

IS-502 - Business Information Systems Syllabus- Summer I 2008

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 (please leave message)

Office Hours: Tuesday and Thursday 5:00 - 6:00 p.m. or by appointment.

Home Page: <http://business.nmsu.edu/~kalt>

Meeting Place: Guthrie Hall, room 200

COURSE DESCRIPTION: Analysis of information systems as integral parts of business organizations, including the responsibility of management to understand their capabilities and uses in handling the organization's information flow and providing appropriate information for decision makers. Special focus will be given to an introduction to Enterprise Resource Planning. *Open to graduate students only.*

REQUIRED MATERIALS:

Text: *Enterprise Resource Planning*, Mary Sumner, Pearson/Prentice Hall, New Jersey, 2005.

Who Should Take This Course?

- MBA Students, or other graduate students.
- The expectation of students in this course is to leave with a solid understanding of the role of Information Systems (IS) in business, particularly as to the usage of IS in Enterprise Resource Planning (ERP).

Classroom Policies

- **Attendance:** Attendance is not required, but is highly recommended. Topics discussed in class is considered a viable area for exam questions.
- **Excused absences:** A University approved excuse will be required for an absence to be excused.
- **Drop/Add procedures:** As stated in University catalog.
- **Tardiness:** Please be considerate of fellow students. Please enter quietly and do not disrupt class.

- **Make-up tests:** Make-up examinations will be given ONLY in the case of a University approved absence (documentation required) or prior arrangement with the instructor.
- **Questions during class:** Please feel free to raise your hand and ask questions in class.
- **Homework:** Homework will usually be submitted on time and in class. Homeworks/assignments submitted outside of class will need to be time stamped by departmental secretary (BC-232).
- **Communications devices:** Communications devices such as pagers and cellular phones must be off and/or silent during class. Devices that disrupt the class will be confiscated and sold as scrap metal.
- **Tardy Homework:** Homework will not be accepted for full credit after the due date and time. Some assignments will allow for late turn-in, but at reduced credit.
- **Socializing during class:** Much of the class time will be spent in discussion groups of various sizes. However, when one person is talking all class members are expected to listen to that person. People not willing to listen will be asked to leave the classroom.
- **Web-CT:** This course is supported by Web-CT (World Wide Web Course Tools). This includes class specific email, chat rooms, bulletin boards, practice quizzes and on-line grades. Students will become proficient in the operation of the WebCT system. An excellent starting point is the WWW page: <http://www.nmsu.edu/~scholars/ital/introltr.htm>.

GRADING

- **Quizzes**

There will be WebCT quizzes on every chapter in the text. These quizzes will count for 20% of your grade.

- **Assignments**

A number of the 'Overview' projects of the Pen Company SAP client will be assigned in class. Those assignments will count for 20% of your grade.

- **Presentation and Paper**

Everyone will give a presentation on a topic concerning Information Systems in Business. After the presentation and discussion, a comprehensive, referenced paper on the presentation will be due at the final exam. Late papers will NOT be accepted. The presentation will count for 10% of your grade and the paper will count for 20% of your grade.

- **Final Exam**

On the last day of class, we will have a comprehensive final exam, with questions drawn from the text, presentations, and discussion. This will count for 30% of your grade.

- **SCALE**

Letter grades will be assigned as per the table below. NOTE: I will do some rounding, but in the following manner: 89.444 is a B, no exceptions, but 89.445 will round to an A. Make SURE that you do all the work (*especially the WebCT quizzes*) so you don't wind up a hundredth or thousandth of a point short, because I give you the grade you earned, nothing more, nothing less.

90-100%	A
80-89.9	B
70-79.9	C
60-69.9	D
Below 60	F

IMPORTANT DATES

Students should regularly check the academic calendar for drop/add dates, application deadlines and more. Click here to see the [current academic calendar](#). Because of the elongated summer session important dates for **this** class are:

- Last day to add: Monday, June 2nd.
- Last day to drop with a W: Monday, June 16th.
- Last day to withdraw from the university: Wednesday, June 25th.
- Last day of class and Final Exam: Thursday, July 3rd.

ADDITIONAL INFORMATION

Academic Dishonesty	As all assignments in this course are of an individual nature, joint work is considered to be inappropriate and will be dealt with as necessary. Situations involving illegal or inappropriate behavior can result in disciplines up to and including as University censure. Please reference the NMSU Student Handbook for a full description of the NMSU Policy.
Academic Appeals Process	Information about the academic appeals process appears in every edition of the undergraduate catalog. Probably the most important thing for you to know (besides the fact that there is an appeals process) is that the process is started by submitting a written appeal to the course instructor within 30 days of the start of the term following the term in which the grievance occurred. Please ask me if you need help with this.
Removal from Class	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.
E-Mail response time	I will read e-mail daily. Therefore, you can anticipate responses within 24 hours.

Incomplete Grades

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 assigning a D, F, or U grade.

Disabilities Statement

If you have (or believe you have) a disability and would benefit from classroom accommodation(s), please contact the Services for Students with Disabilities:

Accommodations: SSD Office, 646-6840 (Corbett Center, rm. 244) Michael Armendariz

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.

**Discrimination: Office of Institutional Relations, 646-3636
(O'Loughlin House) Gerard Nevarez**

All medical information will be treated confidentially.

Expected level of participation

You are strongly encouraged to participate in the classroom discussions, but this will not be explicitly monitored. Be forewarned: in prior semesters, there has been a direct correlation between classroom engagement and retention of material!