

BCIS 502. Business Information Systems Section M70

Instructor: Dr. Carlo A. Mora M.
Office Hours: WebCT email, Phone
and by appointment.

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Course Description

Analysis of how an information system supports core business processes, including a managerial view of capabilities, processes, technologies, people, and methodologies. While emphasis is placed on these core topics in the context of Enterprise Systems (ERP), additional readings and projects will be focused on general IT topics. *Open to graduate students only.*

Prerequisite: BCIS 338 or BCIS 350 with a grade of C or better or by consent of instructor.

Course Objectives

By the end of the course, each student should:

- Describe the **impact of information systems on organizations**.
- Understand the **business processes** common to most businesses, including order processing, procurement, etc.
- Describe the **elements of a value chain**, and explain how core processes relate; identify how the organizational infrastructure supports core business processes.
- Identify the key issues involved in **implementing information systems**.
- Describe the concept of **ERP**, the ERP model and ERP processes; define key terms.
- Understand how enterprise systems, **integrate business functional areas** into one enterprise-wide information system.

Required Textbook

1. Enterprise Resource Planning by Mary Sumner, Pearson/Prentice Hall, New Jersey, 2005. (SBN-10: 0131403435).

Point Distribution and Grades

Scores for each category of points will be approximately weighted as shown below.

	<i>Estimated percentage of overall grade</i>
Quizzes	20%
Assignments	20%
Paper	20%
Presentation	10%
Final Exam	30%
Total	100.00%

Grades will be assigned as follows:

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

Note: After all the material is graded, letter grades will be assigned as shown in the table above. 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.

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

Assignments. There will be several assignments using SAP given throughout the course to enable each student to use example ERP software, such as SAP. Additional assignments related to IT topics might be given.

Paper and Presentation. Each student will give a presentation on a topic concerning Information Systems in Business relevant to the course. 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.

Final Exam. There will be one exam on the last day of class. It will be comprehensive and will include questions drawn from the text, student presentations, and class discussion.

General Policies

Attendance

You **are expected to attend class**. Although I will not take attendance, you cannot expect to have a thorough grasp of the material if you miss class. Topics discussed in class might be considered for exam questions.

Class Procedures

Important materials for this course are available in the textbook, 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 of the modules and functions of an ERP. The ERP Projects include targeted readings and hands-on exercises with one of the major ERP software systems. The teaching method for this course will include lecture/discussion, student presentations, in-class exercises, and individual assignments.

Getting help outside office hours

The Discussion Board on WebCT is an extension of my office hours. You are to post all course related questions here. Make sure you use relevant subject headings for your postings. A good, descriptive subject heading will help other students learn from the answers to your questions. A subject heading of "Error" is not relevant. An example of a more relevant subject heading is "Help: Pen Company Exercise 1. Step 5"

If you are going to start a new topic, or ask a new question, make sure that you start a new thread. Continuing a previous thread with a new question will only ensure that most people miss your question. Be sure to include enough information in your question. Also, please post your question in the

appropriate topic area. **Do not wait until the last minute to post a question.** I strongly encourage other students to post answers to questions they see on the Discussion Board.

Missing Quizzes, and Exams

- No makeup Quizzes will be given.
- Makeup Exam will be given ONLY in the case of a extraordinary circumstance (documentation required) and/or prior arrangement with the instructor.

Read carefully: I must be informed prior the exam to count as a legitimate excuse. **If you cannot reach me, leave a message at the department's office (575-646-4901) indicating time and date.** Notifying me by email will not be sufficient. Notifying me after the exam will result in a grade of zero for the exam. Your excuse must be submitted to me and it must contain a telephone number so that your absence can be verified. **Failure to follow the guidelines will mean that you forfeit the excused absence option.**

Withdrawal Policy

As stated in the University catalog.

Incompletes

A grade of "I" (Incomplete) will be assigned only in circumstances in agreement with the current NMSU *Undergraduate Catalog* (http://www.nmsu.edu/Academic_Progs/Undergraduate_Catalog/ch1/regulations.html). 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.

Academic Misconduct

All work submitted must be your original work. Any work done by groups of more than one (i.e., the work of two or more students is remarkably similar), or too similar to work of previous students will be construed as cheating. Your work must be kept private from others; should your work appear in the work of another student, both parties will be considered to have cheated, both will receive a failing grade for the course. Please refer to the Student Handbook for a full description of the NMSU Policy. (http://www.nmsu.edu/~vpss/SCOC/student_hand_book.html)

ADA Statement: students with disabilities

If you have or believe you have a disability and would benefit from any accommodations, you may wish to self-identify by contacting the Services for Students with Disabilities (SSD) Office (phone: (575)646-6840; TTY: (575)646-1918). If you have a condition that may affect your ability to exit safely from the premises in case of 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.

Discrimination: Office of Institutional Relations (575-646-3636). All medical information will be treated confidentially.

Professional Behavior Guidelines

Tardiness: Please arrive on time. If you are later than the start of the class, please quietly take a seat nearest the entrance.

Side Conversations: Side conversations make it difficult for your classmates to actively listen and learn.

Sleeping: falling asleep in class is not considered professional behavior.

Inattention: Please do not read other material (chat, browsing the web, books) or study for other courses during the class. It is not polite. Please pay attention and join in the individual and group discussions. It will help you master the material.

Cell Phone: Please turn off your cell phone or set it to silent mode while you are in the class. Cell rings can disturb your classmates as well as me.

Miscellaneous Policies

- Email response time: I will read e-mail (WebCT) daily. Therefore, you can anticipate response to your inquiries within 24 hours.
- Although I will try to maintain the class schedule and objectives, I may need to make adjustments.
- I do not give additional projects to increase one's grade before or after the exam(s).
- No food or drinks allowed in the lab.