

# New Mexico State

**COURSE NUMBER AND TITLE:** BCIS 338 - Business Information Systems I

**OFFICE HOURS:** WebCT Email, Telephone and By Appointment

**FACULTY'S NAME:** Richard L. Oliver

**TELEPHONE NUMBER:** 646-2944

**EMAIL ADDRESS:** 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.

**COMMENTS ON WEB-BASED CLASSES:** Distance education is a very flexible, time effective and location convenient method of taking a course. However, distance education courses may not be for every student. I have carefully crafted the readings, writing assignments, skill development assignments and assessment activities to maximize your opportunities to succeed. This format of course delivery requires students to work both independently and potentially without any other students in close proximity. Please carefully consider if this is a learning environment in which you will thrive. If you are unsure and have not had success with web-based classes, consider the questionnaire referenced below:

[http://ideal-nm.org/?action=portal&page=hied&content=self\\_evaluation](http://ideal-nm.org/?action=portal&page=hied&content=self_evaluation)

**OFFICE HOURS AND LOCATION:** This section of BCS338 is being offered as a distance education course. Therefore, the primary means of contact is through WebCT email. 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. When needed, we can use the telephone and/or appointments to meet your needs.



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**Course Objectives** - The student who completes this course should know:

- *Terminology*: You will be able to explain the meaning of terms used to describe common techniques and concepts in business information systems
- *Skill*. You will successfully use microcomputer productivity software to solve typical information systems problems.
- *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.
- *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.
- *International Issues*. You will recognize the reality of implementing international information systems, including economic and cultural differences.
- *Social and Ethical Issues*. You will understand the major social and ethical issues involved in the development and use of information technology.

## **TEXTBOOKS:**

- BCIS 338: Business Information Systems I.
  1. ISBN-10: 0-558-10975-6
  2. ISBN-13: 978-0-558-10975-2
- Kroenke, David. Using MIS, 2<sup>nd</sup> Edition.
  1. ISBN-10: 0-13-813255-0
  2. ISBN-13: 978-0-13-813255-2
- Software License: myitlab access code - this is your license for access to the online software. Our course number is: CRSAB12-410713

**IMPORTANT NOTE:** Your MyITLab account, by default, is set for Eastern Standard time. You will need to change that setting to Mountain Standard time. If you fail to do this assignment due dates will not be correct in the MyITLab calendar and you may miss a due date.



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Wk #	Dates	Activities and materials for the week
1	Wed. 1/14 - Fri. 1/16	Introduction to BCIS 338 Introduction to MyITlab for software training Introduction to skill-based quizzes and exams
2	Mon. 1/19 - Fri. 1/23	Monday, 1/19 - Martin Luther King Holiday Introduction to Microsoft Access Access Chapter 5 – read pages 317 – 361 to get a feel for the concepts material and exercise instructions.
3	Mon. 1/26 - Fri. 1/30	Using MIS Chapter 1: WebCT Quiz: due 1/26/09 by 11:55 pm MST Access Chapter 5 MyITlab: Exercise 1 – due 2/1/09 by 11:55 pm MST MyITlab: Exercise 2 quiz – due 2/1/09 by 11:55 pm MST
4	Mon. 2/2 - Fri. 2/6	Using MIS Chapter 2: WebCT Quiz: due 2/2/09 by 11:55 pm MST Access Chapter 5 MyITlab: Exercise quiz – due 2/8/09 by 11:55 pm MST MyITlab: Chapter 5 exam – due 2/8/09 by 11:55 pm MST
5	Mon. 2/9 - Fri. 2/13	Using MIS Chapter 3: WebCT Quiz: due 2/9/09 by 11:55 pm MST Access Chapter 6 MyITlab: Exercise 1 quiz – due 2/15/09 by 11:55 pm MST MyITlab: Exercise 2 quiz – due 2/15/09 by 11:55 pm MST
6	Mon. 2/16 - Fri. 2/20	<b>Exam 1</b> over Using MIS chapters 1 - 3 Access Chapter 6 MyITlab: Exercise 3 quiz – due 2/22/09 by 11:55 pm MST MyITlab: Chapter 6 exam – due 2/22/09 by 11:55 pm MST
7	Mon. 2/23 - Fri. 2/27	Using MIS Chapters 4 & 6: WebCT Quiz due 2/23/09 by 11:55 pm MST ERP Purchasing exercise – due 3/1/09 by 11:55 pm MST (submit this through the WebCT drop box)
8	Mon. 3/2 - Fri. 3/6	Using MIS Chapter 5: WebCT Quiz: due 3/2/09 by 11:55 pm MST Access Chapter 7 MyITlab: Exercise 1 quiz – due 3/8/09 by 11:55 pm MST MyITlab: Exercise 2 quiz – due 3/8/09 by 11:55 pm MST MyITlab: Chapter 7 exam – due 3/8/09 by 11:55 pm MST



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9	Mon. 3/9 - Fri. 3/13	Using MIS Chapter 7: WebCT Quiz: due 3/9/09 by 11:55 pm MST Access Chapter 8 MyITlab: Exercise 1 quiz – due 3/15/09 by 11:55 pm MST
10	Mon. 3/16 - Fri. 3/20	<b>Exam 2</b> over Using MIS Chapters 4 - 7 Access Chapter 8 MyITlab: Exercise 2 based quiz – due 3/22/09 by 11:55 pm MST MyITlab: Chapter 8 exam – due 3/22/09 by 11:55 pm MST
11	Mon. 3/23 - Fri. 3/27	<b>Spring Break</b>
12	Mon. 3/30 - Fri. 4/3	Using MIS Chapter 8: WebCT Quiz: due 3/30/09 by 11:55 pm MST Excel Chapter 6 MyITlab: Exercise 1 quiz – due 4/5/09 by 11:55 pm MST MyITlab: Exercise 2 quiz – due 4/5/09 by 11:55 pm MST MyITlab: Exercise 3 quiz – due 4/5/09 by 11:55 pm MST MyITlab: Exercise 4 quiz – due 4/5/09 by 11:55 pm MST MyITlab: Chapter 6 exam – due 4/5/09 by 11:55 pm MST
13	Mon. 4/6 - Fri. 4/10	Using MIS Chapter 9: WebCT Quiz: due 4/6/09 by 11:55 pm MST Excel Chapter 7 MyITlab: Exercise 1 quiz – due 4/12/09 by 11:55 pm MST MyITlab: Exercise 2 quiz – due 4/12/09 by 11:55 pm MST MyITlab: Exercise 3 quiz – due 4/12/09 by 11:55 pm MST MyITlab: Chapter 7 exam – due 4/12/09 by 11:55 pm MST
14	Mon. 4/13 - Fri. 4/17	Using MIS Chapter 10: WebCT Quiz: due 4/13/09 by 11:55 pm MST Excel Chapter 8 MyITlab: Exercise 1 quiz – due 4/19/09 by 11:55 pm MST MyITlab: Exercise 2 quiz – due 4/19/09 by 11:55 pm MST MyITlab: Exercise 3 quiz – due 4/19/09 by 11:55 pm MST MyITlab: Chapter 8 exam – due 4/19/09 by 11:55 pm MST
15	Mon. 4/20 - Fri. 4/24	Using MIS Chapter 11: WebCT Quiz: due 4/20/09 by 11:55 pm MST Excel Chapter 9 MyITlab: Exercise 1 quiz – due 4/26/09 by 11:55 pm MST MyITlab: Exercise 2 quiz – due 4/26/09 by 11:55 pm MST MyITlab: Exercise 3 quiz – due 4/26/09 by 11:55 pm MST MyITlab: Chapter 9 exam – due 4/26/09 by 11:55 pm MST
16	Mon. 4/27 -	Using MIS Chapter 12: WebCT Quiz: due 4/27/09 by 11:55 pm MST



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	Fri. 5/1	<p>Excel Chapter 10</p> <p>MyITlab: Exercise 1 quiz – due 5/3/09 by 11:55 pm MST</p> <p>MyITlab: Exercise 2 quiz – due 5/3/09 by 11:55 pm MST</p> <p>MyITlab: Exercise 3 quiz – due 5/3/09 by 11:55 pm MST</p> <p>MyITlab: Chapte10 exam – due 5/3/09 by 11:55 pm MST</p>
17	Mon. 5/4 - Fri. 5/8	<p>Final Exam Week</p> <p><b>Exam 3</b> over Using MIS Chapters 8-12</p>

**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 three regular examinations, research quizzes, ERP projects and IT projects.

**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/~vpsa/handbook.html>)*

**PERFORMANCE AREAS:** The grades will be determined by combining scores in three major performance areas: The MIS Concepts text materials, the ERP materials and the myitlab materials. The relative weights of these performance areas toward the final grades are given below.

	Weight in Overall Grade
<b>MIS Concepts</b>	
Chapter Quizzes	10.0%
Exam 1	15.0%
Exam 2	15.0%
Exam 3	15.0%



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MyITLab and ERP	
ERP Purchasing Exercise, MyITLab Exercises & Quizzes	22.5%
MyITLab End-of-Chapter Skill-based Exams (9 total)	22.5%
<b>Total Points</b>	100.0%

**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:** Important materials for this course are available in the textbooks, course handouts and on the Internet. The student is encouraged to read the assigned materials by the dates indicated on the syllabus. The chapter readings from the textbook will give an excellent overview ERP and Information Systems. The **Using MIS** chapter quizzes will amplify important concepts found in the material and facilitate integration of these key concepts. The **ERP Projects** include targeted readings and hands-on exercises with one of the major ERP software systems. The **MyITLab** training exercises, quizzes and chapter examinations will facilitate hands-on learning of important skills using MS Access and MS Excel. Three times during the semester, assessment will be done using open-book, open-note examinations. We will use the honor system to enforce this environment. You are encouraged to use your book, notes, and/or the Internet while you are taking the examination. However, you will be asked to certify, at the completion of the examination, that you wrote the examination without collaboration of any type with other persons.

**ATTENDANCE POLICY:** Attendance is not required, however assignments must be submitted through MyITLab and WebCT as scheduled.



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**LATE/INCOMPLETE ASSIGNMENT POLICY:** Late training exercises, skill-based exams, and Using MIS WebCT chapter quizzes and examinations will be not be accepted.

**MAKE-UP ASSIGNMENT POLICY:** 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.
- You will need to access MyITLab over the Internet using a web browser that requires specific and mandatory configuration settings.

**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 in a global economy. 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



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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.

