BCIS 338: Business Information Systems I  
Section M71: Distance Education Section

Instructor: Dr. Steven T. Leask  
E-mail: sleask@nmsu.edu  
Office: Milton Hall, Room 81A  
Office Phone: 575-646-3692  
Department Phone: 575-646-4901

Blackboard CE 8: http://learn.nmsu.edu  
MyItLab: http://MyItLab.com

MyItLab Course ID: CRSABB6-829884

Course Description - Business and managerial applications of Management Information Systems and Information Technology, from strategic and competitive technology opportunities to the organization for management of information using databases and data warehouses.

Course Delivery: This is a distance education course which does not include any face to face meetings as part of the regular schedule.

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.

Office Hours: My office hours will be held online on Tuesday and Thursday evenings from 6:00 pm until 7:00 pm. I will be happy to make appointments as needed. However, many topics or problems are easily handled using email. For this, the primary means of contacting me is through BlackBoard email. If needed, we can also use the telephone to communicate.

Blackboard, MyItLab and This Course: This course will use Blackboard CE 8 extensively. The syllabus and course schedule, Using MIS chapter quizzes, and more will be available through Blackboard. This course also uses MyItLab to provide software training and skill based quizzes and exams. An 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.
COURSE MATERIALS:

1. **MyItLab**: 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 Hands-On Skills Based examinations can be taken up to three times by the student with the highest score 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 Exam. Once again, this can be taken up to three times and the highest score is used in the grade book.

   **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. If you purchase the bundled text in the book store it includes the access code. You can also purchase an access code online for $80 when registering at [http://www.MyItLab.com](http://www.MyItLab.com).

   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.

   **Reminder**: If you are sharing texts, each person will still need an individual MyItLab access code.


   **Why do I need this?** This is the Management Information Systems concepts text which will be used for this class.

   **Where can I get the text?** The NMSU Book Store has two versions of our text book.
   - Using MIS + Office w/MyITLab ($150 new)
     - SBN 10: 1-256-28625-7
   - Using MIS + MyITLab ($132.85)

   The text can also be purchased in electronic form from [www.coursesmart.com](http://www.coursesmart.com). The cost is $71 for a 180 day etext subscription.

   New and used texts can also be purchased online.

3. **Microsoft Office 2010**

   **Why do I need this?** You will need access to Microsoft Office 2010 to complete the Assessment Project.

   **Where can I get the Software?**
   - The software is available in all PC labs on campus.
   - All students have access to web versions of the software through Microsoft Live
   - You can also purchase a fully functional version from the NMSU book store for a significant discount from the normal retail price.
POINT DISTRIBUTION AND 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><strong>MIS Concepts</strong></td>
<td></td>
</tr>
<tr>
<td>Chapter Quizzes (12 total)</td>
<td>5.0%</td>
</tr>
<tr>
<td>Exams 1, 2 and 3</td>
<td>45.0%</td>
</tr>
<tr>
<td><strong>Software I</strong></td>
<td></td>
</tr>
<tr>
<td>Verification of MyItLab Time Zone change and Hands-On Skill-Based Exams</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) and Case Project</td>
<td>30.0%</td>
</tr>
<tr>
<td><strong>Assessment Project</strong></td>
<td>5.0%</td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td>100.0%</td>
</tr>
</tbody>
</table>

Grades will be assigned as follows:

<table>
<thead>
<tr>
<th>Percentage Earned</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90% through 100%</td>
<td>A</td>
</tr>
<tr>
<td>80% through 89.9%</td>
<td>B</td>
</tr>
<tr>
<td>70% through 79.9%</td>
<td>C</td>
</tr>
<tr>
<td>60% through 69.9%</td>
<td>D</td>
</tr>
<tr>
<td>Below 60%</td>
<td>F</td>
</tr>
</tbody>
</table>

Using MIS Chapter Quizzes: There will be 12 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, lectures and the material in MyItLab. 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.

MyItLab Hands-On Exercise Skill-Based Training: The purpose of these training exercises is to familiarize you with advanced topics in Access and Excel. You do not have a limit as to the number of attempts 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 examinations are very similar in content to the training exercises described. The main difference 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 (30 minutes), and 3) there are no hints/show me guides. As with the training exercises, the highest grade obtained will be recorded in the system.
MyItLab End-of-Chapter Exams: These exams are comprehensive and cover the content of a chapter. Similar to the quizzes described before, these are timed and limited to 60 minutes, you have 3 attempts, and the highest grade obtained will be recorded in the system.

GENERAL POLICIES

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 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.

Academic Integrity: Academic integrity is the pursuit of scholarly activity free from fraud and deception and is an educational objective of this institution. Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabricating of information or citations, facilitating acts of academic dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students. You should refer to the Student Code of Conduct for detailed information regarding academic misconduct. (http://www.nmsu.edu/~vpsa/handbook.html)

Incomplete Grades: A grade of "I" (Incomplete) will be assigned only in circumstances in agreement with the current NMSU Undergraduate Catalog. Incomplete grades are to be given only if a student has passed the first half of the course and are 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 a D, F, or U grade.

S/U Grades: If you are taking this course under the S/U option, you must earn a "C" or better for an undergraduate and "B" or better for a graduate student to receive a grade of "S."

Make-Up Assignment Policy: No makeup examinations or projects are planned, but it is important to contact the instructor as soon as possible to discuss your situation should you have
to miss work for health or family emergency reasons. If you are absent because you are on an official NMSU trip and you are unable to access BlackBoard, contact the instructor ahead of time or as soon as possible to determine makeup procedures. A University approved excuse will be required for an absence to be excused.

**Computer Resources:**
You will need access to the following computer resources:
- Connection to the University’s BlackBoard server. This can be through a home connection (dialup, DSL, cable modem, etc.) or through computers in the University’s computer labs. Go to [http://learn.nmsu.edu](http://learn.nmsu.edu) to connect to the BlackBoard server. This page also has links that will test your browser for compatibility with BlackBoard.
- You will need to submit assignments in the format as specified in each project.

**Grade Appeals:**
In the unlikely event that you wish to file a grievance with some administrative office or faculty member on campus, check the details of the process in the "General Information" section of the Undergraduate Catalog. Probably the most urgent thing to know about a grade appeal (besides the fact that there is an appeals process) is that you must initiate the process by submitting a written appeal to the faculty member within 30 days of the start of the term following the term in which the grievance occurred. It's not clear whether this includes summer terms, so, to be safe, submit within 30 days of the grievance.