



NORTH CENTRAL TEXAS COLLEGE COURSE SYLLABUS

Course Name & Number	BCIS 1305 Online	Semester & Year	Fall 2008
Instructor's Name	Ron Cowart	Office Phone #	Unknown at this time
Instructor's Office #	Unknown at this time	Office Fax #	Unknown at this time
E-mail Address	rcowart@nctc.edu	Office Hours	Posted on office door

Grading Policy & Procedures

There are four weighted categories of grades:

Practice Quizzes are weighted at 20 %

Exams are weighted at 30%

Practice Cases and Problems are weighted at 20%

Cases and Problems are weighted at 30 %

Each category will produce a score from 0 to 100. The overall course grade will be:

$(\text{Practice Quizzes Average} * .20) + (\text{Exam Average} * .30) + (\text{Practice Case Average} * .20) + (\text{Cases and Problems Average} * .30)$

The letter grade assigned will then be:

Average	Grade
90-100 =	A
80-89 =	B
70-79 =	C
60-69 =	D
59-below =	F

Catalog Description

Prerequisites: High School Algebra, Geometry, or Business Math.
32 Lecture hours plus 32 Laboratory hours provides 3 credit hours.

Course discusses business computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentations graphics, and business-oriented utilization of the Internet. Assessment Levels: R2, E2, M2

Textbooks & Materials Required / Recommended

David M. Kroenke "Using MIS second edition" will be the primary text.

All assignments, submitted work, and grades will be handled through Angel.

Learning Outcomes

Understand what MIS is and how it affects the future of the individual
Understand how to use Information systems to enhance Collaboration
Understand how to use Information systems to improve competitive edge

Identify and use Information Technology and:

- Hardware
- Software
- Data processing systems
- Data communications systems
- The Internet and how it works

Identify and Use Information Systems and:

- Information systems within organizations
- E-Commerce and Supply Chain systems
- Business Intelligence Systems

Managing Information Systems resources and:

- Systems Development
- Information Systems Management
- Information Security Management

The following competencies are taken from the SCANS (Secretary's Commission on Achieving Necessary Skills):

Resources: They know how to (C1)allocate time, (C2)money, (C3)materials, and (C4)staff

Information: They can (C5) acquire and evaluate data, (C6) organize, and maintain files, (C7) interpret and communicate, and (C8) use computers to process information.

Interpersonal Skills: They can work on (C9)teams, (C10)teach others, (C11)serve customers, (C12)lead, (C13)negotiate, and (C14)work well with people from culturally diverse backgrounds

Systems: They (C15)understand social, organizational, and technological systems; (C16)they can monitor and correct performance; and (C17)they can design or improve systems

Technology: They can (C18)select equipment and tools, (C19)apply technology to specific tasks, and (C20)maintain and troubleshoot equipment

Basic Skills: (F1)reading, (F2)writing, (F3)arithmetic and (F4) mathematics, (F5)listening and (F6)speaking

Thinking Skills: (F7)to think creatively, (F8)to make decisions, (F9)to solve problems, (F10)to visualize, (F11)the ability to learn, and (F12)to reason

Personal Qualities: (F13)individual responsibility, (F14)self-esteem, (F15)sociability, (F16) self-management, and (F17)integrity

1. Assessment of these competences is through a combination of demonstrations, written exams and/or hands-on laboratory exams and individual projects.

General Classroom conduct Attendance Policy

Regular attendance in an online class means logging into the Angel web site on a regular basis. Regular is defined as three times a week (on three different days). Angel is able to track logins and activity on site, so jumping in and out of Angel will not count as a login for attendance.

***Tentative Calendar
(Changes needed will
be announced in
class, it is your
responsibility to
adjust to changes)
Exam dates listed
here are subject to
change.***

***Please note that
exam dates will be
determined in the
first week of class
meetings. It is your
responsibility to
appear for exams on
time.***

Projected Schedule

Calendar begins August 23, 2008

Week 1 through 3: Part 1 of the text: Introduction to the course and the basic concepts of MIS. Thorough discussion and investigation of what MIS is and how the individual can expect to encounter and use MIS in their business/employment future. This includes discussion and investigation of Information Systems of business collaboration and for gaining competitive advantage.

Teams will be formed in week two. **Practice Problem #1** is due September 12. **Practice Quizzes for chapters 1, 2, and 3** should be completed.

Week 4 will allow you to review the material. **Practice Case #1** is due September 19. **Practice Quizzes 1, 2, 3** turn off September 19.

Weeks 5 through 7: Part 2 of the text: To cover discussion and investigation of what IT software and hardware, database processing, data communications are, and how the Internet works.

Part 1 Exam begins September 20 and ends September 23. Problem #2 is due October 3. **Practice Quizzes for chapters 4, 5, 6** should be completed.

Week 8 will allow you to review the material. **Case #2** is due October 17. **Practice Quizzes 4, 5, 6** turn off October 17.

Weeks 9 through 11: Part 3 of the text: To cover discussion and investigation of what IS systems within organizations are, what e-commerce and supply chain systems are and how they work.

Part 2 Exam begins October 18 and ends October 21. Problem #3 is due October 31. **Practice Quizzes 7, 8, 9** should be completed.

Week 12 will allow you to review the material. **Practice Quizzes 7, 8, 9** will turn off on November 14. **Case #3** is due on November 14.

Weeks 13 through 15: Part 4 of the text: To cover discussion and investigation of what IS systems within organizations are, what e-commerce and supply chain systems are and how they work. **Practice Quizzes 10, 11, 12** should be completed. **Problem #4** is due November 26. **Case #4** is due December 5..

Week 16 will allow you to review the material.

Part 4 Exam opens December 6 and closes December 9.

The Final Exam opens December 8 and closes December 10.

The final exam will be a comprehensive exam that gives the student an opportunity to demonstrate their level of overall understanding of the course material.

Other Pertinent Information

Dropping Courses:

If a student's personal circumstances dictate that he/she needs to reduce his/her academic load, that student will confer with a counselor for assistance in adjusting the number of courses being taken. A grade of "W" will be given to students who officially withdraw from a course, or "drop", at least by Friday of the 12th week of a long term, or a proportional number of weeks prior to the end of a summer session. Any drops after this time will be made with the approval of the instructor and the Department Chair.

It is the student's responsibility to initiate the action necessary to drop courses

under the conditions outlined above. This requires the completion of a form available in the Registrar's Office.

Scholastic Integrity

Scholastic dishonesty shall include, but not be limited to cheating on a test, falsely identifying yourself or another person, plagiarism, and collusion. See *Student Handbook* “Student Rights & Responsibilities: Student Conduct [FLB-(LOCAL)]” #18.

ADA Statement

North Central Texas College is committed to providing equal access to educational opportunities to its students with disabilities by providing assistance through “reasonable accommodations”; and a variety of services and resources through the Special Populations Office. The College does not discriminate on the basis of disabilities in admission or access to its programs. Students are responsible for notifying the office of their need for assistance at least two weeks prior to the beginning of a semester. Students with documented disabilities such as mobility, hearing or visual impairments, learning, and/or psychological disorders are eligible for services. The Special Populations Office on the Gainesville Campus is located in the Counseling/Testing Center room ASC 108 (next door to the bookstore). For assistance, call 940/668-4216 ext. 344.

EEOC Statement

North Central Texas College does not discriminate on the basis of race, color, national origin, gender, religion, age, or disability in the employment or the provision of services.

Web Page

Visit the North Central Texas College web page for information on registration, financial aid, counseling/advising, and cost of tuition and fees. You will also find information on the catalog and semester schedules as well as courses of study. You can keep up with what is happening on campus by checking the calendar of events and the sports news. The web has information on the library as well as links to other areas of interest. Check out our web page at <http://www.nctc.edu> .

Additional content for this course may be found in your Angel account. Please check there for updates and news.