Inter American University of Puerto Rico
Metropolitan Campus
School of Economics
B.B.A. Program
Course Syllabus

I. General Information

Course Title: Information Systems in Business
Code and Number: BADM-3900
Credit Hours: 3 credits
Academic Term: Aug-Oct 2012
Professor: Juan C. Karman, D.B.A.
Office Hours: Tuesday & Thursday 4:00-6:00 pm
Office Telephone: 787-250-1912 x-2317
E-mail: jkarman@intermetro.edu

II. Course Description

Study of the foundations and concepts of information systems and their use in organizations. The application of information systems in the solution of problems and their implications in managerial processes. Use of application programs that help in decision making. Sixty hours of lecture-lab. Prerequisites: BADM 1900, GEIC 1010.

III. Course Objectives

At the end of the course the student will:

1. Recognize the need for Management Information Systems in an Organization.
    1.1 The student will have an understanding of the Information Systems function in an organization.
    1.2 Will be able to identify the principal information systems operating in an organization.
    1.3 Will be able to describe the Information Support Systems for each of the function in organization

2. The student will learn how to combine Information Systems and Information Technology in the solution of managerial problems and management decision making.
    2.1 Will learn how to utilize the Information Technology tools such as Word Processor, Presentation Tools, Spreadsheet and Data Base systems in the decision making process.
    2.2 Will learn the importance, utilization and best use of the Information Technology tools in the preparation of organizational documentation and presentation.
    2.3 Student will be exposed to critical thinking process to learn how to use the Information Technology and Information Systems in the management process within the organization.
    2.4 The student will generate and analyze common organizational documentation such as resumes, memos, reports, letters, spreadsheets, and others.

3. The student will learn and value the ethical aspects of work in a work simulated environment, particularly the ethical use of Information, and Information Systems.

IV. Course Content

1. Introduction to the use of Information Systems and Information Tools
2. Description of the Ethical use of Information and the widespread use of information
3. Description of data storage, retrieval and use in our society and how it affects the individual, corporate performance and vulnerability of both worker and company.
4. Decision Making Process and Critical Thinking its importance, utilization and link to the Information Systems and Information Technology.
5. Word Processor as a primary working tool at work and its use in Decision Making.
6. An examination and creation of documents such as reports, resumes, memos, and others
7. Presentation Tool as a primary working tool at work and its use in Decision Making.
8. The student will prepare and deliver a presentation in the classroom.
9. The utilization of the presentation as a way of presenting a subject to others in the business environment.
10. Spreadsheet as a primary working tool at work and its use in Decision Making.
11. The preparation of various spreadsheets as use it is What if's scenarios for Decision Making.
12. The exploration of Data Base as a Decision Making tool in the organization.

V. Activities
1. Document Preparation using Word Processor
       1.1 Resume
       1.2 Cover Letter
       1.3 Reports in General
       1.4 Memo
       1.5 Budget
       1.6 Others
2. Spreadsheet preparation
       3.1 Spreadsheets analysis tools
       3.2 What if's scenario with spreadsheets
       3.3 Decision Making using spreadsheets
3. Data Base analysis
       4.1 Ethical use of Database and stored data
       4.2 Decision Making using Data Base
4. Presentation using Power Point
       2.1 Themes presentation
       2.2 Printed Presentation Outline

VI. Evaluation

Grading Criteria
       4 Partial Examinations 100 points
       Total Homework 100 points
Total Points 500 points (100%)

Grading Scale

>
> 100 - 90 A
> 89 - 80 B
> 79 – 70 C
> 69 - 60 D
> 59 and below F

VII. Special Notes

A. **Special Accommodations**

Students who require special accommodations must request these services at the beginning of the course as soon as they notice that they need help. Students can access this service with Professor José Rodriguez, Coordinator of Students with Special Needs at the Guidance and Counseling Office on the first floor at Metro's Student Center.

B. Plagiarism

Plagiarism, dishonesty, fraud and any other type of manipulation or inappropriate behavior related with academic performance are unacceptable in our institution. Disciplinary actions will be taken on students found guilty of such practice as established in Chapter V, Article 1, Section B.2 of the Student's Rules and Regulations handbook.
http://metro.inter.edu/servicios/documentos/reglamentosestudiantes2006.pdf
Inter American University has very strict regulations regarding plagiarism (using the ideas or words of others without giving proper credit), so it is important that you specifically read Chapter 5, Article 1, Section B.2c of the Student' Rules and Regulations Handbook. This section clearly explains what plagiarism is. In addition, it explains the types of sanctions students are exposed to when they commit it.

C. Use of Electronic Devices

Cellular (mobile) telephones and any other electronic device that could interrupt the teaching-learning process or disrupt a milieu favorable for academic excellence will be deactivated. Critical situations will be dealt with in an appropriate manner. The use of electronic devices that permit the accessing, storing or sending of data during tests or examinations is prohibited.

D. Use of classroom computers during lecture

The utilization of the classroom computer during lectures that don't require the use of the computer or otherwise authorized by the professor is not allowed. The utilization in such manner distracts the student from the learning process.

E. Veterans

If you are an Armed Forces Veteran receiving study benefits you must let know the professor since some very specific rules apply to Veterans in particular regular attendance to class. I will enforce the attendance established rule and will drop you from class if you miss class as established.

F. Attendance to class

You are required to attend class regularly if you miss two lectures without a valid excuse I will drop you one grade.

G. Not showing to examination or presentation

If you miss and exam you will get 0 points and I will give a make-up's the last day of class.

VIII. Educational Resources

Text:

Shelly G. & Vermaat M. (2010), **Microsoft Office 2010: Introductory ,** Course Technology. ISBN-10: 1439078386

Reference Texts

Laudon, K. and Laudon, J. (2008). **Management Information Systems: New Approaches to Organization and Technolgy**. (8th ed). New York: Prentice Hall.

Licker, P. (1997). **Management Information Systems: A Strategic Leadership Approach**. Orlando: Dryden Press.

Turban Efraim, Rainer Kelly R & Potter Richard E. (2003). **Introduction to Information Technology**. (2nd Ed). New York: John Wiley and Sons.

Tuban, Efraim & Volonino, Linda (2010). **Information Technology for Management**. (7th Ed). New York: John Wiley and Sons.

Weber, Ron (1999). **Information Systems Control and Audit**. New Jersey: Prentice-Hall.

Willcocks Leslie, P. & Lester, Stephanie (1999). **Beyond the IT Productivity Paradox**. New York: John Wiley and Sons.

IX. Bibliography

Chisholm, P., "Synchronizing the Supply Chain," Military Medical Technology, 12(2), March 7, 2008, military-medical-technology.com/artichle.cfm?DocID=1218 (Accessed June 2008).

Copeland, M.V., "The eBay of Swap," *Business 2.0*, May 2006.

Duvall, M. "Monsanto Goes Green," *Baseline,* May 14, 2004.

Heller, R., "SWOT: Assess the Strengths and Weaknesses of Your Business, as Well as the Opportunities and Threats, with SWOT Analysis," *Thinking Managers,* July 8, 2006, thinkingmanagers.com/management/strengths-weaknesses.php (accessed April 2008).

Hupfer, R., et al., *MySpace for Dummies,* Hoboken, NJ: Wiley Publishing, Inc., 2007.

Information Security Forum, *securityforum.org*

Kirkman, B., et al., "Five Challenges to Virtual Team Success: Lessons from Sabre, Inc.," *Academy of Management Executive, 16(3),* August 2002.

Kirkpatrick, D., "Life in a Connected World," Fortune, July 10, 2006.

Luftman, J., "Yes, the Tech Talent Shortage Is Real," *Information Week,* January 12, 2008.

McHugh, J., "Unplugged U.," Wired, October 2002.

Miller M., *Cloud Computing: Web-bases Applications that Change the Way You and Collaborate Online,* Indianapolis, IN.: Que Pub., 2008.

Pratt, M.K., "Portal Panacea," *Computerworld,* November 19, 2007.

Turban, E., et al., *Business Intelligence: A Managerial Approach.* Upper Saddle River, NJ: Prentice-Hall, 2008.

-----, *Electronic Commerce,* 4th Ed. Upper Saddle River, NJ: Prentice-Hall, 2006.

Weill, P., and M.R. Vitale, *Place to Space: Migrating to eBusiness Models.* Harvard Business Press, 2001.

Wolff, E.N., "The Growth of Information Workers in the U.S. Economy," *Communications of the ACM*, October 2005.

Worthen, B., "IT versus Terror," CIO, August 1, 2006.