

## **BCIS 338 Business Information Systems I**

**Time/Classroom:** 9:30 - 10:20 MWF in BC 103

10:30 - 11:20 MWF in BC 106

10:20 - 11:35 TuTh in GU 103

**Instructor:**

Jim Shannon

**Office & Phone:**

Guthrie 318, 646-4281

**Office hours:**

1:30 - 2:30 am, Mon. & Wed.;

9:00 - 10:00 am, Tues. & Thur.

and by appointment

### **Prerequisites - BCIS 110G, CS 110G or Consent of Instructor**

### **Required Texts**

- Information Systems Essentials, Second Edition, Stephen Haag and Maeve Cumming, ISBN:978-0-07-351152-8
- Problem-Solving Cases in Microsoft Access and Excel, Fifth Annual Edition, Joseph A. Brady and Ellen F. Monk, ISBN: 978-1-4239-0139-6
- SAP Procurement Exercise Instructions, available in the Business Complex Computer Lab, BC 309, approximate cost \$3.00

### **Required Software - Note: Lack of access to required software is not an excuse for not completing the computer projects.**

- Microsoft Access 2007 or Microsoft Access 2003 - Access 2007 and Access 2003 are available in the Business Complex Computer Lab, BC 309; Access 2003 is also available in most PC labs on campus
- Microsoft Excel 2007 or Microsoft Excel 2003 - Access 2007 and Access 2003 are available in the Business Complex Computer Lab, BC 309; Excel 2003 is also available in most PC labs on campus
- Microsoft Word 2007 or Microsoft Word 2003 - Word 2007 and Word 2003 are available in the Business Complex Computer Lab, BC 309; Word 2003 is also available in most PC labs on campus
- SAP Microsoft Client or SAP Internet Client - Microsoft Client is available in the Business Complex Computer Lab, BC 309 and available for download and installation on your computer; SAP Internet Client is available using Microsoft Internet Explorer
- IMPORTANT NOTE 1: Access and Excel computer projects can be completed using either Access/Excel 2007 or Access/Excel 2003. However, our Problem-Solving Cases In Microsoft Access and Excel text uses Access/Excel 2007 for all of the examples. All in-class demonstrations will use Access/Excel 2007.
- IMPORTANT NOTE 2: Microsoft Access only comes with Office Professional. If you have a regular version of Office it will not include Access.

### **Required Hardware**

- A CPS remote pad is required for registering participation/attendance and in-class quizzes. The remote pads are available in the NMSU bookstore. If you have a pad from a previous semester you can use it in this class. You must go to [www.einstruction.com](http://www.einstruction.com) to register your pad for the class for which you are enrolled. You will need the class key to register:
- Class Key - BCIS 338.M01 (9:30 - 10:20 MWF): I31228E443
- Class Key - BCIS 338.M02 (10:30 - 11:20 MWF): H31229M663
- Class Key - BCIS 338.M03 (10:20 - 11:35 TuTh): L31230C325

**Course Description** - Business and managerial applications of Management Information Systems and Information Technology, from strategic and competitive technology opportunities to the organization and management of information using databases and data warehouses.

**Course Objectives** - The student who completes this course should know:

1. *Terminology*: You will be able to explain the meaning of terms used to describe common techniques and concepts in business information systems
2. *Skill*. You will successfully use microcomputer productivity software to solve typical information systems problems.
3. *Advanced Information Systems Concepts*. You will be able to describe the ways in which computers are and will be used in business and management. These concepts include telecommunications, electronic commerce, data warehousing and mining, artificial intelligence, and future directions of computer-based information systems.
4. *Behavioral and Organizational Issues*. You will be able to identify and suggest appropriate responses to managerial and organizational issues stemming from development, implementation, and use of computer-based information systems.
5. *International Issues*. You will recognize the reality of implementing international information systems, including economic and cultural differences.
6. *Social and Ethical Issues*. You will understand the major social and ethical issues involved in the development and use of information technology.

**Quizzes/Exams - You must earn at least 60 percent of the total Chapter Quizzes, Regular Exams and Comprehensive Exam points to pass the class. If you earn less than 60 percent of the total Chapter Quizzes, Regular Exams and Comprehensive Exam points an F grade will be assigned for the final course grade.**

- **Chapter Quizzes** - There will be approximately 12 Chapter Quizzes administered through WebCT. The quizzes will cover material in the Information Systems Essentials text. Quiz questions will be a combination of true-false and multiple-choice questions. You can take each quiz twice and the highest score will be used.
- **In-Class Quizzes** - There will be many unscheduled in-class quizzes administered through CPS remote devices. The quizzes will cover material from the textbooks, lectures, and assigned outside readings. Quiz questions will be a combination of true-false and multiple-choice questions.
- **Regular Exams** - There will be three regular exams administered in class. The Exams will cover material from the textbooks, lectures, and assigned outside readings. Each regular exam is non-comprehensive, that is, the exam will not include material from previous exams. Exam questions will be multiple-choice.
- **Comprehensive Final Exam** - There will be one comprehensive final exam administered in class during final exam week. The exam will cover all material assigned for the three regular exams. Exam questions will be multiple-choice.

If you miss an quiz/exam due to illness, work, or a university-sponsored activity, you must provide proper notification to the instructor as soon as possible. If no valid excuse is provided the student will receive a score of zero for the missed quiz/exam

**Participation Policy** - Attendance and participation are important to doing well in this class. The CPS system and response pads will be used to monitor in-class attendance and participation. Participation will include registering attendance at the start and end of class and responding to in-class questions using the CPS response pad. In-class questions will include scored and non-scored questions. Scored questions have one correct answer while non-scored questions have no one correct answer. Non-scored questions are typically opinion questions and are used for class discussion.

You begin each class with a score of 100 for participation; deductions from that score will be taken as follows:

- unexcused class absence, **100 point deduction**;
- failure to use response system to register attendance and complete in-class quizzes because you forgot your response pad, or your response does not work (perhaps, a bad battery, **100 point deduction**;
- failure to register attendance when taken with the response system at the start of class or the end of class, **15 point deduction**;
- and failure to respond correctly to at least half of the scored questions asked using the response system, **15 point deduction**.
- your three lowest attendance grades will be dropped; this means you can forget your pad or have a battery failure and it will may not hurt your grade – as long it only happens no more than three times
- deductions are additive, for example if you fail to register attendance with the response system and fail to answer at

least half of the correctly to at least half of the scored questions, your deductions are:  $15 + 15 = 30$ .

**Computer Projects** - You must earn at least 60 percent of the total Computer Project points to pass the class. If you earn less than 60 percent of the Computer Project points an F grade will be assigned for the final course grade.

There will be approximately seven computer projects. The following penalties will be assessed for projects submitted after the due date and time.

- one day late - 10 %
- two days late - 20 %
- three days late - 30 %
- over three days late - projects will not be accepted for grading

Project due dates and times are specified for each project. Most projects are due by 11:55 pm on the date specified. That time is WebCT time. If WebCT records your submission time as 11:56 pm, the project is late. Please allow yourself plenty of time to complete and submit the projects. Waiting to the last minute or second and encountering a bad internet connection can result in a late submission and a loss of points

**Class Procedures** - The teaching method for this course will include lecture/discussion, in-class quizzes, and computer assignments. All computer assignments are to be done independently.

**Online Procedures** - Most of the course material will be available through the WebCT site for this class. You should check you WebCT email frequently for notification about class changes, new material available through WebCT, etc.

**Students with Disabilities** - If you have, or believe you have, a disability and would benefit from accommodations, you may wish to self-identify. You can do so by providing documentation to the Services for Students with Disabilities (SSD) Office located at Garcia Annex (Phone: Voice 646-6840, TTY 646-1918). If you are already registered with the SDD Office and need accommodations please provide your Accommodation Memo from the SSD within the first two weeks of class.

If you have a condition that may affect your ability to exit safely from the premises in an emergency or that may cause an emergency during class, you are encouraged to discuss this in confidence with the instructor and/or the Coordinator for SSD. Call 646-3333 with any questions about the Americans with Disabilities Act (ADA) and/or Section of the Rehabilitation Act of 1973. All medical information will be held in strict confidence.

**Scholastic Dishonesty** - Scholastic dishonesty will not be tolerated. The penalty for dishonest behavior can range from receiving a zero for an assignment or exam to censure from the University.

**Point Distribution and Grades** - The points possible for this course will be *approximately* as follows:

	Estimated percentage of overall grade
Chapter Quizzes, Regular and Comprehensive Exams	65 %
Participation	10 %

Computer Projects <ul style="list-style-type: none"><li>■ Drop Box Practice Exercise SAP Procurement Exercise</li><li>■ Microsoft Access: Preliminary Case: The College Geeks</li><li>■ Microsoft Access: The Internet Book Swap</li><li>■ Microsoft Excel: Transit Strike Negotiation</li><li>■ Microsoft Excel: The College Mutual Fund Investment Mix Decision</li><li>■ Microsoft Excel: The Ballpark Decision</li><li>■ Microsoft Access and Excel: Analysis of a Low Interest Rate Loan Portfolio</li></ul>	25 %
<b>Total Percent</b>	100%

Grades will assigned as follows (There will be no rounding or curving):

90% through 100%	A
80% through 89%	B
70% through 79%	C
60% through 69%	D
Below 60%	F