

BCIS 338.M71 Business Information Systems I

Fall 2008

Online Class

Instructor:

Jim Shannon

Office & Phone:

Guthrie 318, 646-4281

Office hours:

1:30 - 3:00 pm, Monday & Wednesday;
10:30 - 12:00 pm, Tuesday & Thursday
and by appointment

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

Course Schedule: Note that although this is an online class, it is not a self-paced class. Exam, quiz, and project due dates/times are shown in the course schedule. The course schedule also contains a suggested study schedule.

Required Internet Connection

- You will need an Internet connection that is faster than dialup for this course. The quizzes and exams are timed exams that allow 30- 45 seconds per question. A dialup connection will not be fast enough for the quizzes and exam.

Required Texts

- Information Systems Essentials, Second Edition, Stephen Haag and Maeve Cumming, ISBN:0-07-332308-X
- Problem-Solving Cases in Microsoft Access and Excel, Sixth Annual Edition, Joseph A. Brady and Ellen F. Monk, ISBN: 0-324-67058-3
- 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.

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.

You may use your text, notes, etc. to complete the quizzes.

- **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.

You are not to use any supplemental materials while completing the regular exams, this includes, the text, notes, or another student(s).

- **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.

You are not to use any supplemental materials while completing the regular exams, this includes, the text, notes, or another student(s).

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

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.

Late Projects are not accepted.

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 drop box will be closed and your

project will not be accepted. 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 - 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.

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 %
Computer Projects <ul style="list-style-type: none"> ● Drop Box Practice Exercise ● Microsoft Access: Project 1 – Preliminary Case: Furniture Rentals ● Microsoft Access: Project 2 – The Charity Database ● Microsoft Excel: Project 3 – Central's Sport Betting Decision ● SAP: Project 4 - Purchasing Cycle Exercise ● Microsoft Excel: Project 5 – The School District Funding Decision ● Microsoft Excel: Project 6 – The Hometown University Menu Planning Decision ● Microsoft Access and Excel: Project 7 – Unusual College GPA Analysis 	35 %
Total Percent	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