

INTERAMERICAN UNIVERSITY OF PUERTO RICO  
METROPOLITAN CAMPUS  
FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES  
SCHOOL OF ECONOMICS  
BACHELOR IN BUSINESS ADMINISTRATION PROGRAM

SYLLABUS

I. GENERAL INFORMATION

Course Title	:	Information Systems in Business
Code and Number	:	BADM-3900
Credit Hours	:	3 credits
Academic Term	:	
Professor	:	
Office Hours	:	
Office Telephone	:	
E-mail	:	

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 1000.

III. OBJECTIVES

At the end of the course the student will:

1. Recognize the need for Management Information Systems in an Organization.
2. The student will have an understanding of the Information Systems function in an organization.
3. Will be able to identify the principal information systems operating in an organization.
4. Will be able to describe the Information Support Systems for each of the function in organization
5. The student will learn how to combine Information Systems and Information Technology in the solution of managerial problems and management decision making.
6. 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.

7. Will learn the importance, utilization and best use of the Information Technology tools in the preparation of organizational documentation and presentation.
8. 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.
9. The student will generate and analyze common organizational documentation such as resumes, memos, reports, letters, spreadsheets, and others.
10. 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. 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. Basic IS & IT principles
2. MIS in Business Decision Making
3. Presentation using Power Point
  - 3.1 Ten minutes presentation
  - 3.2 Printed Presentation Outline
4. Spreadsheet preparation
  - 4.1 Spreadsheets analysis tools
  - 4.2 What if's scenario with spreadsheets

- 4.3 Decision Making using spreadsheets
- 5. Data Base analysis
  - 5.1 Ethical use of Database and stored data
  - 5.2 Decision Making using Data Base

VI. EVALUATION

**Grading Criteria**

2 Partial Examinations	100 points (50 points each exam) – (30%)
Homework	50 points – (20%)
Presentation	100 points – (30%)
Attendance and Participation	20 points - (20%)
<b>Total Points</b>	<b><u>270 points (100%)</u></b>

**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 Jose 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 or the Power Point presentation you will get 0 points and I will not give any make-up's or presentation repositions. You are required to attend all presentations from your fellow classmates, it is a lack of respect for others to watch presentation and you don't show to the others presentation.

## **VIII. EDUCATIONAL RESOURCES**

Handouts, Power Point presentations and other audiovisual aids will be used to reinforce the class lectures.

Textbook:

Kroenke, David M. (2012) *Experiencing MIS and MyMISLab with Pearson eText - Access Card Package*. 3<sup>rd</sup>. Edition: Pearson - Prentice Hall: New York.

#### IX. BIBLIOGRAPHY CURRENT AND CLASSICAL

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

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., (2007). *MySpace for Dummies*. Hoboken, NJ: Wiley Publishing, Inc.,

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

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