BCIS 338: Business Information Systems I Spring 2010
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 BC 102

Instructor: Jim Shannon
E-mail: jshannon@nmsu.edu
Blackboard CE 8: http://learn.nmsu.edu/
myitlab: http://myitlab.com

Myitlab Section IDs
Section M01 (8:30 – 9:20): CRSABG1-46524
Section M02 (9:30 – 10:20): CRSABF4-46525
Section M03 (10:30 – 11:20): CRSABPY-46526

Course Materials:

1. Texts
       – This is the Information Systems concepts text and can be purchased individually from the
       NMSU bookstore, or online. It can also be purchased as part of a textbook bundle from the
       NMSU bookstore. The bundle includes both texts used in the course and an access code
       for the myitlab assignments.
       myitlab software assignments and can be purchased individually used or as part of a
       textbook bundle from the NMSU bookstore. The bundle includes both texts used in the
       course and an access code for the myitlab assignments.

2. **myitlab Access Code**: The access code is required to complete the myitlab software
   assignments. Each student in the class must have their own access code. 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.

   **Note**: If you are sharing texts, each person will still need an individual myitlab access code. See
   item 2 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, lectures and myitlab assignments. 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 Using MIS Quizzes: There are 12 quizzes, one for each chapter in the Using MIS text. For grading purposes, your two lowest quiz grades will be replaced with your highest quiz grade.

**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 experience 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 Quizzes** – Blackboard Using MIS Quizzes will not be accepted late.

**Late Assignments** – Late assignments will be accepted up to one week late with a late penalty. If you wait to the “last minute” to start an assignment and encounter technical problems – you lose your internet connection, you try to install the SAP client software and can’t, etc. – and cannot complete the assignment on time, your assignment will be considered late. 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. Late penalties are shown below:

<table>
<thead>
<tr>
<th>Late Assignment</th>
<th>Late Penalty Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Myitlab</td>
<td>1 point reduction on each late assignment</td>
</tr>
<tr>
<td>SAP assignment</td>
<td>6 point reduction</td>
</tr>
<tr>
<td>Assessment Project Parts 1, 2, and 3</td>
<td>2 point, 4 point, and 4 point reduction for Parts 1, 2, and 3 respectively</td>
</tr>
</tbody>
</table>

**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 late penalty.

For assignments that are submitted through Blackboard, Blackboard’s time stamp with be used to determine submission time. ICT suggests that the time on your cell phone is a good approximation of Blackboard’s time. For myitlab assignments, myitlab’s time stamp will be used to determine assignment completion time. Be sure to change myitlab’s time zone to Mountain Standard Time in your myitlab Profile.
Extra Credit: There are no extra credit assignments.

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.

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.

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Grades - Below is the weight each grading component has in the overall grade and how final grades will be assigned.

Please note that individual grades and overall final grades are not curved or rounded up. For example, a final overall average of 79.9% will be assigned a grade of B.

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight in Overall Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MIS Concepts</strong></td>
<td></td>
</tr>
<tr>
<td>Using MIS Chapter Quizzes</td>
<td>10.0%</td>
</tr>
<tr>
<td>Exams 1, 2 and 3</td>
<td>35.0%</td>
</tr>
<tr>
<td><strong>Software I</strong></td>
<td></td>
</tr>
<tr>
<td>Verification of myitlab Time Zone change</td>
<td></td>
</tr>
<tr>
<td>myitlab Hands-On Exercise Skill-Based Training</td>
<td></td>
</tr>
<tr>
<td>myitlab Hands-On Exercise Skill-Based Exams</td>
<td></td>
</tr>
<tr>
<td></td>
<td>15.0%</td>
</tr>
<tr>
<td><strong>Software II</strong></td>
<td></td>
</tr>
<tr>
<td>myitlab End-of-Chapter Skill-based Exams (9 total)</td>
<td></td>
</tr>
<tr>
<td>SAP Assessment Project Parts 1, 2, and 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30.0%</td>
</tr>
<tr>
<td><strong>Participation</strong></td>
<td>10.0%</td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td>100.0%</td>
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</tbody>
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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