

COURSE NUMBER AND TITLE: BCIS 502 - Business Information Systems
Office Hours: Friday 5-6pm
And by appointment

FACULTY'S NAME: Richard L. Oliver

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EMAIL ADDRESS: The **Instructor** in WebCT.

COURSE DESCRIPTION: Analysis of how an information system infrastructure supports core business processes, including a managerial view of capabilities, processes, technologies, participants and methodologies. *Open to graduate students only.*

LEARNING OBJECTIVES:

1. Describe the impact of information systems on organizations; describe their structure, processes and knowledge workers.
2. Describe the elements of a value chain, and explain how core processes relate; identify how the organizational infrastructure supports core business processes.
3. Identify the key technological considerations and infrastructure concerns in information systems implementation; describe the strategic use of technology for information systems.
4. Describe the roles and responsibilities of the key organization players in the information systems arena; describe the tactics, tools, and methodologies available to implement information systems; evaluate the success of the implementation.
5. Describe the concept of ERP, the ERP model and ERP processes; define key terms.
6. Describe how the knowledge management capability of an ERP system can be used to sustain competitive advantage.
7. Describe how to use ERP to communicate effectively with customers and suppliers.

OFFICE HOURS AND LOCATION: This section of BCIS 502 is being offered as a traditional lecture class in Los Alamos. There are scheduled office hours on Friday for the course. We also will schedule appointments. 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.

TEXTBOOKS:

- Sumner, M., *Enterprise Resource Planning*, Pearson/Prentice-Hall, Upper Saddle River, New Jersey, 07458. ISBN 0-13-140343-5.

TENTATIVE CALENDAR		
Date	Topic/Reading	Projects/Assessments
Friday, May 30	Chapter 1	Chapter 1 exercises
Saturday, May 31	Chapter 2, Chapter 3	Chapter 2 & 3 exercises
Sunday, June 1		RAT1
Monday, June 2		RAT2
Tuesday, June 3		RAT3
Wednesday, June 4		Project 1
Thursday, June 5	Chapter 4	Chapter 4 exercises
Friday, June 6	Chapter 5	Chapter 5 exercises
Saturday, June 7	Chapter 6	Chapter 6 exercises
Sunday, June 8		RAT4
Monday, June 9		RAT5
Tuesday, June 10		RAT6
Wednesday, June 11		Project 2
Thursday, June 12	Chapter 7	Chapter 7 exercises
Friday, June 13	Chapter 8	Chapter 8 exercises
Saturday, June 14	Chapter 9	Chapter 9 exercises
Sunday, June 15		RAT7
Monday June 16		RAT8
Tuesday, June 17		Project 3
Friday, June 20	Integrated Case	
Saturday, June 21		Project 4
Tuesday, June 24	Final Examination	

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)

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 Exercises	10%
RATs	10%
Projects	30%
Examination	<u>50%</u>
	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, there is a generic ERP open-Internet, 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 RATs, 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 programming 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. Once 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 the examination. You will be asked to certify your compliance with these rules at the completion of the examination.

ATTENDANCE POLICY: Attendance is required, but not recommended.

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: No makeup examinations, exercises, RATs or projects are planned, but it is important to contact the instructor as soon as possible to discuss your grade computation should you have to miss work 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:

- 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. This software is available in the University's computer labs.

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.