

COURSE NUMBER AND TITLE: BCIS 338-Business Information Systems I
MW 2:30 pm – 3:45 pm: BC 108
Office Hours: MW 3:45-4:30 pm
And by appointment

FACULTY'S NAME: Oliver, Richard L.

OFFICE HOURS AND LOCATION: This section of BCIS338 will meet twice a week for 75 minutes each meeting. The format will be a combination of traditional lecture by the instructor, special presentations by guest speakers, presentations by students, and practical exercises in a computer laboratory. The work will be accomplished both as an individual and within an active learning (group) environment. There are scheduled office hours on Monday and Wednesday afternoons for the course. In general, this 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 be sure to use WebCT email as I will check that much more frequently than my regular email account. I will probably only check that ever other day!

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. While some of the effort will be devoted to hands-on work with business software, the major emphasis will be the managerial and strategic aspects of information technology.

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:

1. Haag, S., and Cummings, M., *Information Systems Essentials*, McGraw-Hill/Irwin, ISBN 0-07-310581-3
2. Brady, J. A., and Monk, E. F., *Problem-Solving Cases in Microsoft Access and Excel, Fourth Edition*, Thompson/Course Technology, ISBN 1411837067
3. **PLEASE NOTE THAT THE EINSTRUCTION STUDENT RESPONSE PAD IN NOT REQUIRED!**

| TENTATIVE CALENDAR | | |
|---------------------------|---------------------------------|------------------------------------|
| Date | Topic/Reading | Projects/Assessments |
| Monday, Jan 22 | Haag: Chapter 1 | |
| Wednesday, Jan 24 | Brady: Tutorial A | Chapter 1 Quiz by 11:55 pm |
| Monday, Jan 29 | Haag: Chapter 2 | Chapter 2 Quiz by 11:55 pm |
| Wednesday, Jan 31 | Brady: Tutorial B | Tutorial B (optional) by 11:55 pm |
| Monday, Feb 5 | Haag: Chapter 3 | Chapter 3 Quiz by 11:55 pm |
| Wednesday, Feb 7 | Brady: Case 1 | Case 1 (pg 61) by 11:55 pm |
| Monday, Feb 12 | Haag: Chapter 4 | Chapter 4 Quiz by 11:55 pm |
| Wednesday, Feb 14 | Brady: Case 2 | Case 2 (pg 69) by 11:55 pm |
| Monday, Feb 19 | Haag: Appendix A | Appendix A Quiz by 11:55 pm |
| Wednesday, Feb 21 | No Class Brady: Tutorial C | Tutorial C (optional) by 11:55 pm |
| Monday, Feb 26 | Haag: Chapter 5 | Chapter 5 Quiz by 11:55 pm |
| Wednesday, Feb 28 | Brady: Case 6 | Case 6 (pg 136) by 11:55 pm |
| Monday, March 5 | Haag: Appendix B | Appendix B Quiz by 11:55 pm |
| Wednesday, March 6 | Brady: Case 7 | Case 7 (pg 145) by 11:55 pm |
| Monday, March 12 | Review for Examination 1 | Optional Practice Test by 11:55 pm |
| Wednesday, March 14 | Examination 1 | |
| March 19-23 | No Class | Spring Break |

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|---------------------|---------------------------------|------------------------------------|
| Monday, March 26 | Haag: Chapter 6 | Chapter 6 Quiz by 11:55 pm |
| Wednesday, March 28 | Brady: Tutorial D | Tutorial D (optional) by 11:55 pm |
| Monday, April 2 | Haag: Chapter 7 ERP 1 | Chapter 7 Quiz by 11:55 pm |
| Wednesday, April 4 | Brady: Case 8 | Case 8 (pg 181) by 11:55 pm |
| Monday, April 9 | Haag: Chapter 8 ERP 2 | Chapter 8 Quiz by 11:55 pm |
| Wednesday, April 11 | Brady: Case 9 No Class | Case 9 (pg 189) by 11:55 pm |
| Monday, April 16 | Haag: Chapter 9 No Class | Chapter 9 Quiz by 11:55 pm |
| Wednesday, April 18 | Assignment of Integrated Case | |
| Monday, April 23 | ERP 4 | ERP Case by 11:55 pm |
| Wednesday, April 25 | ERP 5 | |
| Monday, April 30 | ERP 6 | Integrated Case by 11:55 pm |
| Wednesday, May 2 | Review for Examination 2 | Optional Practice Test by 11:55 pm |
| Wednesday, May 9 | Examination 2 | 1:00 pm – 3:00 pm |

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.

WRITTEN ASSIGNMENTS: You will write several homework assignments during the semester. These must be done individually, in accordance with the NMSU policy on academic honesty. The NMSU definition of plagiarism (taken from <http://www.nmsu.edu/~vpss/SCOC/misconduct.html>) is given below:

Plagiarism is using another person's work without acknowledgment, making it appear to be one's own. Any ideas, words, pictures, or other intellectual content taken from another source must be acknowledged in a citation that gives credit to the source. This is irrespective of the origin of the material, including the Internet, other students' work, unpublished materials, or oral sources. Intentional and unintentional instances of plagiarism are considered instances of academic misconduct. It is the responsibility of the student submitting the work in question to know, understand, and comply with this policy.

If no citation is given, then borrowing any of the following * would be an example of plagiarism:

- an idea or opinion, even when put into one's own words (paraphrase)
- a few well-said words, if these are a unique insight
- many words, even if one changes most of them
- materials assembled by others, for instance quotes or a bibliography
- an argument
- a pattern of ideas
- graphs, pictures, or other illustrations
- facts
- all or part of an existing paper or other resource

*This list is not meant include all possible examples of plagiarism.

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 | 10% |
| Projects | 30% |
| Examinations | <u>60%</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 assigning 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: Virtually all of the material in this course is well documented in one of the textbooks. The student is encouraged to read the assigned readings by the date indicated on each of the chapters. 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 lead class discussion topics and prepare projects that will provide practice and reinforcement of key concepts. Students are expected to prepare for each class and participate in small group and class-wide discussions. 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. Twice during the semester, assessment will be done using (a) closed-book, closed-note examinations. You cannot use your book, notes, web or collaborate with other persons while you are taking these two examinations.

ATTENDANCE POLICY: Attendance is recommended for the lecture meetings, but it will not count as a component in the computation of the grade.

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 two examinations during the semester and 11 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:

- 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 2003 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 Office of Special Student Services located in the George Fetting Student Services Building (phone: 439-3720).

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 Special Student Services 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 Special Student Services 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 Special Student Services immediately if there are any questions or disputes regarding accommodation(s), disruptive behavior, etc.; and,
3. Refer the student to Special Student Services for any additional accommodations.

Contacts:

- Accommodations: Jeremy Patton [(505) 439-3725], Special Student Services Counselor (George Fetting Student Services Building)
- ADA Coordinator: Doris Lynch [(505) 439-3716], Campus Student Services Officer (George Fetting Student Services Building)
- Discrimination: [(505) 646-3635], Director of Institutional Equity (Hadley Hall, Room 15, NMSU)

All medical information will be treated confidentially.

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

ABSENCE OF INSTRUCTOR: I am scheduled to be out of town this semester from April 10 through April 13. There will be no class on Wednesday, April 11, 2007. I am schedule to be in a training session on February 21, 2007. There will be no class on Wednesday, February 21, 2007.

KEY DATES:

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| Faculty Report | Thursday | January 11 |
| Spring convocation | Wednesday | January 16 |
| Residence Halls open | Wednesday | January 16 |
| Instruction begins | Thursday | January 18 |
| Late registration | Tuesday | January 23 |
| Deadline for registration/course addition | Friday | January 30 |
| Deadline for filing degree application (students meeting requirements at end of fall) | Friday | January 30 |
| Spring Break | Monday-Friday | March 19-23 |
| Last day to drop with "W" (except courses carrying designated dates) | Thursday | March 12 |
| Last day to withdraw from the university | Monday | April 20 |
| Examination Week | Monday-Friday | May 7-11 |
| Examination #2 | Wednesday | May 9, 1:00 pm – 3:00 pm |
| Last Day of Classes | Friday | May 11 |
| Commencement | Saturday | May 12 |
| Final Grades Due | Tuesday | May 15 |