Course Materials:

1. Absolutely Required: 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.
   1.1. Why do I need this? The access code is required to complete the myitlab software assignments which make up over 30% of your grade in this class. The assignments provide training and practice in using Microsoft Excel (a spreadsheet). This one of the most commonly used productivity software packages in business.
   1.2. Where can I get the myitlab access code?
      1.2.1. If you took BCIS 110 last semester and purchased an access code, you can use it this semester.
      1.2.2. You can purchase an access code online for about $80 at http://www.myitlab.com/access_myitlab.asp. Purchase the myitlab for Exploring Microsoft Office 2010 (no eText) code.
      1.2.3. You can also get an access code as part of a text book bundle from the NMSU bookstore as described in 2.2.2 and 2.2.3 below.

   2.1. Why do I need this? This custom published package includes the complete contents of Processes, Systems, and Information: An Introduction to MIS and the complete contents of Exploring Microsoft Excel 2010 Comprehensive. Processes, Systems, and Information is our MIS “concepts” text while the Exploring Microsoft Excel Comprehensive material supports our myitlab Excel assignments.
   2.2. Where can I get the text?
      2.2.1. NMSU Bookstore:
         2.2.1.1. ($177.15) Business Information Systems I + MS Office 2010 (BCIS 338 Custom Edition for New Mexico State University) – this package is a soft-bound text containing the Processes, Systems, and Information text and the Exploring Microsoft Office 2010 text. It also contains a myitlab access code and a 180 day trial version of Microsoft Office 2010 Professional. If you buy this bundle, you DO NOT need to purchase a separate myitlab access code. You can also install the trial version of Office 2010 on your home computer. You will need Office 2010 for the myitlab project assignments. Of course, you can use any of the computer labs on campus if you need access to Microsoft Office.
      2.2.2. Campus Bookstore (This is the bookstore by Milagro Coffee y Espresso)
         2.2.2.1. ($150.00) Business Information Systems I + MS Office 2010 (BCIS 338 Custom Edition for New Mexico State University) – this is the same package as the one sold by the NMSU bookstore.

3. Microsoft Office 2010:
   3.1. Why do I need this? You will need access to Microsoft Office 2010 to complete the myitlab Project assignments.
   3.2. Where can I get the Software?
      3.2.1. The software is available in all PC labs on campus.
      3.2.2. You can also purchase a fully functional version from the NMSU book store for a significant discount from the normal retail price.
3.2.3. You can purchase a fully functional version from [http://campusestore.com](http://campusestore.com) for $99 as a student.

3.2.4. If you purchase the bundle described under 2.2.2 above, you will have a trial version of Office to install on a home PC.

4. **Reminder**: If you are sharing texts, each person will still need an individual Myitlab access code. See item 1 above for details.

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

**Course Objectives** - The student who completes this course should know:

- **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 successfully use microcomputer productivity software 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.
- **Information Technology**: You will learn how to be an effective user of information technology.
- **Critical Thinking**: You will apply critical thinking to the analysis of information systems.

**Examinations** - There will be three exams. The exams will cover material from the textbook, lectures and the material in Myitlab. The third exam is given during the Final Exam period and covers the new 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.

**Canvas, Myitlab and This Course** - This course will use Canvas extensively. The syllabus and course schedule, Processes, Systems, and Information chapter quizzes, and more will be available through Canvas. This course also uses Myitlab to provide software training using skill-based training and projects. Once you become familiar with myitlab, you will find it easy to use and helpful in learning key features of Excel.

**Late Canvas Processes, Systems, and Information Quizzes**: These quizzes will not be accepted late.

**Late Assignments** – Late assignments will be accepted up to one week late with a late penalty. If you wait to the “last minute” to start an assignment and encounter technical problems – you lose your Internet connection, you try to install the SAP or Myitlab software and can’t, etc. – and cannot complete the assignment on time, your assignment will be considered late. You are expected to start assignments early enough to overcome any difficulties, technical or otherwise, that you encounter and still complete the assignment on time. Late penalties are shown below:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Late Penalty Points</th>
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<tbody>
<tr>
<td>Myitlab and SAP assignment</td>
<td>• 10% Reduction for up to 1 week late</td>
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<td></td>
<td>• 20% Reduction for over 1 week late and no more than 2 weeks late</td>
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</tbody>
</table>
• 30% Reduction for over 2 weeks late and no more than 3 weeks late
• 40% Reduction for over 3 weeks late and completed no later than 11:55 PM, Friday, December 7, 2012

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 Myitlab completion timestamps may not be correct and your may appear to be on time but actually late.

For assignments that are submitted through Canvas, Canvas’s time stamp will be used to determine the submission time. ICT suggests that the time on your cell phone is a good approximation of Canvas’s time. For Myitlab assignments, Myitlab’s time stamp will be used to determine assignment completion time. As noted above, be sure to change Myitlab’s time zone to Mountain Daylight Standard Time in your Myitlab profile.

IMPORTANT NOTE: You are responsible for verifying that the completed assignment has been properly saved in Myitlab.

Extra Credit: There are no extra credit assignments.

Participation: Attendance is important for doing well in this class. Lecture, discussion, and exercises are an essential part of learning the concepts and skills in the class. If a student misses a class, it is up to the student to find out what was covered in the missed class.

Each class is worth 100 participation points. Frequently, five question quizzes will be given in class. If you get three or more questions correct, you earn the full 100 points for participation for that day, otherwise, you earn 80 points.

Class Procedures: The teaching method for the class will include lecture/discussion, in-class exercises, online training exercises and skill-based quizzes/exams. All work should be done independently unless a group exercise is given

Open/Online Labs: On many of the Friday classes we will have open/online labs. I will be in BC 306 (the College of Business Computer lab) and you can come in and work on myitlab or other computer assignments. To receive credit for attendance for that class you must do one of the following:

• Be present in the computer lab for the duration of the class (a sign-up sheet will be available.
• Work online and complete:
  o If there are myitlab assignments due the upcoming Sunday, complete the specified assignments. These can be completed any time during the day of the open/online lab.
  o If no myitlab assignments are due, complete the earliest computer assignment that is due in the upcoming weeks. The assignment can be completed any time during the day of the open/online lab.
  o If there are no myitlab or computer assignments, we will not have an open/online lab and this will not apply.

Electronic devices, cell phones, PDAs, laptop computers, etc. are to be turned off during class, except that laptops computers may be used to follow software demonstrations.

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 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** - 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.

**myitlab Grader Project Note:** You will download an Excel starter file for each project, use the starter file to complete the project and then submit the completed project to myitlab for grading. The submitted project MUST be based on a starter file downloaded from your myitlab account. Submitted projects based on a starter file from another student's account will be assigned a grade of zero.

**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>Weight in Overall Grade</th>
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<tbody>
<tr>
<td>Processes, Systems, and Information Concepts</td>
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<tr>
<td>Chapter Quizzes</td>
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<tr>
<td>Exams 1, 2 and 3</td>
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<tr>
<td>Software I</td>
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<tr>
<td>Verification of Myitlab Time Zone change, myitlab Hands-On Exercise Skill-Based Training</td>
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<tr>
<td>Software II</td>
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<tr>
<td>myitlab Grader Projects (Assessment)</td>
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<tr>
<td>SAP Purchasing and Sales Assignments</td>
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<tr>
<td>Participation</td>
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<tr>
<td>Total Points</td>
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Grades will be assigned as follows:

- Percentage Earned Letter Grade
  - 90% through 100% A
  - 80% through 89.9% B
  - 70% through 79.9% C
  - 60% through 69.9% D
  - Below 60% F

Note: Total Quiz points will be based on the best 10 of 12 quizzes.
For total Participation points the lowest 3 days will be dropped.