

Business Information Systems I – Class Syllabus BCS 338 (Section 70) – summer 2009

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Course Materials & Texts (Required)

- *Using MIS*, 2nd Edition, David M. Kroenke, Prentice Hall
- *Business Information Systems*, Custom Edition for NMSU, Grauer, Mulbery, Scheeren, and Lockley
- *myitlab* access code in NMSU Bookstore package or from www.myitlab.com *Note: If you have an access code from BCIS 110, it is valid for one year and you can use the same code for this course.*

Course Description

- This course provides an understanding of management information systems (MIS) by blending technical information with decision-making, problem-solving and systems integration. This course emphasizes the importance of technology as an aid to decision-making and as productivity tools in business. In addition to gaining an understanding of management information systems, students also gain a working knowledge of productivity software through the use of a database management system and spreadsheet software.

Course Objectives

Upon completion of this course, the student will:

- Be able to describe how MIS relates to you as a future business professional.
- Understand the nature of collaboration and how it pertains to decision-making, problem-solving and project management.
- Understand the key components of Information Technology (IT).
- Be able to explain the dynamics of Information Systems (IS) among organizations; particularly e-commerce, enterprise resource planning (ERP) and supply chain management systems.
- Understand business intelligence and knowledge management.
- Understand information security, including security threats, policy and safeguards.

WebCT and This Course

- WebCT is a tool for integrating the Internet into the delivery and management of our course. All course information will be posted to WebCT. All assignments (except for myitlab) will be submitted via WebCT. All instructions, messages, and course information will be posted to the Discussions on WebCT. WebCT may be accessed from salsa.nmsu.edu, the NMSU.edu portal, or from my.nmsu.edu. You are expected to logon to WebCT several times per week and your logons will be part of your participation in the course. Reading the Discussions is required. If you don't read the Discussions you will miss out on updates to course requirements and instructions on how to complete the assignments. You are also required to post your thoughts (blog) to Topics that will be listed under Discussions. You must respond to the Topic Discussions within 5 days of my initial posting.

Quizzes

- Each quiz is worth 30 points each. These quizzes will cover the Using MIS textbook material and will be

administered through WebCT on a posted schedule.

myitlab

- myitlab assignments are web-based simulations which will cover advanced Excel and Access chapters from the **Business Information Systems I** textbook material. These assignments require an access code which can be purchased from the bookstore or from the myitlab site <http://www.myitlab.com>
- myitlab requires the use of the Windows operating system. If you are using a Mac, please be aware that as with many business software applications, myitlab will not work! Note: myitlab can be run on a Mac with an Intel-based architecture, running under Windows via a program such as Boot Camp or Parallels. myitlab is installed on the BC 309 computers and may be the fastest and cheapest way to do your homework.
- If you are doing your work on your home computer, you will need to install some sound files from the myitlab.com site; these files are already installed in the BC309 computer lab. You will need a fast connection at home or myitlab will not work well. Broadband connection (cable or DSL) or higher recommended.
- You must register on the www.myitlab.com site during the first week of the course. The course code for BCIS 338 M70 Summer II 2009 is Course ID: CRSAB3B-609627. If you fail to purchase an access key and register on the myitlab site, you will be asked to withdraw from the course. If you do not complete and pass 60% of the myitlab assignments you will fail the course.

Assignments

- Assignments using Microsoft Access 2007 and Excel 2007 are found on the Assignments link of WebCT. Many of these assignments will be from the **Business Information Systems I** textbook. Microsoft Office 2007 software is found on computers in the BC309 computer lab and other labs on campus.

Students with Disabilities

- If you have a disability and would benefit from accommodations, you can notify the **Services for Students with Disabilities (SSD) Office** located at Garcia Annex (Phone/Voicemail 646-6840, TTY 646-1918).
- If you are already registered with the SSD 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

- The penalty for scholastic dishonesty can range from receiving a zero for an assignment/exam to censure from the University.

Point Distribution and Grades: (Note: Instructor may make adjustments to this point distribution as needed.)

Grades will be assigned as follows:

| Percentage | Grade |
|------------------|-------|
| 100% through 90% | A |
| 89% through 80% | B |
| 79% through 70% | C |
| 69% through 60% | D |
| 59% or less | F |
