Business Information Systems I – Class Syllabus
BCS 338.M03 – Fall, 2012

Instructor:          Dr. Bobbie Green
Phone/Voicemail:    (505) 646-2640
Office:             Guthrie Hall, Room 313A
Canvas:             http://learn.nmsu.edu
Office Hours:       By Appointment

Textbook (Required)
• Business information Systems I + Office 2010 (Custom Edition for NMSU) Kroenke and McKinney, Grauer and Mulberry

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, and spreadsheet software.

Course Objectives

Upon completion of this course, the student will:

• 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.

Exams

• There will be three exams. The exams will cover material from the textbook, lectures, and the assignments.
The final exam will cover the material since the second exam and some central terms and concepts that have been discussed since the beginning of the semester.

Each exam may be any combination of the following:

“Fill in the Blank”
“True/False”
“Multiple Choice”
“Matching”

**Hands-On Exams**

- Hands-On Exams will reinforce the myITLab Assignments using the actual software instead of web-based simulations. You will need Microsoft Excel (instructions assume that you are using Office 2010) to complete these assignments.

**Quizzes**

- Each quiz is worth 30 points each. These quizzes will cover the *Business Information Systems* textbook. All quizzes will be taken via Canvas.

**myITLab Assignments**

- myITlab assignments are web-based simulations on Excel. These assignments require the use of a web-based application which can be accessed at [http://www.myitlab.com](http://www.myitlab.com)
- It is your responsibility to go to the My Submissions page after you submit your myITLab assignments. Here you can verify that the server has received your submission. If the results are not there, you need to notify your instructor immediately. You will not receive credit for work isn’t posted to the server.

**Miscellaneous**

- Laptops, PDA’s, cell phones, headphones and other electronic devices are not to be used during class unless approved by the instructor. There will be **NO TEXTING** during class.
- You may be administratively withdrawn from the course for unapproved absenteeism and 3 or more missed assignments. (Unexcused absences also include excessive tardiness and/or leaving classes early.)
- To assist you in meeting College expectations with respect to writing and presentation skills, an “Academic Survival Kit” with resources on writing and presentation skills is available on the College web page at [http://business.nmsu.edu/students/survival-kit/](http://business.nmsu.edu/students/survival-kit/).

**Late assignments**
• Late assignments will not be accepted without a valid, documented excuse. You will not receive credit for assignments that are submitted late unless previously approved by the Instructor.

**Students with Disabilities**

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) covers issues relating to disability and accommodations. If a student has questions or needs an accommodation in the classroom (all medical information is treated confidentially), contact:

Trudy Luken  
Student Accessibility Services (SAS) – Corbett Center, Room 244  
Phone: 646-6840 Email: sas@nmsu.edu  
Website: www.nmsu.edu/~ssd/

NMSU policy prohibits discrimination on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex, sexual orientation, spousal affiliation and protected veterans status. Furthermore, Title IX prohibits sex discrimination to include sexual misconduct, sexual violence, sexual harassment and retaliation. For more information on discrimination issues, Title IX or NMSU’s complaint process contact:

Gerard Nevarez or Agustin Diaz  
Office of Institutional Equity (OIE) – O’Loughlin House  
Phone: 646-3635 Email: equity@nmsu.edu  
Website: www.nmsu.edu/~eeowith 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.

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

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<thead>
<tr>
<th>Assignment Type</th>
<th># of Assignments</th>
<th>Percentage of Grade</th>
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<tbody>
<tr>
<td>Exams</td>
<td>3</td>
<td>30</td>
</tr>
<tr>
<td>Quizzes</td>
<td>12</td>
<td>36</td>
</tr>
<tr>
<td>myITLab Assignments</td>
<td></td>
<td>24</td>
</tr>
<tr>
<td>SAP Assignment</td>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>Participation</td>
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<td>5</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>100%</strong></td>
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Grades will be assigned as follows:

<table>
<thead>
<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>
</tr>
<tr>
<td>79% through 70%</td>
<td>C</td>
</tr>
<tr>
<td>69% through 60%</td>
<td>D</td>
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<tr>
<td>59% or less</td>
<td>F</td>
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