Business Information Systems I – Class Syllabus
BCS 338.M03 – Spring 2013

Instructor:        Dr. Bobbie Green
Phone/Voicemail:      (505) 646-2640
Office:        Guthrie Hall, Room 313a
Canvas: http://learn.nmsu.edu
Office Hours: Wednesday's 11:30 to 12:30 or by appointment

Textbooks (Required)

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.

Canvas and This Course

• Canvas is a tool for integrating the Internet into the delivery of a course. All course information will be posted in Canvas http://learn.nmsu.edu. Therefore, it is very important that you get familiar with the content of our Canvas course. Course announcements to the class will be posted on the BCS 338 course homepage in Canvas.
Exams

- There will be three exams. The exams will cover material from the textbook, lectures, and the assignments and will be taken via Canvas.

- 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 *Processes, Systems and Information* textbook material and will be given through Canvas.

myITLab Assignments

- myITlab assignments are web-based simulations on Access and 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 that isn’t posted to the myITLab server.

Behavior and Attendance Policy

- 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/.

Late assignments

• Late assignments will not be accepted without a valid, documented excuse. You will not receive full 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/~eeo

Scholastic Dishonesty

• Scholastic dishonesty will not be tolerated. The penalty for dishonest behavior can range from receiving a zero for an assignment/exam to censure from the University.

Incomplete Grades:

• Under university policy, incompletes may be given only if a student has a passing grade at mid-semester (the last day to withdraw from a class) and is precluded from successful completion of the second half of the course by a documented illness, documented death, family crisis or other similar circumstances beyond the student's control. An incomplete will not be given to avoid assigning a grade for marginal or failing work.
Withdrawals and drops:

- The deadline for withdrawing from a course in the fall is **October 16, 2012**. In the case of a withdrawal, the course remains on the student’s transcript and the grade is listed as “W”. Students in the College of Business may withdraw from a class by presenting an add/drop slip to the staff in the Advising Center who will process it, if it is received prior to the deadline.

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

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<thead>
<tr>
<th></th>
<th>Percentage of Grade</th>
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<tbody>
<tr>
<td>Exams</td>
<td>30</td>
</tr>
<tr>
<td>Quizzes</td>
<td>36</td>
</tr>
<tr>
<td>myITLab Assignments</td>
<td>24</td>
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<tr>
<td>SAP Assignment</td>
<td>5</td>
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<tr>
<td>Participation</td>
<td>5</td>
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<tr>
<td><strong>Total</strong></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>
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<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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