

**The College of New Jersey
School of Business**

**MIT 310: BUSINESS INFORMATION SYSTEMS AND
TECHNOLOGY**

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Office Hours: Monday & Thursday, 12 – 1:30 p.m.

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Course Overview/Purpose

Business Information Systems and Technology (BIST) engages students in the study of information systems and development concepts, information technology (IT), and business application software. It explains how information is used in organizations and how IT enables improvements in quality, timeliness, and competitive advantage. The course will provide discussions on the strategic value of information systems and on contemporary ethical and social issues.

BIST builds upon the knowledge gained in the Introduction to Information Systems course. In BIST, students will further extend their study of information systems and technology, and its impact on organizations by investigating information systems at a macro organizational level.

BIST provides the technical foundation for understanding information systems, describing technology and communication systems and how these technologies work together through the Internet to support electronic commerce and electronic business.

BIST also focuses on the process of supporting organizations by reengineering information systems and critical business processes. Throughout the course, emphasis is placed on using information technology to redesign the organization's products, services, procedures, jobs and management structures; numerous case studies will be utilized from multinational systems and global business environments.

In summary, this course will focus on both business and managerial applications of information systems and technology in organizations and provide students with experiential learning activities to enhance learning and provide value for future employment.

Catalog Description

Business Information Systems and Technology engages students in the study of information systems, technology, and business application software. With a focus on business and managerial applications, **BIST** includes various experiential learning activities including team work projects, learning modules, cases studies, and computer lab assignments.

Prerequisites: Sophomore level standing

Classroom Request: Business PC lab plus a lecture room.

Content Goals: Upon completion of **BIST**, students will be able to:

- Identify current and emerging trends and technologies in business information systems.
- Describe the structure of business information systems and identify the technology and communication systems of such systems.
- Recognize current trends in information systems and the impact these trends have on organizational efficiency.
- Describe the role of information systems in capturing and distributing organizational knowledge and in enhancing management decision making.
- Describe how information technology can be used to design, facilitate, and communicate management, organizational, and global goals and objectives.
- Discuss the professional and ethical responsibilities of the IT practitioner.

Performance Goals: Upon completion of **BIST**, students will be able to:

- Demonstrate proficiency in the use of various information technologies and business application software used in organizations.
- Demonstrate knowledge of the technical foundation of information systems including hardware, software, storage, and telecommunications technologies.
- Develop a business information system that applies key information systems concepts and technologies.
- Identify, analyze, and evaluate business information systems using systems analysis tools and reengineering processes.

Required Textbooks:

Oz, Effy. Management Information Systems. Sixth Edition, Boston: Course Technology, Cengage Learning, 2009.

Reding, Elizabeth and Wermers, Lynn. Microsoft Office Excel 2007, Illustrated Series, Boston: Course Technology, Cengage Learning, 2008.

Student Assessment:**GRADING**

Students are responsible for material covered in the readings, the lectures, and the textbook. Joining in discussions will positively influence the student's understanding of the course material. Students may at times work cooperatively with others in the learning process. Students, however, are responsible for their own work. In the event anyone is found to have copied part or all of another person's work, or any other assignment, both parties will receive a failing grade (i.e., a zero) for that week's work and possibly for the course. In addition, the School of Business will be notified of the student's actions and the Academic Honesty policy of TCNJ will be enforced.

Computation of Final Course Grade

<u>Items to be Evaluated</u>		<u>Percentage of Grade</u>
1.	Chapter Tests (3)	50%
2.	IST Projects and Team Work	40%
3.	Cases, Excel Assignments, Class Participation	10%

Student absence during a scheduled test or final exam:

1. The student must notify the professor **prior** to the day of the test (unless a documented emergency) and give a reason for the absence.
2. If the absence is approved by the professor, the test must be rescheduled within the following week unless there are extenuating circumstances.
3. If these procedures are not followed, the student will receive a zero for the missed test.

BIST GRADING POLICY

A scale may be applied to class grades. This scale will use the average class grade and standard deviation to determine grades. However, the following grade designations will be the basis for grading:

Final Grade	Weight	Average Points
A	4.00	94 - 100
A-	3.67	90 - 93
B+	3.33	87 - 89
B	3.00	84 - 86
B-	2.67	80 - 83
C+	2.33	77 - 79
C	2.00	74 - 76
C-	1.67	70 - 73
D+	1.33	66 - 69
D	1.00	60 - 65

Grade Criteria for Writing Assignments

Criteria used in grading written assignments are as follows:

1. Content, Accuracy, and Completion of Task
2. Document Organization and Format.
3. Mechanics—grammar, spelling, and correct punctuation.
4. Research and Creativity.
5. Handing assignments in on time--deductions will be made for late assignments.

Letter Grade Designations on Writing Assignments, Projects, Case Studies

A = Excellent/Outstanding Submission—The student develops a complete and robust, thoroughly documented, and error-free solution.

B = Very Good/Above Average Submission—The student develops a complete and robust, thoroughly documented solution with minimal errors.

C = Satisfactory/Average Submission—The student develops a solution that is near complete, documented, and that is 80% error free.

D = Below Average Submission—The student develops a solution but this solution does not demonstrate rudimentary mastery of requisite knowledge.

F = Failing/Very Poor Submission—The student submits a solution that is unacceptable, late, and/or is missing critical components.

Attendance Policy

Although class attendance is expected, it is understood that there many be times when a student is absent. It is the responsibility of the student to secure materials distributed and do the work assigned. More than **two** unexcused absences will be considered excessive and will have a negative effect on the class grade. Excessive absenteeism by students may result in any of the following: dropping the course, inability to take exams, and grade reductions.

Team Projects

Overview

Today's organizations require employees to work successfully in a team environment. Because of this situation, students are often required to work with others on projects. At times, teams are faced with a difficult or uncooperative team member. This may take the form of a person who is autocratic, a person who is ill-equipped to contribute, or one who does not fully participate in team activities. The members of the group must attempt to effectively deal with difficult situations and/or people since this will be expected of them during employment. If, however, the situation becomes intolerable, the group should approach the instructor for guidance and support. Seeking the assistance of the instructor should be done before the project approaches the deadline; it would be unfair of the team to penalize a person without proper warning. With reasonable notification and approval from the instructor, the team can 'fire' a group member. The 'fired' person must then seek inclusion in another team or do the work on their own.

BIST Team Project

As a team and using case materials, course content, and quality external resources, you and the members of your team will come to a decision about an assigned Information Systems and Technology (IST) Team Project. Your team will be required to present your final document and decision to the "Board of Directors" in person. During this problem solving process, teams may meet in person or virtually in the appropriate online forums. Deliverables for this project include an Executive Summary, Analysis Component, Business Plan, and a Team Presentation. Grading for the project will include both individual and group grades plus self and team evaluations. The grading rubric for the BIST Team Project is shown below:

IST Team Project Grading Rubric:**Team Name:****Team Members:**

Topic Area	Description of Achievement	Possible Points	Points Scored
Document Organization	<ol style="list-style-type: none"> 1. Document greatly enhanced the effectiveness of the project. 2. Extremely well organized and easy to follow with Table of Contents. 3. Included all document sections as listed in assignment. 4. Provided a one page executive summary that accurately summarized the full report. 5. Document and Works Cited correctly and consistently followed APA or MLA format with internal citations. 6. Followed page limit guidelines. 7. Exemplary mechanics with very few, if any, grammatical or spelling errors. 	50	
Content Accuracy: Analysis Component	<ol style="list-style-type: none"> 1. Demonstrated understanding of assigned case/project. 2. Analyzed the infrastructure currently in place. 3. Described the market potential for the suggested IST project and analyzed competitors. 4. Identified future trends and services that may be integrated or investigated. 5. Came to a team decision regarding the IST Team Project (in house or outsource) and justified that decision appropriately. 6. Estimated the internal and external resources required to invest in this new/revised IST project. 7. Summarized the scope of services to be offered online. 8. Documented team use of the Decision Making Process for the in house vs. outsourcing problem. 9. Discussed the legal, ethical, global, and social issues related to this IST project 	100	

Content Accuracy: Business Plan Component	<ol style="list-style-type: none"> 1. Summarized the IST Proposal to include the internal and external human resources required. 2. Described the client's business strategy and projected income sources. 3. Using Microsoft Excel, outlined the appropriate budget for the IST project. 4. Outlined the internal and external hardware and software needs. 5. Outlined the client's marketing plan. 6. Outlined the client's customer support plan. 7. Discussed the client's internal and external training needs. 8. Discussed the client's security needs and requirements. 9. Discussed the client's privacy policy and how users will be made aware of it. 	100	
Research and Creativity	<ol style="list-style-type: none"> 1. Robust research and relevant, internal and external information. 2. Utilized course content material, case material, and quality external resources to enhance the project. 3. Extremely clever solution. 4. Document presentation was extremely unique and creative. 	50	
Total Points		300	

Excel Assignment Requirements

Due to the volume of paperwork received on a daily basis, all Excel assignments must contain the following heading:

Your Name

Date & Time of Submission

Unit A-J, No. 1-3

All EXCEL assignments must be submitted to SOCS during the posted submission period for that assignment which (in all cases) is prior to the beginning of class when the hard copy is due. Please note that a hard copy of your EXCEL assignment must be submitted to receive SOCS homework credit. If the EXCEL homework consists of more than one printed sheet, all pages must be stapled together.

Late deductions will be made for incomplete headings and late submissions. If you need to submit your work late, it is especially important that it is labeled correctly to obtain credit. **Assignments not submitted to SOCS are considered late. Assignments will not be accepted for credit if submitted more than one week after the due date.**

Schedule of Dates

<i>Session</i>	<i>Topic</i>
Jan. 20	Course Overview—The Role of Information and Information Technology in Organizations, Business Information Systems, An Overview, Chapter 1 Cases: Gardeners—Using Info Strategically
Jan. 24	Office 2007; Unit A & Excel 2007, Unit A
Jan. 27	Strategic Uses of Information Systems, Chapter 2 Cases: Gardeners Revisited
Jan. 31	Information Systems in Business Functions, Chapter 3 Cases: Gardeners—Continued Growth and Specialization; Excel 2007--Working with Formulas and Functions
Feb. 3	Information Technology: Hardware, Chapter 4; Cases: Quickbiz Messengers: Hardware Streamlines Processes
Feb. 7	Information Technology: Software, Chapter 5 Cases: Quickbiz Messengers: Software Steers a Path to Stability
Feb. 10	IST Global Project; Excel 2007--Formatting a Worksheet;
Feb. 14	Test No. 1, Chapters 1 – 5; Excel 2007--Working with Charts
Feb. 17	Business Networks and Telecommunications, Chapter 6 Cases: Quickbiz Messengers: Communication is Key
Feb. 21	Team Project: Global Project Presentations
Feb. 24	Databases and Data Warehouses, Chapter 7; Excel 2007--Analyzing Data Using Formulas Cases: Quickbiz Messengers—Value and Uses of Databases
Feb. 28	The Web-Enabled Enterprise, Chapter 8; Excel 2007--Managing Workbook Data Cases: It Fits Outfits
March 3	Global Information Systems, Chapter 9; IST Team Project Overview Cases: It Fits Outfits--Expanding Globally
March 7-11	<i>Spring Break</i>
March 14	Excel 2007--Using and Analyzing Table Data
March 17	Decision Support and Expert Systems, Chapter 10; Cases: DeBoer Farms
March 21	Test No. 2, Chapters 6 - 10; Business Analysis Component
March 24	Business Intelligence and Knowledge Management, Chapter 11; Excel 2007--Automating Worksheet Tasks Cases: DeBoer Farms: Harvesting Technology
March 28	Systems Planning and Development, Chapter 12 Cases: Worldwide Host—A Vision for the Future
March 31	Choices in System Acquisition, Chapter 13; Excel 2007--Enhancing Charts; Cases: Worldwide Host—Tapping Others' Expertise
April 4	Risks, Security, and Disaster Recovery, Chapter 14; Cases: Worldwide Host: Worldwide Host—Battling Back from Attacks
April 7	IST Team Project: Final Deliverables; Final Excel Deliverables --Using What-if Analysis and Analyzing Data with Pivot Tables
April 11	Test No. 3, Chapters 11 – 14
April 14	Team Project—Business Projects Due
April 18	Team Project—Group Presentations
April 21	Team Project—Group Presentations
April 25	Team Project—Group Presentations
April 28	<i>Last Day of Spring Semester Classes!</i>
May 2 - 6	Final Examination Period