

## BCIS 338: Business Information Systems I Fall 2009

Section M01: MWF, 8:30 – 9:20 in BC 102

Section M02: MWF, 9:30 – 10:20 in BC 102

Section M03: MWF, 10:30 – 11:20 in GU 101

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Blackboard CE 8: <http://learn.nmsu.edu/>

myitlab: <http://myitlab.com>

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Office Hours: Mon. & Wed. 1:30 – 3:30 pm

Tue. & Thur. 10:30 am - 12:00 pm

or by appointment

### Course Materials:

1. **mitlab Access Code: Each student in the class MUST have their own myitlab access code.** You will need this code within the first few days of the semester.
  - 1.1. **Why do I need this?** The access code is required to complete the myitlab software assignments which make up over 40% of your grade in this class. The assignments provide training and practice in using Microsoft Access (a database) and Microsoft Excel (a spreadsheet). These are two of the most commonly used productivity software packages.
  - 1.2. **Where can I get the myitlab access code?**
    - 1.2.1. If you purchase used texts, you must purchase the access code online. You can purchase an access code online for \$65 at [http://www.myitlab.com/access\\_myitlab.asp](http://www.myitlab.com/access_myitlab.asp).
    - 1.2.2. You can purchase the text book bundle from the NMSU bookstore. The bundle costs about \$217 and includes the two texts used in the course and the myitlab access code.
    - 1.2.3. What are the myitlab Course IDs?

1.2.4. BCIS 338.M01 (the 8:30 am class)	1.2.5. Course ID: CRSABD7-210125
1.2.6. BCIS 338.M02 (the 9:30 am class)	1.2.7. Course ID: CRSABW9-210126
1.2.8. BCIS 338.M03 (The 10:30 am class)	1.2.9. Course ID: CRSABIN-210127

2. **Using MIS, 2<sup>nd</sup> edition, by David Kroenke, ISBNs: 978-0-13-813248-4 or 0-13-813248-8**
  - 2.1. **Why do I need this?** This is the Information Systems concepts text which will be used for much of the in class discussions.
  - 2.2. **Where can I get the text?**
    - 2.2.1. A used text may be available at the NMSU book store. New and used texts can also be purchased online.
    - 2.2.2. The text can also be purchased as part of a textbook bundle from the NMSU bookstore. The bundle cost about \$217 and includes both texts used in the course and an access code for the myitlab assignments.
    - 2.2.3. The text can also be purchased in electronic form from [www.coursesmart.com](http://www.coursesmart.com). The cost is about \$80 for a 180 subscription.
3. **338 Business Information Systems I, Custom Edition for New Mexico State University, ISBNs: ISBN: 978-0-558-10975-2 or 0-558-10975-6**
  - 3.1. **Why do I need this?** This supports the myitlab software assignments and provides detailed explanations and insights for each assignment. Careful study of the text material prior to attempting the assignment will greatly enhance your learning experience and make completion of the assignment much easier.
  - 3.2. **Where can I get the text?**

- 3.2.1.A used text may be available from the NMSU bookstore. This text is not available online.
- 3.2.2.The text can also be purchased as part of a textbook bundle from the NMSU bookstore. The bundle cost about \$217 and includes both texts used in the course and an access code for the myitlab assignments.

**4. Assessment Project: eChapter 5: Integration Cases: Using Access and Excel**

4.1. **Why do I need this?** The Assessment Project is part of the College of Business's assurance of learning effort. The Assessment Project will allow you to demonstrate the information technology skills you learned in this class.

4.2. **Where can I get the project?**

4.2.1.The project can only be purchased online in electronic form and cost about \$8. (Click [here](#) for instructions on how to purchase the case.)

**5. Microsoft Office 2007:**

5.1. **Why do I need this?** You will need access to Microsoft Office 2007 to complete the Assessment Project.

5.2. **Where can I get the Software?**

5.2.1.The software is available in all PC labs on campus.

5.2.2.You can also purchase a fully functional version from the NMSU book store for a significant discount from the normal retail price.

**6. Reminder:** If you are sharing texts, each person will still need an individual myitlab access code. See item 1 above for details.

**Course Description** - Business and managerial applications of Management Information Systems and Information Technology, from strategic and competitive technology opportunities to the organization to management of information using databases and data warehouses.

**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.

**Examinations** - There will be three exams. The exams will cover material from the textbook and lectures. The third exam is the final exam and it covers the material since the second exam. Exams may be a combination of multiple-choice, true-false, and short answer essay questions.

If you miss an exam due to illness, work, or a university-sponsored activity, you must provide proper notification and documentation to the instructor as soon as possible. If no valid documentation is provided, the student will receive a score of zero for the missed exam.

**Blackboard, myitlab and This Course** - This course will use Blackboard CE 8 extensively (Blackboard CE 8 replaces WebCT). The syllabus and course schedule, Using MIS chapter quizzes, and more will be available through Blackboard CE 8. This course also uses myitlab to provide software training and skill-based quizzes and exams. Once you become familiar with myitlab, you will find it easy to use and helpful in learning key features of spreadsheet and database software.

The assignments will require significant time outside of class each week to complete. **Don't hesitate** to ask the instructor for help so you don't get behind early in the course.

**Late Assignments** - Late assignments will not be accepted, this includes: myitlab training exercises, myitlab skill-based exams, and Using MIS Blackboard CE 8 chapter quizzes. You are expected to start assignments early enough to overcome any difficulties, technical or otherwise, you may encounter and still complete the assignment on time.

**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 and get a zero.

**Participation** - Attendance is important to doing well in this class. Lecture, discussion, and exercises are an essential part of learning the concepts and skills in this course. If a student misses a class, it is up to the student to find out what was covered by talking to other students, getting someone's notes, and checking the class WebCT and MyITLab sites.

Each class is worth 100 participation points. To earn those points you must be present for the entire. Most class days will include an in class quiz of 5, or so, multiple-choice questions. Your participation points are reduced by 15 points, if you earn less than 50% of the quiz points.

A seating chart will be created Friday, August 28 so find a seat you will be comfortable with the rest of the semester.

**Class Procedures** - The teaching method for this course will include lecture/discussion, in-class exercises, online training exercises and skill-based quizzes/exams. All work should be done independently unless a group exercise is given.

Electronic devices, cell phones, PDAs, laptop computers are to be turned off during class, except that laptop computers may be used to follow software demonstrations.

**Students with Disabilities** - If you have, or believe you have, a disability and would benefit from accommodations, you may wish to self-identify. You can do so by providing documentation to the Services for Students with Disabilities (SSD) Office located at Garcia Annex (Phone: Voice 646-6840, TTY 646-1918). If you are already registered with the SDD Office and need accommodations please provide your Accommodation Memo from the SSD within the first two weeks of class.

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 this in confidence with the instructor and/or the Coordinator for SSD. Call 646-3333 with any questions about the Americans with Disabilities Act (ADA) and/or Section of the Rehabilitation Act of 1973. All medical information will be held in strict confidence.

**Scholastic Dishonesty** - Scholastic dishonesty will not be tolerated. The penalty for dishonest behavior can range from receiving a zero for an assignment or exam to censure from the University.

**Grades** - Below is the weight each grading component has in the overall grade and how final grades will be assigned. Please note that there is no rounding up in final grade assignment.

	<b>Weight in Overall Grade</b>
<b>MIS Concepts</b>	
Chapter Quizzes	10.0%
Exams 1, 2 and 3	35.0%
<b>Software I</b>	
Verification of myitlab Time Zone change, myitlab Hands-On Exercise Skill-Based Training and Hands-On Skill-Based Exams	15.0%
<b>Software II</b>	
myitlab End-of-Chapter Skill-based Exams (9 total) and Case Project	30.0%
<b>Participation</b>	10.0%
<b>Total Points</b>	100.0%

Grades will be assigned as follows:	90% through 100%	A
	80% through 89%	B
	70% through 79%	C
	60% through 69%	D
	Below 60%	F