

Bossier Parish Community College  
Master Syllabus

**Course Prefix and Number:** CTEC 108

**Credit Hours:** 3-3-0

**Course Title:** Introduction to Management Information Systems

**Course Prerequisites:** None

**Textbook(s):** BALTZAN, Connect 3P Inclusive Access Online Access for Business Driven Information Systems, 6th ed. (2019) ISBN: 1260558754 / 9781260558753

**Course Description:** This course examines information systems and the management of organizations. Topics include competitive advantage, data management, ethics, security, customer relationship management (CRM), supply chain management (SCM), enterprise resource planning (ERP), and other information technology content. This course covers an introduction to word processing, electronic spreadsheets, presentation software, and databases.

**Learning Outcomes:**

At the end of this course, the student will:

- A. identify uses of information systems for operations, management, competitive advantage, and decision making;
- B. describe ethical challenges;
- C. discuss data management and analysis;
- D. create and edit simple word processing documents; spreadsheets; presentations; databases, and business documents.

To achieve the learning outcomes, the student will or will be able to:

(The letter designations at the end of each statement refer to the learning outcome(s).)

1. define information systems (A);
2. identify competitive strategies (A);
3. recognize ethical issues regarding information technology (B);
4. identify database concepts (C);
5. describe tools to help access, analyze, and make decisions using data (C);
6. create business correspondence (D); and
7. locate and arrange a word processing program, presentation, spreadsheet, and parts of a database. (D)

**Course Requirements:**

1. Achieve a course average of 70% or above.
2. Each student is expected to attend class regularly; excessive unexcused absences constitute grounds for suspension (refer to the student handbook for attendance policies).

3. Students must have access to a Windows computer, Microsoft Office 2016, and the Internet to complete the assignments. Computer, software, and the Internet are available to students on campus during scheduled computer lab times and in the Learning Commons located in the BPCC Library.

**Course Grading Scale:**

A = 90 - 100  
B = 80 - 89  
C = 70 - 79  
D = 60 - 69  
F = 0 - 59

**Attendance Policy:** The college attendance policy is available at <http://www.bpcc.edu/catalog/current/academicpolicies.html>

**Course Fees:** This course is accompanied with an additional non-refundable fee for supplemental materials, laboratory supplies, software licenses, certification exams, and/or clinical fees.

**Nondiscrimination Statement:** Bossier Parish Community College does not discriminate on the basis of race, color, national origin, gender, age, religion, qualified disability, marital status, veteran's status, or sexual orientation in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations. Bossier Parish Community College does not discriminate in its hiring or employment practices.

**COORDINATOR FOR SECTION 504 AND ADA**

Angie Cao, Student and Disability Services Specialist

Disability Services, F-254

6220 East Texas Street

Bossier City, LA 71111

Phone: 318-678-6511

Email: [acao@bpcc.edu](mailto:acao@bpcc.edu)

Hours: 8:00 a.m.-4:30 p.m. Monday - Friday, excluding holidays and weekends.

**Equity/Compliance Coordinator**

Teri Bashara, Director of Human Resources

Human Resources Office, A-105

6220 East Texas Street

Bossier City, LA 71111

Phone: 318-678-6056

Hours: 8:00 a.m.-4:30 p.m. Monday - Friday, excluding holidays and weekends.