Business Information Systems - BCS 338

Instructor: James A. Nelson, Ph.D.

Office Hours:

I have virtual office hours from 7:00AM until 7:00 PM unless I’m in a meeting or in class. 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. I will hold regular office hours in the BC 309 computer lab on Tuesdays and Thursday from 10:15 AM until 11:40 PM and from 1:00 - 2:00 PM. Also on Monday and Wednesday from 1:30 - 2:30 PM in BC 309. Please note that these hours are all in the BC 309 computer lab. Clay Howard, our Graduate Assistant will also hold hours in the BC 309 computer lab.

Cell Phone:

My personal cell phone is 575.649.5938 I encourage you to feel free to call me during normal business hours and in the evenings until 9:00 PM. There will be many times that I will be unable to answer, in which case you may email me or send me a text. If you call, email, or text me, please use common etiquette and tell me what your name is.

For questions that other students may also need answered, please use Canvas Discussions.

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 Excel and the enterprise resource planning (ERP) software SAP.

Canvas and This Course

Canvas is a tool for integrating the Internet into the delivery and management of our course. All course information will be posted to Canvas. All assignments (except for MyITlab) will be submitted via Canvas. All instructions, messages, and course information will be posted to the Discussions on Canvas. Canvas may be accessed from learn.nmsu.edu, the NMSU.edu portal, or from my.nmsu.edu. You are expected to logon to Canvas 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 to topics that will be listed under Discussions. You must respond to the Topic Discussions within 6 days of my initial posting.

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

Course Materials & Texts (Required)
• Business Information Systems I + MS Office 2010 – Custom Edition for NMSU BCIS 338. This book combines material from Processes, Systems, and Information: An Introduction to MIS, David M. Kroenke & Earl H. McKinney, Jr., Prentice Hall and Exploring Microsoft Office Excel 2010 Comprehensive, Grauer, Mulbery, & Poatsy. The Business Information Systems I + MS Office 2010 – Custom Edition for NMSU BCIS 338 text and is available the NMSU Barnes & Noble bookstore as a bundle with MyITLab. MyITlab is a web-based simulations which we will use to cover advanced Excel. You can also find the source texts at the Campus Bookstore (Pan Am Plaza), Amazon.com and other Internet sites. You can order the books from the NMSU bookstore by going to http://nmsu.edu and clicking on the bookstore link or from your course list on my.nmsu.edu.

• A MyITlab access code is included in the NMSU Bookstore bundle or from www.MyITlab.com. Used copies are not valid. You must have your own personal code which comes with the bundle from NMSU Barnes & Noble or you can buy direct from MyITLab.com. On the MyITLab.com homepage, in the “Register” box, click on “Student”, click on the radio button “No, I need to buy access”, click “Next”, then click on: MyITLab for Exploring Microsoft Office 2010 (no eText) $88.

• 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.

• These assignments require an access code MyITLab for Exploring Microsoft Office 2010 (no eText) which comes in the bundle from the NMSU bookstore or more separately from the MyITlab site http://www.MyITlab.com ($88). If you have taken BCIS 110 recently or are repeating BCIS 338 from last semester 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.

• If you are doing your work on your home computer, you will need to install some sound and graphics files from the MyITlab.com site. Just go to MyITLab.com and you will see “Need Help Getting Started with MyITlab? We'll help make it easy!” and just click on the “Click Here” box. You will run the “Home Computer Set-up”. 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 two weeks of the course. The MyITLab enrollment code for BCIS 338 is Course ID: CRSABYU-851590. If you fail to purchase an access key and register on the MyITlab site and do not complete and pass MyITLab with an average score of 70% 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. You will not be graded for these chapters, but they will bring you up to speed on Excel. They are on the MyITlab.com calendar as being due on May 3, the last day of class, but you should do them the first week of class.

• MyITlab grades will be manually input into Canvas grade book weekly.

• Campus computer labs with MyITlab installed: The lab in BC309, Jacobs Hall, and Pete’s Place (Corbett Center) also have the MyITLab video and sound files installed, so they should be your first choice if you don’t have your own PC.
• **MyITlab on a Mac:** This is a business course and as with most business software, MyITLab is designed to run under Windows. If you have a non-business computer (Mac) you can still use MyITLab, but it will run on a remote connection to a server in the cloud and not directly on your Mac (see the MyITLab homepage).

**Course Requirements**

**Quizzes**

Approximately once a week you will take a quiz over a chapter from the primary text. Q1 covers Chapter 1, Q2 covers Chapter 2 ... You will have 15 minutes to take each quiz and you may retake the quiz 3 times. Each time you take the quiz it will be different, as the questions are selected randomly from the chapter database. Only your highest score will be recorded. These quizzes will cover the *Processes, Systems, and Information: An Introduction to MIS* section of the text *Business Information Systems I + MS Office 2010 – Custom Edition for NMSU BCIS 338*. All quizzes will be administered through Canvas on a posted schedule.

**Exams**

There will be three online exams during the semester. The exams will cover material from the chapter quizzes and may be taken only one time.

**Assignments**

Assignments are found on the Assignments link of Canvas and on MyITLab.com.

**Final Examination:**

The final is TBA

**Discussions**

There will be several Discussion exercises that will require you to respond to a Canvas Discussion Topic within 6 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.

**Canvas & MyITLab and this course:**

This course uses Canvas & MyITLab as a course management and communications platforms. Canvas (http://learn.nmsu.edu) is a powerful course tool that provides on-line access to most course functions, text quizzes, grades, syllabus, schedule, assignments, and others. It may be the first time you've used Canvas, so be prepared to spend some time familiarizing yourself with Canvas by going to HTTP://learn.nmsu.edu and completing the online tutorial.

Excel training and assessment will be entirely online using the MyITLab website. You must have purchased a software key in order to access http://www.MyITLab.com. Your first assignment is to enroll in MyITLab as described in the Assignments link of Canvas. If you do not enroll in MyITLab you will fail
the course. After you have enrolled you can begin to take the training on Excel and Access. **You must complete MyITLab with a score of 70% or higher to pass the course.** MyITLab is a simulation of Microsoft Access and Excel, so you do not need to have a copy of Access or Excel for most MyITLab work. However, the MyITLab Grader assignments require that you use Microsoft Office Excel and Access. MyITLab is installed on all computers in BC 309. Microsoft Access and Excel are installed on all university computer lab machines.

**Mac users note:** As with many business software products, MyITLab is not directly compatible with a Mac computer. Mac users should click on the special links on the MyITLab.com homepage that will allow you to remotely connect to a machine (in New Jersey) to do your MyITLab work.

**IMPORTANT:**

Since demonstrating a working knowledge of Excel is such an important part of this course, you must complete the MyITLab with a 70% score to pass this course regardless of your 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.**

**Writing & Presentation Skills:**

The Undergraduate Committee has identified writing and presentation skills as areas where student learning outcomes need improvement. To assist you, 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/).

**Disabilities and Discrimination:**

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/](http://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
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.

Scholastic Dishonesty:

Scholastic dishonesty will not be tolerated. All assignments are to be done independently. Students that copy or share assignment files in electronic or paper format will be subject to discipline according to University Policy. The penalty for dishonest behavior can range from receiving a zero for an assignment or exam to censure from the University. Sharing or copying of computer files is considered to be Scholastic Dishonesty. Please see the NMSU Handbook http://www.nmsu.edu/~vpsa/handbook.html

Plagiarism:

Plagiarism is using another person's work without acknowledgment, making it appear to be one's own (this includes wikipedia!). Intentional and unintentional instances of plagiarism are considered instances of academic misconduct and are subject to disciplinary action such as failure on the assignment, failure of the course or dismissal from the university. The NMSU Library has more information and help on how to avoid plagiarism at http://lib.nmsu.edu/plagiarism/

Email:

Please use your NMSU email for all direct correspondence when you wish to reach me outside of Canvas. Your @nmsu.edu email address is the official means of communication with the university.

Withdrawals:

The deadline for withdrawing from the course is March 12, 2013. 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.

Midterm grades:

Midterm grades will be posted before the deadline to withdraw from the course.

Drops:
Early in the semester, until January 29, 2013, students may drop courses, in which case the course does not appear on their transcripts. No faculty or department head signatures are required to drop a class. Students may drop a class on the web only until the last day to drop; they may also drop by taking a drop slip to the Advising Center.

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 in each of the five categories of grades.

Grades: Note these percentage allocations are subject to modification.

MyITLab 30%
Text Quizzes 20%
Topic Discussions 10%
Assignments 30%
Final Exam 10%

You must earn a grade of 70% in MyITLab in order to pass the course.

Grades will be assigned as follows:

90% through 100% A
80% through 89% B
70% through 79% C
60% through 69% D
Below 60% F

Here is the PowerPoint for MyITLab registration.

*Getting Started with myitlab.pptx*