on the link "Connect Registration Details" and it will take you to the class to register and complete the homework assignments.

Prerequisite:

Completion of basic computer skills.

Student Learning Outcomes

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

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

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

Marketable Skills

Marketable Skill 1: Students will have the ability to apply the principles of business they learn to the management of existing businesses or the creation of new businesses.

Marketable Skill 2: Students will have the ability to use research and analysis to make informed decisions.

Marketable Skill 3: Students will have the ability to write business letters, emails, resumes and reports

Marketable Skill 4: Students will have the ability to make effective oral presentations to both professional and general audiences

Learning Objectives

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

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

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.

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

Homework (Connect)	40%
Exams	60%
Total Points	100%

Academic Honesty:

The following is copied from the Student Handbook and will be adhered to:

The University expects all students to engage in all academic pursuits in a manner that is beyond reproach and to maintain complete honesty and integrity in the academic experiences both in and out of their classroom. The University may initiate disciplinary proceedings against a student accused of any form of academic dishonesty, including but not limited to, cheating on an examination or other academic work, plagiarism, collusion, and the abuse of resource materials. “Cheating” includes:

1. Copying from another student’s test paper, laboratory report, other report, or computer files, data listings, and/or programs, or allowing another student to copy from same.
2. Using, during a test, materials not authorized by the person giving the test.
3. Collaborating, without authorization, with another person during an examination or in preparing academic work.
4. Knowingly, and without authorization, using, buying, selling, stealing,

transporting, soliciting, copying, or possessing, in whole or in part, the contents of a non-administered test.

5. Substituting for another student; permitting any other person, or otherwise assisting any other person to substitute for oneself or for another student in the taking of an examination or test or the preparation of academic work to be submitted for academic credit.

6. Bribing another person to obtain a non-administered test or information about a non-administered test.

7. Purchasing, or otherwise acquiring and submitting as one's own work any research paper or other writing assignment prepared by an individual or firm.

This section does not apply to the typing of a rough and/or final version of an assignment by a professional typist.

8. "Plagiarism" means the appropriation and the unacknowledged incorporation of another's work or idea in one's own written work offered for credit.

9. "Collusion" means the unauthorized collaboration with another person in preparing written work offered for credit.

10. "Abuse of resource materials" means the mutilation, destruction, concealment, theft or alteration of materials provided to assist students in the mastery of course materials.

11. "Academic work" means the preparation of an essay, dissertation, thesis, report, problem, assignment, or other project that the student submits as a course requirement or for a grade.

12. "Falsification of Data" means the representation, claim, or use of research, data, statistics, records, files, results, or information that is falsified, fabricated, fraudulently altered, or otherwise misappropriated or misrepresented.

Students with Special Needs:

Sul Ross State University (SRSU) is committed to equal access in compliance with Americans with Disabilities Act of 1973. It is SRSU policy to provide reasonable accommodations to students with documented disabilities. It is the Student's responsibility to initiate a request. Please contact me, Ms. Rebecca Greathouse Wren, M.Ed., LPC-S, Director/Counselor, Accessibility Services Coordinator, Ferguson Hall (Suite 112) at 432.837.8203; mailing address is P.O. Box C-122, Sul Ross State University, Alpine, Texas 79832. Students should then contact the instructor as soon as possible to initiate the recommended accommodations.