

**COURSE NUMBER AND TITLE:** BCS 338-Business Information Systems I

Office Hours: M 3:00 pm – 4:00 pm  
T 5:00 pm – 6:00 pm  
W 3:00 pm – 4:00 pm

And by appointment

**FACULTY'S NAME:** Richard L. Oliver

**TELEPHONE NUMBER AND E-MAIL ADDRESS:** 646-2944; The **Instructor** in WebCT.

**COURSE DESCRIPTION:** This course is designed to make the students knowledgeable of/about fundamentals underlying the design, implementation, control, evaluation and strategic use of modern, computer-based information systems for business data processing, office automation, information reporting, decision-making and electronic commerce. Additionally, effort will be devoted to hands-on work with business software, as well as the managerial and strategic aspects of information technology.

**OFFICE HOURS AND LOCATION:** This section of BCS338 is being offered as a distance education course. There are scheduled office hours on Monday, Tuesday and Wednesday afternoons for the course. In general, these may not be convenient for you. Therefore, we will schedule appointments that work for both you and me. However, I will be reading and answering WebCT email several times a day. Please only use WebCT email as I will check that much more frequently than my regular email account. I will probably only check my regular email ever few days! But, I check WebCT many times each day.

**COMMENTS ON WEB-BASED CLASSES:** Distance education is a very flexible, time effective and location convenient method of taking a course. However, distance education courses may not be for every student. I have carefully crafted the readings, writing assignments, skill development assignments and assessment activities to maximize your opportunities to succeed. This format of course delivery requires students to work both independently and potentially without any other students in close proximity. Please carefully consider if this is a learning environment in which you will thrive. If not, perhaps a traditional lecture based section of the course will better serve your needs. If so, welcome to the class!!!

**COMMENTS ON THE COURSE SCHEDULE:** A detailed calendar is included below that provides specific due dates and times for the deliverables. However, as a general rule, there is something to be done each Monday, Wednesday and Friday evening by 11:55 p.m.. Quizzes over the chapters in the Haag/Cummings book are scheduled for the nights given on the Tentative Schedule below. Computer exercises for skill development from the Brady book are scheduled for different nights. Exercises centered around ERP are scheduled for yet other nights. Please note: this is an aggressive schedule! This course contains a great deal of information and requires development of significant new knowledge and skills!

**COMMENTS ON COURSE PREREQUISITES:** This course is designed for students who have modest skills in word processing, specifically MS Word. We will leverage your skill set in MS Word to enhance your written communications skills. We also require a modest knowledge of MS Excel. The required MS Excel skills include being able to input data, do simple computations and make pretty graphs. We will add significantly to your skill set in MS Excel by providing tutorials that demonstrate keystroke for keystroke the procedures for exciting decision support tools. We will also develop important skills using MS Access, and we fully recognize that this is new information and skills for the vast majority of our students. Therefore, we provide detailed tutorials that take you step-by-step through the very basics of database design, database implementation and common database usage functions. Then, as you practice these new skills with several exercises, you can always refer back to the tutorials for reinforcement of difficult skills. We will also use Webct based discussion groups as an additional resource for any problems that you may have. Similarly, once you master a skill, you may share your expertise with classmates using the discussion groups!

**LEARNING OBJECTIVES:**

1. *Terminology.* The student will be able to explain the meaning of terms used to describe common techniques and concepts in business information systems.
2. *Skill.* The student will (generally) significantly increase their skill level in the use of decision support tools in Microsoft Office to solve typical information systems problems.
3. *Advanced Information Systems Concepts.* The student 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.* The student 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.* The student will recognize the reality of implementing international information systems, including economic and cultural differences.
6. *Social and Ethical Issues.* The student will understand the major social and ethical issues involved in the development and use of information technology.

**TEXTBOOKS:**

- Haag, S., and Cummings, M., *Information Systems Essentials, Second Edition*, McGraw-Hill/Irwin, ISBN 007332308X.
- Brady, J. A., and Monk, E. F., *Problem-Solving Cases in Microsoft Access and Excel, Sixth Edition*, Thompson/Course Technology, ISBN 0324670583.
- **PLEASE NOTE THAT THE EINSTRUCTION STUDENT RESPONSE PAD IN NOT REQUIRED!**

<b>TENTATIVE CALENDAR</b>		
<b>Date</b>	<b>Topic/Reading</b>	<b>Projects</b>
Friday, August 22	Syllabus	
Monday, August 25	<b>Martin Luther King Holiday</b>	
Wednesday, August 27	Haag: Appendix A	Appendix A Quiz by 11:55 pm
Friday, August 29	Brady: Tutorial A	Tutorial A (pg 2) by 11:55 pm
Monday, September 1		ERP 1 by 11:55pm
Wednesday, September 3	Haag: Chapter 1	Chapter 1 Quiz by 11:55 pm
Friday, September 5	Brady: Tutorial B_1	Tutorial B_1 (pg 12-32) by 11:55 pm
Monday, September 8		ERP 2 by 11:55 pm
Wednesday, September 10	Haag: Chapter 2	Chapter 2 Quiz by 11:55 pm
Friday, September 12	Brady: Tutorial B_2	Tutorial B_2 (pg 32-54) by 11:55 pm
Monday, September 15		ERP 3 by 11:55 pm
Wednesday, September 17	Haag: Chapter 3	Chapter 3 Quiz by 11:55 pm
Friday, September 19	Brady: Case 1	Case 1 (pg 55) by 11:55 pm
<b>Monday, September 22</b>		<b>Optional Practice Exam by 11:55 pm</b>
<b>Wednesday, September 24</b>	<b>Examination 1</b>	<b>7:00 pm -11:55 pm</b>
Friday, September 26	Brady: Tutorial C	Tutorial C (pg 86) by 11:55 pm
Monday, September 29		ERP 4 by 11:55 pm
Wednesday, October 1	Haag: Appendix B	Appendix B Quiz by 11:55 pm
Friday, October 3	Brady: Tutorial E	Tutorial E (pg 182)by 11:55 pm
Monday, October 6		ERP 5 by 11:55 pm
Wednesday, October 8	Haag: Chapter 4	Chapter 4 Quiz by 11:55 pm
Friday, October 10	Brady: Case 6	Case 6 (pg 108) by 11:55 pm
Monday, October 13		ERP 6 by 11:55 pm
Wednesday, October 15	Haag: Chapter 5	Chapter 5 Quiz by 11:55 pm
Friday, October 17		
Monday, October 20		ERP 7 by 11:55 pm
Wednesday, October 22	Haag: Chapter 6	Chapter 6 Quiz by 11:55 pm
Friday, October 24		
Monday, October 27		ERP 8 by 11:55 pm
Wednesday, October 29	Haag: Chapter 7	Chapter 7 Quiz by 11:55 pm
Friday, October 31	Brady: Case 7	Case 7 (pg 116) by 11:55 pm
<b>Monday, November 3</b>		<b>Optional Practice Exam by 11:55 pm</b>
<b>Wednesday, November 5</b>	<b>Examination 2</b>	<b>7:00 pm - 11:55 pm</b>
Friday, November 7	Brady: Tutorial D	Tutorial D (pg 128) by 11:55 pm
Monday, November 10		ERP 9 by 11:55 pm
Wednesday, November 12	Haag: Appendix C	Appendix C Quiz by 11:55 pm
Friday, November 14	Brady: Case 8	Case 8 (pg146) by 11:55 pm
Monday, November 17		ERP 10 by 11:55 pm
Wednesday, November 19	Haag: Chapter 8	Chapter 8 Quiz by 11:55 pm
Friday, November 21	Brady: Case 9	Case 9 by 11:55 pm
<b>November 24-28</b>	<b>Fall Break</b>	
Monday, December 1		ERP 11 by 11:55 pm
Wednesday, December 3	Haag: Chapter9	Chapter 9 Quiz by 11:55 pm
<b>Friday, December 5</b>		<b>Optional Practice Exam by 11:55 pm</b>
<b>Monday, December 8</b>	<b>Examination 3</b>	<b>7:00 pm – 11:55 pm</b>

## HOW YOUR LEARNING WILL BE MEASURED

Your understanding and ability to explain terminology, advanced information systems concepts, behavioral and organizational issues, international, social and ethical issues will be measured in the two regular examinations. Your skill in using microcomputer productivity software will be measured in the quality of your Microsoft Office assignments that you will submit. Your work with the ERP software SAP will also be a component of the project score.

## ACADEMIC INTEGRITY

*Academic integrity is the pursuit of scholarly activity free from fraud and deception and is an educational objective of this institution. Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabricating of information or citations, facilitating acts of academic dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students. You should refer to page 3 of the Student Code of Conduct for detailed information regarding academic misconduct. ([http://www.nmsu.edu/~vpss/SCOC/student\\_hand\\_book.html](http://www.nmsu.edu/~vpss/SCOC/student_hand_book.html))*

**PERFORMANCE AREAS:** The grades will be determined by combining scores in three major performance areas: Chapter Quizzes, Projects and Examinations. The relative weights of these performance areas toward the final grades are given below.

Performance Area	% Of Total
Chapter Quizzes	20%
Projects	20%
Examinations	60%
	100%

**INCOMPLETE GRADES:** A grade of "I" (Incomplete) will be assigned only in circumstances in agreement with the current NMSU *Undergraduate Catalog*. Incomplete grades are to be given only if a student has passed the first half of the course and is unable to complete the course due to circumstances beyond the student's control. (If the circumstances develop during the first half of the course, the student has the opportunity to drop the class.) Examples of appropriate circumstances are documented illness, documented death or crisis in the student's immediate family and similar circumstances. The catalog states that job related circumstances are generally not appropriate grounds for assigning an "I" grade and that this grade is not to be used to avoid a D, F, or U grade.

**S/U GRADES:** If you are taking this course under the S/U option, you must earn a "C" or better for an undergraduate and "B" or better for a graduate student to receive a grade of "S."

**TEACHING METHODS:** The material in this course is available in the textbook. The student is encouraged to read the assigned readings by the date indicated on each of the chapter. Assessment will be done in two ways. First, each chapter will be the subject of an open-book, open-notes quiz. You should feel free to consult with the book, your study notes, the web and/or other students when you are completing these quizzes. Based upon the results of these chapter quizzes, the instructor will prepare a presentation of the key concepts. Students are encouraged to use these presentations as a guide to the significant concepts in each of the chapters. Additionally, a significant number of computing exercises will be assigned as learning tools for specific concepts in the course. Projects will be used for/by the student to demonstrate mastery of key concepts and skills. Twice during the semester, assessment will be done using (a) closed-book, closed-note examinations. We will use the honor system to enforce this environment. You cannot use your book, notes, web or collaborate with other persons while you are taking these two examinations. You will be asked to certify your compliance with these rules at the completion of the examination.

**ATTENDANCE POLICY:** This is a distance education course that will meet only online.

**LATE/INCOMPLETE ASSIGNMENT POLICY:** Projects can be submitted up to 24 hours late with a reduction of the possible points by 20%. Projects not submitted by that time will not be accepted.

**MAKE-UP ASSIGNMENT POLICY:** There will be three examinations during the semester and chapter quizzes. No makeup quizzes will be given. However, the quizzes are available for the entire semester now, thus you need to consult the schedule and manage your time to complete the quizzes early. No makeup examinations are planned, but it is important to contact the instructor as soon as possible to discuss your grade computation should you have to miss an examination for health or family emergency reasons. If you are absent because you are on an official NMSU trip and you are unable to access WebCT, contact the instructor ahead of time or as soon as possible to determine makeup procedures. A University approved excuse will be required for an absence to be excused.

**LIBRARY USAGE:** Students will use the Internet frequently as an online library.

## COMPUTER RESOURCES

You will need access to the following computer resources:

- Modest computer running MS Windows XP or greater. You will need a modest amount (25 to 50 Megabytes) of hard disk space for your project files.
- Connection to the University's WebCT server. This can be through a home connection (dialup, DSL, cable modem, etc.) or through computers in the University's computer labs. Go to <https://salsa.nmsu.edu> to connect to the WebCT server. This page also has links that will test your browser for compatibility with WebCT.
- Microsoft Office 2007 suite: We will use Word, Excel, and Access for the software projects, which is included with your textbook.

**GLOBAL/INTERNATIONAL BUSINESS CONTENT:** This course will address many of the technologies that are used to conduct international business. In particular, we will examine the foremost technologies used in international exchange of business information.

**ETHICS CONTENT:** As appropriate, we will consider ethical issues related to the course content. Information is inherently valuable, and you may well be in professional positions to control access to this resource. I encourage you to consider these ethical issues thoughtfully.

**POLITICAL, SOCIAL, LEGAL, REGULATORY, ENVIRONMENTAL AND TECHNOLOGICAL CONTENT:** A primary focus of this class is the use of today's technology to implement business systems using the Internet. Therefore, the technology of the Internet will be discussed daily.

### ADA STATEMENT: STUDENTS WITH DISABILITIES

If you have (or believe you have) a disability and would benefit from classroom accommodation(s), please contact the Services or Students with Disabilities (SSD) Office located at Garcia Annex [Phone: 646-6840; TTY: 646-1918]. 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 any concerns with the Instructor.

#### Student Responsibilities:

1. Register with SSD and obtain accommodation documents early in the semester;
2. Deliver the completed accommodation and testing form(s) to the instructor(s) within the first two weeks of beginning of classes (or within one week of the date services are to commence);
3. Retrieve the signed form(s) from faculty and return to SSD within five (5) days of receipt from faculty and at least one week before any scheduled exam; and,
4. Contact the SSD Office if the services/accommodations requested are not being provided, not meeting your needs, or if additional accommodations are needed. Do not wait until you receive a failing grade. Retroactive accommodations cannot be considered.

#### Faculty Responsibilities:

1. Sign the *ACCOMMODATION REQUEST FORM* and *TESTING ACCOMMODATION FORM* (when presented), retain a copy, and return the original to the student within five (5) working days of receipt;
2. Contact SSD immediately if there are any questions or disputes regarding accommodation(s), disruptive behavior, etc.; and,
3. Refer the student to SSD for any additional accommodations.

#### Accommodations:

SSD Office, 646-6840 (Garcia Annex, Rm 102)  
Michael Armendariz

#### Discrimination:

EEO/ADA & Employee Relations, 646-3333 (Hadley Hall, 15)  
Elva Telles

*All medical information will be treated confidentially.*

In the unlikely event that you wish to file a grievance with some administrative office or faculty member on campus, check the details of the process in the "General Information" section of the [Undergraduate Catalog](#). Probably the most urgent thing to know about a grade appeal (besides the fact that there is an appeals process) is that you must initiate the process by submitting a written appeal to the faculty member within 30 days of the start of the term following the term in which the grievance occurred. It's not clear whether this includes summer terms, so, to be safe, submit within 30 days of the grievance.

Many students have found that interning under the **cooperative education (CO-OP)** program is a valuable activity that sets them apart from students without practical experience. Contact the Co-op office in Garcia Annex (646-4115), visit with Celina Talamantes in the Advising Center in Guthrie Hall, and frequently check the NMSU web page links to the [placement and co-op offices](#). Also keep in mind that prime interviewing season for permanent positions is the fall. Whether you are graduating in December or May, register with Placement and interview diligently in your last fall semester.

It will be the responsibility of the student to monitor their progress and decide if it is appropriate to withdraw from the class. I will not automatically disenroll students for persistent absences or persistent failure to complete assignments.

**PREREQUISITE:** a letter grade of “C” or better in BCS110 or equivalent.

**KEY DATES:**

Residence halls open	Sunday	August 17
<i>Faculty report</i>	<i>Monday</i>	<i>August 18</i>
Fall convocation	Tuesday	August 19
Instruction begins	Thursday	August 21
Deadline for filing degree application (students meeting requirements at end of fall)	Thursday	August 21
Late registration	Tuesday	August 26
Labor Day holiday	Monday	September 1
Deadline for registration/course addition	Wednesday	September 3
Last day to drop with "W" (except courses carrying designated dates)	Wednesday	October 15
Last day to withdraw from the university	Friday	November 14
Thanksgiving holiday for students	Monday-Friday	November 24-28
EXAM WEEK	Monday-Friday	December 8-12
Last day of classes	Friday	December 12
Commencement	Saturday	December 13
Residence halls close	Saturday	December 13
<i>Final grades due</i>	<i>Tuesday</i>	<i>December 16</i>