BCIS 338. Section M70
Business Information Systems
Distance Education (Online)

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Phone: 575-646-5044

myitlab section ID: CRSABQH-51025  
myitlab: http://myitlab.com

Course Scope

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. Prerequisite: BCIS 110G or CS 110G, or instructor’s consent.

Course Objectives

By completing this course, a student should be able to:

- **Skill.** Use microcomputer productivity software effectively to solve typical information systems problems.
- **Advanced Information Systems Concepts.** Describe and understand 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.** Identify and suggest appropriate responses to managerial and organizational issues stemming from development, implementation, and use of computer-based information systems.
- **International Issues.** Recognize the reality of implementing international information systems, including economic and cultural differences.
- **Social and Ethical Issues.** Understand the major social and ethical issues involved in the development and use of information technology.

Course Materials

1. **Using MIS,** 2nd edition, by David Kroenke, ISBNs: 978-0-13-813248-4 or 0-13-813248-8. This text covers IS concepts and can be purchased individually from the NMSU bookstore, online, 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. **338 Business Information Systems I, Custom Edition for New Mexico State University,** ISBNs: 978-0-558-10975-2 or 0-558-10975-6. This text supports the 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.

3. **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.
Point Distribution and Grades

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

<table>
<thead>
<tr>
<th>Category</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 (12 total)</td>
<td>10%</td>
</tr>
<tr>
<td>Exams (3 total)</td>
<td>45%</td>
</tr>
<tr>
<td><strong>Software I</strong></td>
<td></td>
</tr>
<tr>
<td>Verification of myitlab Time Zone change (1 total)</td>
<td>2%</td>
</tr>
<tr>
<td>myitlab Hands-On Exercise Skill-Based Training (26 total)</td>
<td>13%</td>
</tr>
<tr>
<td>myitlab Hands-On Exercise Skill-Based Exams (26 total)</td>
<td></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>20%</td>
</tr>
<tr>
<td>SAP Project (1 total)</td>
<td>10%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>100.00%</td>
</tr>
</tbody>
</table>

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 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.

**Blackboard, myitlab.** This is an online course, thus Blackboard CE 8 extensively. The syllabus and course schedule, Using MIS chapter quizzes, exams, 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 each week to complete. Don't hesitate to ask the instructor for help so you don't get behind early in the course.

**Using MIS Chapter Quizzes:** There will be a number of quizzes, one for each chapter in the Using MIS text. You will be allowed to take a quiz twice and your grade will be the highest score obtained.

**Exams.** There will be three exams. The exams will cover material from the textbook, power point slides, and myitlab assignments. Exams may be a combination of multiple-choice, true-false, and short answer, and essay questions.

**Myitlab Hands-On Exercise Skill-Based Training.** The purpose of these training exercises is to familiarize you with advanced topics in Access and Excel (based on the contents of textbook 2 listed before). You do not have a limit as to the number of attempts (unlimited time as well) to complete these exercises and the highest grade will be stored in the system. Additionally, you get additional hints/show me options in case you cannot complete a particular step.

**Myitlab Hands-On Exercise Skill-Based Exams.** These quizzes are very similar in content to the training exercises described above. The main differences between the two are: 1) you have a limited number of attempts to complete the quiz (3), 2) you have a limited amount of time to complete it (20 mins), and 3) no hints/show me guides. As with the training exercises, the highest grade obtained will be recorded on the system.
Myitlab End-of-Chapter Skill-Based Exams. These exams are comprehensive and cover the content of a chapter. Similar to the quizzes (described before) these are timed limited (40 minutes), you have a limited number of attempts (3), and the highest grade obtained will be recorded in the system.

General Policies

Getting help outside office hours

The Discussions section of Blackboard is an extension of my office hours. You are to post all questions here. I will not answer questions about homework in private e-mails. 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: How do I complete step 4 in myitlab Hands-On Exercise 3?”

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. For example, if you are getting a compilation error, make sure you list the compile line you used, the entire error message, and at least 10 source lines that precede the line about which the compiler is complaining. This will give me more information and thus, the more likely you will get a helpful answer. 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/Late Quizzes, Assignments, and Exams

- No makeup/late quizzes will be allowed.
- No late myitlab assignments will be allowed.
- SAP Project. Late submissions for the SAP project will be accepted up to 3 days 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, don't understand the instructions, 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 (per day)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAP Project</td>
<td>25% point reduction</td>
</tr>
</tbody>
</table>

**IMPORTANT NOTE:** Your myitlab account, by default, might be 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 loss the points for that assignment. 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.

- Makeup Exams will be given only under extraordinary circumstances and the student must submit a legitimate excuse. Examples of legitimate excuses:

<table>
<thead>
<tr>
<th>If it is ...</th>
<th>You have to bring a...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due to illness</td>
<td>note from doctor</td>
</tr>
<tr>
<td>Due to business</td>
<td>note from supervisor</td>
</tr>
<tr>
<td>Death in family</td>
<td>note from family member and obituary</td>
</tr>
<tr>
<td>Other</td>
<td>on a case-by-case basis</td>
</tr>
</tbody>
</table>
Read carefully: I must be informed prior to the exam to count as a legitimate excuse. If you cannot reach me on blackboard, leave a message at the department's office (646-4901) indicating time and date. Notifying me after the exam will result in a grade of zero for that 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.

If a student misses an exam without a legitimate excuse, s/he will receive a grade of zero for that exam.

Withdrawal Policy

Last day to Withdraw is Tuesday, June 15. No faculty or department head signatures are required to drop a class if you drop a class on or before this date. Please note that I do not do administrative drops, so you are responsible to withdraw from the course if you do not plan to complete the course.

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 (http://www.nmsu.edu/~vpss/SCOC/student_hand_book.html) for a full description of the NMSU Policy.

Disabilities Statement

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: 646-6840). If you have already registered, please make sure that your instructor receives a copy of the accommodation memorandum from SSD within the first two weeks of classes. It is your responsibility to inform either your instructor or SSD representative in a timely manner if services/accommodations provided are not meeting your needs.

If you have a condition which may affect your ability to exit safely from the premises in an emergency or which may cause an emergency during class, you are encouraged to discuss any concerns with the instructor and/or Michael Armendariz, SSD Coordinator. Feel free to call Mr. Gerard Nevarez, Director of Institutional Equity and EEO/ADA Office at 646-3635 with any questions about the Americans with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act of 1973. All medical information will be treated confidentially.

Miscellaneous Policies

- 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).