BCIS 338: Business Information Systems I
Section M70: Distance Education Section

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Office Hours: Mon. 3:00 pm – 4:00 pm
Wed. 3:00 pm – 4:00 pm
or by appointment

Blackboard CE 8: http://learn.nmsu.edu/
MyItLab: http://MyItLab.com
MyItLab Course ID: CRSABXU-221950

Course Materials:

1. This is a distance education course which does not include any face to face meetings as part of the regular schedule. Please note that my office hours are available if you are in Las Cruces frequently. Further, we can arrange a meeting at another time in my office or we can arrange a telephone meeting. All of that said, there are two easy methods to meet with me via the Internet. The first is email in Blackboard. I will answer this frequently throughout the day, including most weekends. I will send out an email note if I am going to be away from Blackboard for an extended period of time. Secondly, please feel free to use the “Who’s Online” feature of Blackboard. If you see that I am logged in, please invite me to chat. If I do not respond, please do not be discouraged! It is not that I do not want to chat with you!! I have simply stepped away from my computer for a (short) period of time.

2. What is MyITLab and how does it work? In this course, we use computer based training (CBT) software called MyITLab. This is an application available 24 hours a day and 7 days a week over the Internet. The CBT in MyITLab us the following procedure. First, the system present the student with a series of training exercises or modules. The particular skill being taught is described, then demonstrated to the student. Next, the student is asked to demonstrate the skill. If they do so successfully, then MyITLab moves on to the next module. If not, then the skill is demonstrated by MyITLab again as many times as the student wants it to be demonstrated. Once the student is comfortable with a skills in a module, MyITLab provides a Hands-On Skills Based examination to assess the student’s progress in using the skills in the particular module. These Hands-On Skills Based examinations can be taken up to three times by the student. Please note, the highest score is used for the student’s grade book entry! After working through a series of related modules teaching various skills sets, the student is given another assessment called a Chapter Skills Based examination. Once again, this can be taken up to three times and the highest score is used in the grade book.

3. Why do we use MyITLab? We have been using MyITLab in this and other courses for a number of years. It has several significant advantages. First, it is a information source available 24/7 for the student’s convenience! This training can be done at the best time for the students. Secondly, we are targeting intermediate and some advanced skills in Excel and Access in this course. However, the time when our students learned the basic skills in Excel and Access varies tremendously. For some students, their learned these
skills last semester. But for other students, it may have been years ago and they have simply not used and forgotten many of the basic skills. Here is the great part: MyITLab has all of those basic skill modules available! That is, if you feel you need to review the basic Excel skills, the modules to do so are already available for you in MyITLab. You can do a few, all or none of these review exercises. Finally, we like MyITLab because it moves forward at a customized pace. That is, it will let you progress through modules very rapidly if appropriate. And, it will repeatedly demonstrate any skills as many times as you require to understand them. We believe MyITLab is a powerful addition to the course that will help you develop your expertise in Excel and Access!

4. **MyITLab 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.

4.1. **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.

4.2. **Where can I get the MyITLab access code?**
   4.2.1. You can purchase an access code online for $65 at http://www.MyITLab.com/access_MyITLab.asp.

5. **Using MIS, 3rd edition, by David Kroenke, ISBN: 9780136100751.** In the bookstore, the ISBN is listed as 9780136100799. It makes no difference if it is loose leaf or bound, but be sure the title, author and edition is the same.

5.1. **Why do I need this?** This is the Information Systems concepts text which will be used for much of the in class discussions.

5.2. **Where can I get the text?**
   5.2.1. A used text may be available at the NMSU book store. New and used texts can also be purchased online.
   5.2.2. The text can also be purchased in electronic form from www.coursesmart.com. The cost is about $66.70 for a 180 day subscription.

6. **Microsoft Office 2007:**

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

6.2. **Where can I get the Software?**
   6.2.1. The software is available in all PC labs on campus.
   6.2.2. You can also purchase a fully functional version from the NMSU book store for a significant discount from the normal retail price.

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

9780136100799

**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 will have met the following objectives:

- **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 have achieved advanced and intermediate office productivity software skills in Excel and Access, respectively, 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 the material in MyItLab. The third exam is the final exam and it covers the material from the entire course. 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. A second issue in using MyITLab and Blackboard is that grades are not moved automatically from MyITLab into Blackboard. It is your responsibility to go to the My Submissions page after every MyITLab Lesson you complete. Here, you can verify that the server has the results from your assessment or training. If the results are not here, you need to notify your instructor immediately because we cannot give you credit for work that doesn't show up on the server.

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.

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 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 - 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.

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight in Overall Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Using MIS Chapter Quiz</td>
<td>10%</td>
</tr>
<tr>
<td>SAP</td>
<td>15%</td>
</tr>
<tr>
<td>MyITLab Hands-On Skill-Based Exam%</td>
<td>15%</td>
</tr>
<tr>
<td>MyITLabs Chapter Skill-Based Exam%</td>
<td>15%</td>
</tr>
<tr>
<td>Assessment Project%</td>
<td>5%</td>
</tr>
<tr>
<td>Examination%</td>
<td>40%</td>
</tr>
<tr>
<td>Total %</td>
<td><strong>100.0%</strong></td>
</tr>
</tbody>
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Grades will be assigned as follows:

- Percentage Earned                          Letter Grade
  - 90% through 100%                          A
  - 80% through 89.9%                         B
  - 70% through 79.9%                         C
  - 60% through 69.9%                         D
  - Below 60%                                 F