University at Albany
School of Business
Fall 2005
BITM 330: Business Information Systems & Technologies
Call # 1003 (T, TH: 2:45 – 4:05, LC-02), and
Call # 8161 (T, TH: 1:15 – 2:35, LC-23)

Professors:	Office:	Office Hours are by appt. or using these schedules:	E-mail:
Salvatore Belardo	**BA 311A**	**Wed 2:00-5:00 pm** Sept 7 to Sept 28	**s.belardo@albany.edu**
Sanjay Goel	**BA 310**	**M: 12:30 – 2:00** Oct 10 to Nov 7	**goel@albany.edu**
Jakov (Yasha) Crnkovic	**BA 332**	**Wed 2:00-4:00 pm** Nov 9 to Dec 14	**yasha@albany.edu**
Text (Required): O'Brien, Marakas, Crnkovic, and Belardo: Management Information Systems, (custom edition), McGraw Hill, 2006. , ISBN 0-697-93282-6			

Note: There are two Teaching Assistants (TAs) assigned to this course. Their names and office hours (6 hours each per week) will be available on the WebCT (See "Quick Links" from http://www.albany.edu). The TAs will use BA351 as the location for office hours.

Course description

In the first part of the course, you will be introduced to information technology and its role in change management, reengineering, business decision-making and as a means of helping firms achieve competitive advantage. The course will introduce elements of business planning and enterprise resource modeling. E-business will be discussed along with two key applications: supply-chain management and customer-relations management.

In the second part of the course, you will be introduced to the fundamentals of data communication and networking technologies, which play a key role in the efficient running of businesses. They influence business processes, their organizational structures, and the way people interact with each other. In this section of the course, we also will discuss the security threats to computers and networks and the ethical challenges faced in the use (or misuse) of information technology. This segment also discusses the business models and practices in electronic commerce and how it has shaped our society.

In the third part of the course, elements of system analysis and design, project management, and developing business and IT solutions will be introduced followed by the end-user level of utilization of selected software packages, such as Excel and Access to build small business cases. Special attention will be given to Excel applications, which is the most popular software in the business world.

One business case – The Small Store – will be employed throughout the course as a way of linking the three major parts of the course together.

Learning Objectives:

The objectives of the first part of the course are designed to help you understand what all business students should know about information systems: how they help the organization to compete, prosper, and survive. In this section, you will learn how to improve existing business models or create new models; understand how to make the business case; and how to plan for computer information technology to meet market needs.

The objectives of the second part of the course are to develop skills to understand and apply the communications and networking technology in making business decisions. The students learn of the threats to computer security and the risks posed to businesses due to these threats. Students also learn the models and processes on e-commerce and the different applications that can be created using these models.

The learning objectives of the third part of this course are to gain practical knowledge and understanding about business processes and how to make and implement simple business models building information systems prototypes. A majority of people in the business world use only 10% to 20% of options when using popular end-user software packages such as Excel and Access. We will try to improve those numbers. Elements of project management will link information technology with business planning and lead to better understanding of business processes.

Regardless of whether you plan a career in Marketing, Accounting, Finance, Human Resource Management, Manufacturing, Information Technology Management, or any combination thereof, you will find that the material discussed in this course will be of real value to you throughout your career.

Assessment:

The accomplishment of course objectives will be assessed in class by:
- Applying the concepts and software for solving business-like problems in individual homework projects.
- Building small system prototypes (mini IS/IT cases), as well as presenting individual solutions and discussions on how to improve them.
- Using WebCT and e-mail to communicate with your peers, TAs, and professors to discuss issues and current business and managerial practices in related areas.
- Improving individual skills in Excel and Access and understanding end-user computing.

Projects and Grading:
There are 6 individual projects to be submitted via paper, uploading to the WebCT or on CDs (but not on diskettes). Instructions for how to submit files to the WebCT are on the WebCT homepage. All tests and quizzes are of the multiple-choice type. There is an optional final test during the Final Examination week. This is a comprehensive exam (max 80 points). It may replace **one** missed OR the lowest scored test.

Points may be earned in: six individual projects (max 6*10=60 points) and three exams (max 3*80=240) making total of 300. Achieving 93% or more (= 279 points or more) will be needed for an A, as seen in the table below.

279	and more	**A**		225	and more	**C**
270	and more	**A-**		216	and more	**C-**
261	and more	**B+**		207	and more	**D+**
252	and more	**B**		198	and more	**D**
243	and more	**B-**		189	and more	**D-**
234	and more	**C+**		188	and less	**E**

If you are a student with special needs, please contact Disabled Student Services and the specific instructor on time to take exam under their supervision (else, you will take the exam together with other students and no special arrangements will be granted).

Important Notes:
1. Written projects will consist of problem solving exercises, simple discussion, and short cases. Problem descriptions or problem numbers and pages (from the textbook) will be distributed in class and on the WebCT. Please follow the instructions on how to submit your solutions. Please put your last name as a part of a file name when submitting files. Projects produced by: using any kind of copying; scanning, cutting and pasting, or similar techniques will not be accepted (any suspicion of cheating will lead to zero points for the project.) Please work individually and keep a copy of your work in safe place. You may be asked to print, upload your solutions to the WebCT or to submit a CD.
2. Being late with projects/mini projects will mean fewer points (less 10% per day the project is late). Please note that this MUST be enforced based on the grading scheme.
3. Based on the class size, only small number of students will have a chance to make a case/project presentation, but **everybody** will need to prepare and submit a PowerPoint presentation for selected projects. For all presentations, students will be randomly selected from the roster. Not showing up or not being prepared will result in a 5 point penalty. Please bring your student IDs for all project presentations and exams.
4. Majority of course materials, texts for projects, sample tests and grades will be available on WebCT. To get instructions about WebCT, please use the official WebCT site since there are some differences in interpretations of NET IDs and UNIX Cluster Password.
5. Exam and project grades will be posted on WebCT. If a student feels that there is a mistake, the student must **visit the professor or TA in person, review the exam or project on site (in TA's or professor's office) within a week of the posting of the grade.** If the student thinks that there is a reason for a complaint, the student must IMMEDIATELY make a written complaint concerning the projects or exams. Material will be forwarded to the professor for a final decision. TAs are not allowed to RE-GRADE exam or project.
6. Grades for projects will be posted gradually according to the grading process, so do not send e-mails asking about your grade until the professor announce in class that the grading for the particular project is complete.
7. Test dates will NOT be changed. There are NO make-up tests for whatever the reason may be.
8. The basic knowledge of Windows Operating System, Microsoft Word, and Internet browser programs is assumed. Most computer work for this class will be performed using Microsoft Word, PowerPoint, Excel and a little bit using Access (Access will be discussed in the class.)
9. Textbooks are permitted for all exams, but no other kind of additional sources (class notes, papers, handouts, papers pasted in the textbook, written examples in the textbook, other books…) can be used unless specified by the instructor. Borrowing anything from your colleagues during exams is not allowed. No cell/mobile phones, pagers, or computers of any kind are permitted during exams.
10. Time for an exam may be limited (exam could be shorter than the regular class time) and students must comply with this plan (no extra time will be granted).

11. CHEATING (even attempted) IN ANY FORM WILL NOT BE TOLERATED. Individuals will fail the exam, project or entire course (zero points for the exam or project or even a letter grade E for the entire course) and will be reported to University officials for further actions.
12. If there is a problem connected with this course, please contact your TA or your professor as soon as possible (before class or during office hours), or use e-mail (listed at the top of this syllabus). Do not use e-mail under WebCT or "public" discussion channel on WebCT for sending ANY messages to your professor or to TAs or to submit your work.

Tentative Schedule of Classes (Exam dates will not be changed)

#	Date	Topic	Chapter
1	8/30	Introduction to The Course	
2	9/1	Foundations of IS in Business: Planning for Technology	1
3	9/6	Competing with Information technology	2
4	9/8	Competing with Information Technology: Reengineering, (Case #1 assigned)	2
5	9/13	Decision Support Systems	10
6	9/15	Decision Support Systems: Model Based DSS (Case #1 due, Case #2 assigned)	10
7	9/20	Enterprise Business Systems	8
8	9/22	Enterprise Business Systems (Case #2 due)	8
9	**9/27**	**Exam # 1**	**1, 2, 10, 8**
10	9/29	Introduction to Module 2: Telecommunications & Networks	6
11	10/6	Telecommunications and Networks Contd. (Project/Case # 3 assigned)	6
12	10/11	Computer Security & Ethics	13
13	10/18	Computer Security (Project/Case # 3 due, Project/Case 4 assigned)	13
14	10/20	Electronic Business Systems	7
15	10/25	Electronic Commerce	9
16	10/27	Guest Speaker: Laura Iwan, State Information Security Officer	
17	11/1	Electronic Commerce (Project/Case 4 due)	9
18	**11/3**	**Exam # 2**	**6, 7, 9, 13**
19	11/8	Introduction to Module 3. EXCEL	3
20	11/10	EXCEL (Project 5 assigned)	3
21	11/15	Developing Business/IT solutions	12
22	11/17	Project Management	4
23	11/22	Project Management	4
24	11/29	Data Resource Management (Project 5 due; presentations)	5
25	**12/1**	**Exam # 3; Project 6 assigned**	**3, 12, 4, 5**
26	12/6	Intro to DBMS and ACCESS;	11
27	12/8	ACCESS (Project 6 is due on 12/11 before 11 pm.).	11
		Optional Final exam is cumulative; it may replace only one lowest scored or missed exam during the semester. **The date and time for final exam to will be announced in class.**	