

## BCIS 338 Business Information Systems I

Spring 2008

**Time/Classroom:** Section M01: 8:30 - 9:20 MWF in BC 102

Section M02: 9:30 - 10:20 MWF in BC 102

Section M03: 10:30 - 11:20 MWF in BC 102

**Instructor:**

Jim Shannon

**Office & Phone:**

Guthrie 318, 646-4281

**Office hours:**

1:30 - 3:00 pm, Monday & Wednesday;

1:30 - 3:00 pm, Tuesday & Thursday

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 (preferred) or Microsoft Access 2003 - Access 2007 is available in the Business Complex Computer Lab in BC 309 and Jacobs Hall, room 128. Access 2003 in most PC labs on campus.
- Microsoft Excel 2007 (preferred) or Microsoft Excel 2003 - Excel 2007 is available in the Business Complex Computer Lab in BC 309 and Jacobs Hall, room 128. Excel 2003 is also available in most PC labs on campus
- Microsoft Word 2007 or Microsoft Word 2003 - Word 2007 is available in the Business Complex Computer Lab in BC 309 and Jacobs Hall, room 128. 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. The 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.
- IMPORTANT NOTE 3: Microsoft Access 2007 and Access 2003 are available free for download and installation on your personal computer. If you are interested, send your instructor an email through WebCT with the subject "Access Download" and your NMSU email address in the body of the email.

### 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 (8:30 - 9:20 MWF): I31228E443
  - Class Key - BCIS 338.M02 (9:30 - 10:20 MWF): H31229M663
  - Class Key - BCIS 338.M03 (10:30 - 11:20 MWF): L31230C325
- View the "Register Your CPS Pad" link in WebCT for instructions on how to register your CPS pad.

**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 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. At the end of the semester, your highest quiz score will replace your lowest quiz score.
- **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.

The comprehensive final exam can be used to replace one of the three regular exams.

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, **100 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 projects are individual assignments. You are not to work with anyone else when completing the assignment. Submitting someone else's work or giving your work to someone else, is considered plagiarism and constitutes scholastic dishonesty. Scholastic dishonesty penalties are discussed below.

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

- one day late - 5 %
- two days late - 15 %
- three days late - 25 %
- 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 or submission problems can result in a late submission and a loss of points.

Projects are to be submitted only through the appropriate WebCT drop box. Projects will not be accepted if submitted through regular WebCT or NMUS email.

**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:

	<b>Estimated percentage of overall grade</b>
Chapter Quizzes, Regular and Comprehensive Exams	60 %
Participation	10 %
Computer Projects <ul style="list-style-type: none"> <li>■ Drop Box Practice Exercise</li> <li>■ Microsoft Access: Project 1 - Tutorial B</li> <li>■ Microsoft Access: Project 2 - The Crab Shack Employee Database</li> <li>■ Microsoft Excel: Project 3 - The Toll Road Leasing Decision</li> <li>■ SAP: Project 4 - Purchasing Cycle Exercise</li> <li>■ Microsoft Excel: Project 5 - The Mega Corporation's ERP Decision</li> <li>■ Microsoft Excel: Project 6 - Scheduling Grill Manufacturing at Wombat Grills</li> <li>■ Microsoft Access and Excel: Project 7 - Your Uncle's Portfolio Construction Program</li> </ul>	30 %
<b>Total Percent</b>	<b>100%</b>

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

**BCIS 338 - Business Information Systems I: Spring 2008 Course Schedule \*****Section M01 - Meets 9:30 to 10:20 MWF in BC 103****Section M02 - Meets 10:30 to 11:20 MWF in BC 106****Section M02 - Meets 10:30 to 11:20 MWF in BC 106**

Wk	Day - Date	Class Assignment	Projects, Chapter Practice Exams, and Other Due Dates
1	Wed. - 1/16	Course Introduction	
	Fri. - 1/18	Class will not meet, but you must log on to WebCT during the regular class time and complete the Survey of Microsoft Access and Excel Knowledge	During the regular class time, Log on to WebCT during regular class time and complete the Survey of Microsoft Access and Excel Knowledge.  Everyone gets 15 points for this survey, regardless of you score on the survey.
	Mon. - 1/21	Martin Luther King Holiday	
2	Wed. - 1/23	Chapter 3 in ISE** (pages 82 to 96) and Tutorial A in PSC***	Chapter 3 Database Quiz due by start of class.
	Fri. - 1/25	Chapter 3 in ISE (pages 82 to 96) and Tutorial A in PSC	Drop Box Practice Exercise due by 11:55 p.m.
	Mon. - 1/28	Tutorial B in PSC	Test of CPS devices for attendance and participation.
3	Wed. - 1/30	Tutorial B in PSC	Start regular use of CPS devices for attendance and participation
	Fri. - 2/1	Appendix C in ISE Chapter 1 in ISE	Appendix C Quiz and Chapter 1 Quiz 1 due by beginning of class. Project 1: Tutorial B due by 11:55 pm.
	Mon. - 2/4	Appendix C in ISE Chapter 1 in ISE	
4	Wed. - 2/6	Chapter 2 in ISE	Chapter 2 Quiz due by beginning of class.
	Fri. - 2/8	Chapter 2 in ISE	
	Mon. - 2/11	Chapter 3 in ISE	Chapter 3 Quiz due by beginning of class. Project 2: The Crab Shack Employee Database due by 11:55 pm.
5	Wed. - 2/13	Chapter 3 in ISE	
	Fri. - 2/15	<b>Regular Exam 1</b>	
	Mon. - 2/18	Tutorial C in PSC	
6	Wed. - 2/20	Tutorial C in PSC	
	Fri. - 2/22	Tutorial C in PSC	
	Mon. - 2/25	Chapter 4 in ISE	Chapter 4 Quiz due by beginning of class.
7	Wed. - 2/27	Chapter 4 in ISE	Project 3: The Toll Road Leasing Decision due by 11:55 pm.

	Fri. - 2/29	Introduction to ERP and SAP	
8	Mon. - 3/3	Introduction to ERP and SAP	
	Wed. - 3/5	Introduction to ERP and SAP	Project 4: SAP Purchasing Cycle Exercise due by 11:55 pm.
	Fri. - 3/7	Appendix B in ISE	Appendix B Quiz due by beginning of class.
	Mon. - 3/10	Chapter 5 in ISE	Chapter 5 Quiz due by beginning of class.
9	Wed. - 3/12	Chapter 5 in ISE	Project 5: The Mega Corporation's ERP Decision due by 11:55 pm.
	Fri. - 3/14	Chapter 6 in ISE	Chapter 6 Quiz due by beginning of class.
	Mon. - 3/17	Chapter 6 in ISE	
10	Wed. - 3/19	<b>Regular Exam 2</b>	
	Fri. - 3/21	Spring Holiday	
	Mon. - 3/24	Spring Break!!	
11	Wed. - 3/26	Spring Break!!	
	Fri. - 3/28	Spring Break!!	
	Mon. - 3/31	Tutorial D in PSC	
12	Wed. - 4/2	Tutorial D in PSC	
	Fri. - 4/4	Tutorial D in PSC	
	Mon. - 4/7	Tutorial E in PSC	
13	Wed. - 4/9	Tutorial E in PSC	Project 6: Scheduling Grill Manufacturing at Wombat Grills due by 11:55 pm.
	Fri. - 4/11	Tutorial E in PSC	
14	Mon. - 4/14	Chapter 7 in ISE	Chapter 7 Quiz due by beginning of class.
	Wed. - 4/16	Chapter 7 in ISE	
	Fri. - 4/18	Chapter 8 in ISE	Chapter 8 Quiz due by beginning of class.
	Mon. - 4/21	Chapter 8 in ISE	
15	Wed.. - 4/23	Chapter 9 in ISE	Chapter 9 Quiz due by beginning of class. Project 7: Your Uncle's Portfolio Construction Program due by 11:55 pm.
	Fri. - 4/25	Chapter 9 in ISE	
	Mon. 4/28	Special Topics in Information Systems	

16	Wed. 4/30	<b>Regular Exam 3</b>	
	Fri.. 5/2	Course Wrap Up	
17	Mon. 5/5	Students in Section M02 (meets 9:30 - 10:20) must take the final exam from 8:00 to 10:00 a.m.  Students in Section M03 (meets 10:30 - 11:20) must take the final exam from 10:30 to 12:30 a.m.	
	Wed. 5/7	Students in Section M01 (meets 8:30 - 9:20) must take the final exam from 8:00 to 10:00 a.m.	

\* This is a tentative schedule. You will be notified of any changes to the schedule.

\*\* ISE - Information Systems Essentials text.

\*\*\* PSC - Problem-Solving Cases in Microsoft Access and Excel text.