Business Information Systems I – Class Syllabus
BCS 338 (M 03) – Fall 2011

Instructor: James A. Nelson, Ph.D. call me Jim

Office Hours: I will have virtual office hours from 7:00AM until 7:00 PM unless I’m in a meeting or otherwise engaged. I’ll be in the BC 309 computer lab on dates to be scheduled. Feel free to call me at the number below (my personal cell phone) or text me during my virtual hours or email me at any time.

Cell Phone for my BCIS classes only: (575) 649-5938
NMSU E-Mail: jnelson@nmsu.edu

Please use my NMSU email for quicker response to personal questions. You can also set Blackboard to forward your NMSU email to your favorite 3rd party email provider (e.g. Yahoo, Gmail, etc.) using the instructions below. For questions that other students may also need answered, please use Blackboard Discussions.

Course work will be assigned and administered from two different websites. Most course activities, grades, and quizzes will be on Blackboard: learn.nmsu.edu, while Microsoft Excel and Access training and exams will be on myitlab: http://www.myitlab.com.

Course Materials & Texts (Required)

• Using MIS, 2011, David M. Kroenke, Prentice Hall – This is a loose leaf text and is available the NMSU Barnes & Noble bookstore, Campus Bookstore (Pan Am Plaza), Amazon.com and other sources have this book available. All of the quizzes on Blackboard will come from this text.

• myitlab access code in NMSU Bookstore package or from www.myitlab.com at $80 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. The course ID code is CRSABKP-828576 and is not the same as your personal access code.

• The bookstore has a bundle ($108 used/$150) including the Kroenke text, myitlab code, and a trial version of Microsoft Office 2010. If you already own Microsoft Office Professional 2010, the bookstore has a bundle that does not include Office ($95.65 used/$132.50 new). Please note that the myitlab code is new in both bundles.

• We will use Office 2010 for our 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 (Access) and spreadsheet software (Excel).

Course Objectives

This course is a core course in the Bachelor of Business Administration (BBA) degree program. The primary program learning goals to which this course contributes are: 1) Students are effective users of information technology and 2) Students can think critically.
Upon completion of this course, the student will also:

- 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.

Blackboard and This Course

- Blackboard is a tool for integrating the Internet into the delivery and management of our course. All course information will be posted to Blackboard. All assignments (except for myitlab) will be submitted via Blackboard. All instructions, messages, and course information will be posted to the Discussions on Blackboard. Blackboard may be accessed from learn.nmsu.edu, the NMSU.edu portal, or from my.nmsu.edu. You are expected to logon to Blackboard 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 3 days of my initial posting.

Myitlab

- myitlab assignments are web-based simulations which will cover advanced Excel and Access chapters. These assignments require an access code which can be purchased from the NMSU bookstore or more conveniently from the myitlab site http://www.myitlab.com ($80). If you have taken BCIS 110 this summer or last spring you will be able to use your old code.

- You must have an access code for myitlab and complete all of the assigned work at the 70% level to pass the course. The new myitlab has built in video conferencing where you can see my screen and I can see yours. It will take us a while to figure it out, but it should make for a better course when you have questions over tough Excel and Access assignments.

- 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 and at many other labs on campus. You will need a fast connection at home or myitlab will not work well.

- 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 2010 is Course ID: CRSABKP-828576. 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 70% of the myitlab assignments you will fail the course.

- Most of you used myitlab for your BCIS 110 course. If you have not used myitlab, please go over the tutorials covering Excel Chapters 1 - 4 and Access Chapters 1 - 3. You will not be graded for these chapters, but they will bring you up to speed on Excel and Access. They are on the myitlab.com calendar as being due on August 9th, the last day of class, but you should do them the first week of class.
• Myitlab grades will be manually input into Blackboard grade book weekly.

Quizzes
• Each quiz is worth 20 points each. These quizzes will cover the Using MIS textbook material and will be administered through Blackboard on a posted schedule.

Exams
• There will be three exams during the semester over the Kroenke text.

myitlab on a Mac
• myitlab will now work with your non-standard computers such as Macs, however it will not run on your machine. Your Mac will act as a terminal to a server in the cloud that will run myitlab.

Assignments
• Assignments are found on the Assignments link of Blackboard.

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.

Grading
Your grade will be determined by your performance in areas of the course as follows:

• Myitlab 30%
• MIS Quizzes 30%
• MIS Exams 10%
• Assignments 20%
Participation 10% (reading, posting to Discussions questions, on-time completion of myitlab, and Blackboard tracking (Blackboard automatically tracks how often you read and post Discussions)

IMPORTANT:

Since demonstrating a working knowledge of Excel and Access such an important part of this course, you must complete the myitlab with a "C" average to pass this course regardless of your quiz and exam test scores, assignments, and discussion grades. You must have a myitlab key, register for myitlab, and complete the myitlab work at the 70% level to pass the course.

Participation & Discussion:

There will be several Discussion exercises that will require you to respond to a Blackboard Discussion Topic within 3 days of being posted. You will not pass the course if you ignore the Discussion Topic postings! On some of these you will be able to see other students responses, while on some your response will be personal (journal style) and only visible to you and me.

Grades at Midterm:

You will be provided with information about your grade in the class prior to the last day to withdraw. No faculty or department head signatures are required to drop a class.

Audit:

The minimum grade that must be earned by students in order to receive a grade of S is a point total of C or higher.

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

Grades will be assigned as follows:

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<tr>
<th>Percentage</th>
<th>Grade</th>
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<tbody>
<tr>
<td>100% through 90%</td>
<td>A</td>
</tr>
<tr>
<td>89% through 80%</td>
<td>B</td>
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<td>79% through 70%</td>
<td>C</td>
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<td>69% through 60%</td>
<td>D</td>
</tr>
<tr>
<td>59% or less</td>
<td>F</td>
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FORWARDING BLACKBOARD EMAIL:
If you would like to forward your Blackboard email to your NMSU or other external email account:
- DO NOT log into the course, but instead click the “My settings” button in the upper right corner. You should find yourself viewing your profile.
- Take a look at the email address in the profile, and if you want to use something different, use the “Edit Profile” button to change it.
- Once your email in your profile is correct, click the "My Tool Options" tab, scroll down until you see "Forward all mail messages to the e-mail address in my profile" and check the box in front of that.
- Click "save" at the bottom of the page.
- You can then use the Blackboard email tool to send yourself an email to test whether the forwarding to external email is properly configured.