COURSE NUMBER AND TITLE: BCIS 502: Business Information Systems

FACULTY’S NAME: Oliver, Richard L.

ABOUT THE INSTRUCTOR: Click Here

TELEPHONE NUMBER: 646-2944

E-MAIL ADDRESS: Richard Oliver in Canvas Conversations

CONTACTING THE INSTRUCTOR:

1. The best way to contact me is through Canvas Conversations. I will be reading and answering Canvas Conversations several times a day. I do not check my NMSU email nearly as often. Also, I usually check my Canvas Conversations late in the evening (midnight or so) and then again in the morning at 6 am. So if you send a message late, please check it again after a little while! I might well have seen it and responded! I also check my messages just as frequently during the weekend. If I am going to be on travel, I will mention that in a message so you will be aware of slow response times.

2. You can use my office phone 575-646-2944. However, I do not check that every day, so there could be a bit of a lag. Please also use Canvas Conversations.

TEXTBOOKS:

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

COURSE STRUCTURE: Click Here

RESPONSE TIME FOR FEEDBACK ON YOUR WORK PRODUCTS:
I recognize your desire for and the educational value of timely and succinct feedback on your work in this course. There are three categories of feedback:

1. The Chapter Quizzes are automatically scored by computer and this feedback is available immediately. This is necessary and desirable as you have two attempts to take these quizzes.

2. This course uses a graduate student for grading of your Discussion Postings, Writings, Technical Notes and Vocabulary Exercises. Because all of these can be turned in up to 2 days after the due date, I have the grader score your papers on the third day after the due date. At times, this may slip a day, but I watch this very carefully.

3. I score all of the Examinations myself. I set aside a full day to do the examinations from this class. Thus, if we take an examination on Monday, you should see results either late Tuesday or early Wednesday. On occasion, an administrative problem with the examination may place the reporting of results on hold. I work hard to have this not happen!

COURSE PREREQUISITE: BCIS 110 or equivalent.

NETIQUETTE: Click Here

OFFICE HOURS: Click Here
COLLEGE OF BUSINESS LEARNING GOALS:

Below are the learning goals established by the College of Business. The learning goals that are listed in italics are targeted for improvement in this course:

- **Goal 1: Communication (COMM):** Students are effective communicators.
  - Objective 1a: Students can write effectively. (write)
  - Objective 1b: Students can make effective oral presentations. (oral)

- **Goal 2: Diversity (DIVERSITY):** Students can demonstrate knowledge of diversity.
  - Objective 2a: Students can identify stereotypes.
  - Objective 2b: Students can discern between helpful and detrimental stereotypes.
  - Objective 2c: Students can identify individual characteristics that affect social perception and strategies that counter negative influence on social perception.

- **Goal 3: Information Technology (TECH):** Students are effective users of information technology.
  - Objective 3a: Students can acquire information using relevant information technologies.
  - Objective 3b: Students can use information technology to manipulate information into a form usable in business decision making
  - Objective 3c: Students can use information technology to disseminate information to others

- **Goal 4: Critical Thinking:** Students can solve problems and think critically.
  - Objective 4a: Students can solve problems. (PROB SOLV)
  - Objective 4b: Students can think critically. (THINK)

- **Goal 5: Legal and Ethical:** Students can recognize legal and ethical issues.
  - Objective 5a: Students can recognize legal issues. (LEGAL)
  - Objective 5b: Students can recognize ethical issues. (ETHICS)

CHAPTER LEARNING OBJECTIVES: [Click Here]

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 by applying scoring rubrics to your Writings, Discussion postings, Vocabulary Exercises, Technical Notes, Chapter Quizzes, and Examinations. The rubrics used to score these work products are given in each exercise. Please review these carefully before doing the work and then review the scoring. If you have questions, please do ask immediately!

PERFORMANCE AREAS:

The grades will be determined by combining scores in the following required activities: Chapter Quizzes, Technical Videos, Discussions, Writings, ERP Exercises and Examinations.

<table>
<thead>
<tr>
<th>Performance Activities</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Quizzes</td>
<td>15%</td>
</tr>
<tr>
<td>TechVideos</td>
<td>10%</td>
</tr>
<tr>
<td>Discussions</td>
<td>10%</td>
</tr>
<tr>
<td>Writing</td>
<td>15%</td>
</tr>
<tr>
<td>ERP Exercises</td>
<td>10%</td>
</tr>
<tr>
<td>Examinations</td>
<td>40%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
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LETTER ASSIGNMENT:

At the completion of the scoring for the semester, the numeric score will be converted to a letter grade using the following brackets. Please note that once all of the scoring is complete, these brackets may change to some degree. However, the lower bound will ONLY move down. That is >= 90% will be an A, but that lower bound may be lowered to 88.5% for example.

<table>
<thead>
<tr>
<th>Lower Bound, Upper Bound</th>
<th>Letter Grade</th>
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<tbody>
<tr>
<td>90, 100</td>
<td>A</td>
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<tr>
<td>80, 89.9</td>
<td>B</td>
</tr>
<tr>
<td>70, 79.9</td>
<td>C</td>
</tr>
<tr>
<td>60, 69.9</td>
<td>D</td>
</tr>
<tr>
<td>0, 59.9</td>
<td>F</td>
</tr>
</tbody>
</table>

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.

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."

LATE/INCOMPLETE ASSIGNMENT POLICY:
Work products with the exception of the examinations can be submitted up to 48 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 three examinations during the semester and 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 the LMS, 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 Canvas system in the cloud. This can be through a home connection (dialup, DSL, cable modem, etc.) or through computers in the University’s computer labs. Go to https://learn.nmsu.edu to connect to Canvas. This page also has links that will test your browser for compatibility with Canvas. The Network Vulnerability Laboratory on the 3rd floor of the Business Complex. Flash video content is used requiring the Flash player to be installed on your computer. Also, the Adobe Reader is required to view PDF files. Both of these can be downloaded at no charge from the URL:


The narrated power point shows are downloadable and come with the required player.

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 frequently.

DISABILITIES AND DISCRIMINATION:
Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) covers issues relating to disability and accommodations. If a student has questions or needs an accommodation in the classroom (all medical information is treated confidentially), contact:

Trudy Luken
Student Accessibility Services (SAS)
Corbett Center, Room 244
Phone: 646-6840
Email: sas@nmsu.edu
Website: www.nmsu.edu/~ssd/

NMSU policy prohibits discrimination on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex, sexual orientation, spousal affiliation and protected veterans status. Furthermore, Title IX prohibits sex discrimination to include sexual misconduct, sexual violence, sexual harassment and retaliation. For more information on discrimination issues, Title IX or NMSU's complaint process contact:

Gerard Nevarez or Agustin Diaz
Office of Institutional Equity (OIE) – O’Loughlin House
ACCESSIBILITY STATEMENT:

Our learning management system (LMS) is Canvas which provides a user experience that is easy, simple, and intuitive. Special attention has been paid to making Canvas screen-readable. The Rich Content Editor encourages users to create accessible content pages (i.e. text formatting is accomplished using styles). Canvas is designed to allow limited customization of colors and schemes to be accessible for all users. The National Federation of the Blind granted Canvas the Gold Level Web Certification in 2010. All Writings, Discussions, Technical Notes, and assessments are provided in either accessible content web pages or PDF. The web pages can be read by ReadSpeaker or BrowseAloud and the PDF documents are available using JAWS or Window-Eyes. Currently some, but not all, of the videos from YouTube have subtitle capabilities. The Vocabulary exercises uses an interactive interface through the Internet to present content. Please contact me for a copy of this content in a format for screen reading.

GRADE APPEALS:

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.

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 dis-enroll students for persistent absences or persistent failure to complete assignments.

TECHNICAL AND ACADEMIC SUPPORT FOR THE COURSE:

The ICT Customer Service Center is equipped to deal with your information technology (IT) and telecommunications needs at NMSU. The ICT Customer Service Center hours of operation are from 8:00 am until 5:00 pm MST Monday through Friday. Please feel free to contact them at 646-1840 or via e-mail at helpdesk@nmsu.edu

NMSU Student Technology Guide: The primary goal of ICT Student Technology & Planning (ICT/ST) is to bring different groups together to address university and state-wide technology issues. This includes strategic and tactical planning activities, funding proposals, analysis of future technologies, assessment of technology effectiveness, and communication of technology services and issues.

NMSU Student Writing Center: The Writing Center offers free one-on-one tutoring for undergraduate and graduate writers at any level of experience and can help with anything from understanding assignment directions to revising final drafts.

College Of Business Academic Survival Kit- Communication Skills. This includes help with business writing and professional presentations.

Free Campus Tutoring - Tutors are undergraduates from varying disciplines that are available to assist and support all students. Campus Tutoring is located on the first floor of Corbett Center, on the west end. Tutoring is free and no appointment is necessary. For more information, contact Student Success, Campus Tutoring at 575-646-6050 or email lkirby@nmsu.edu.

ADDITIONAL LINKS THAT MAY BE OF INTEREST:

New Mexico State University:  
www.nmsu.edu

Lumina Foundation:  
www.luminafoundation.org

CareerClips:  
www.going2college.org

SAT registration:  
www.collegeboard.com

ACT registration:  
www.actstudent.org

Test optional colleges:  
www.fairtest.org

Free test prep site:  
www.number2.com

CSS Profile required for some private colleges:  
www.collegeboard.com

Career assessment/interest inventory:  
www.choices.com

Career opportunities:  
www.mapping-your-future.org/features/careership

Career opportunities:  
www.careerinfonet.org/acinet/default.asp

NM Career Clusters Guidebook:  
www.workinnewmexico.gov

https://nmsu.instructure.com/courses/838597/wiki/readthesyllabus
Financial aid form for all colleges: [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

Financial aid information: [www.finaid.org](http://www.finaid.org)

Scholarship information: [www.fastweb.com](http://www.fastweb.com)

Merit scholarship information: [www.meritaid.com](http://www.meritaid.com)

Student loans: [www.nmstudentloans.org](http://www.nmstudentloans.org)

New Mexico Higher Education Department career opportunities: [www.hed.state.nm.us](http://www.hed.state.nm.us)

New Mexico Department of Labor job, career training and financial aid opportunities: [www.dol.state.nm.us](http://www.dol.state.nm.us)