BCIS 338. Section M70  
Business Information Systems (Online)

Instructor: Dr. Carlo A. Mora M.  
email: Use Canvas for all Communications  
Office: Guthrie 218  
Phone: 575-646-5044  
myitlab section ID: CRSABD3-854037  
myitlab: http://myitlab.com

Course Scope

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. **Prerequisite:** BCIS 110G or CS 110G, or instructor’s consent.

Course Objectives

By completing this course, a student should be able to:

- **Terminology:** Explain the meaning of terms used to describe common techniques and concepts in business information systems.
- **Skill.** Successfully use microcomputer productivity software to solve typical information systems problems.
- **Advanced Information Systems Concepts.** 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.** Identify and suggest appropriate responses to managerial and organizational issues stemming from development, implementation, and use of computer-based information systems.
- **International Issues.** Recognize the reality of implementing international information systems, including economic and cultural differences.
- **Social and Ethical Issues.** Understand the major social and ethical issues involved in the development and use of information technology.

Course Materials

1. **Absolutely Required:** Myitlab Excel Code: Each student in the class MUST have their own myitlab Excel code. You will need this code within the first week of class.
   1.1. **Why do I need this?** The Excel 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 Excel code?**
      1.2.1. If you took BCIS 110 last semester and purchased an Excel code, you can use it this semester.
      1.2.2. You can purchase an Excel code online for about $80 at http://www.myitlab.com/student-registration. Purchase the myitlab for Exploring Microsoft Office 2010 (no eText) code.
      1.2.3. You can also get an Excel code as part of a text book bundle from the NMSU bookstore as described in 2.2.2 and 2.2.3 below.

2. **Very Highly Recommended:** Business Information Systems I + MS Office 2010 (BCIS 338 Custom Edition for New Mexico State University).
2.1. **Why do I need this?** This custom published package includes the complete contents of *Processes, Systems, and Information: An Introduction to MIS* by David M. Kroenke and Earl McKinney and the complete contents of *Exploring Microsoft Excel 2010 Comprehensive* by Robert T. Grauer. *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 Excel 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 Excel 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 Excel 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 Excel 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 bookstore for a significant discount from the normal retail price.

3.2.3. If you purchase the bundle described under 2.2.1 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 Excel code. See item 1 above for details.

**Point Distribution and Grades**

Scores for each category of points will be approximately weighted as shown below.

<table>
<thead>
<tr>
<th>Weight in Overall Grade</th>
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<tbody>
<tr>
<td><strong>Processes, Systems, and Information Concepts</strong></td>
</tr>
<tr>
<td>Processes, Systems, and Information (PSI) Chapter Quizzes</td>
</tr>
<tr>
<td>Exams</td>
</tr>
<tr>
<td><strong>Software I</strong></td>
</tr>
<tr>
<td>Verification of myitlab Time Zone change</td>
</tr>
<tr>
<td>myitlab Hands-On Skill-Based Training Exercises</td>
</tr>
<tr>
<td><strong>Software II</strong></td>
</tr>
<tr>
<td>myitlab Projects</td>
</tr>
<tr>
<td>SAP Project</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>
Grades will be assigned as follows:

- 90% through 100%  |  A
- 80% through 89.9%  |  B
- 70% through 79.9%  |  C
- 60% through 69.9%  |  D
- Below 60%          |  F

**Note:** After all the material is graded, letter grades will be assigned as in the table above. I will do some rounding, but in the following manner: 89.444 is a B, no exceptions, but 89.445 will round to an A.

**Canvas, myitlab. This is an online course,** thus Canvas is used extensively. The syllabus and course schedule, chapter quizzes, exams, and more will be available through Canvas. This course also uses Myitlab to provide software experience and hands-on exercises. Once you become familiar with Myitlab, you will find it easy to use and helpful in learning key features of spreadsheet software. The assignments will require significant time each week to complete. Don't hesitate to ask the instructor for help so you don't get behind early in the course.

**Chapter Quizzes:** There will be a number of quizzes, one for each chapter in the PSI 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 cover material from the textbook, power point slides, and myitlab assignments. Exams may be a combination of multiple-choice, true-false, and short answer, and essay questions.

**Myitlab Hands-On Exercise Skill-Based Training.** The purpose of these training exercises is to familiarize you with advanced topics in Excel. You do not have a limit as to the number of attempts (unlimited time as well) 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 Projects.** These projects are comprehensive and cover advanced topics in Excel. You require Excel 2010 to complete them.

**General Policies**

**Communication**

Since this is an online course, we will rely heavily on CANVAS. All the material associated with the course will be available through CANVAS. This LMS offers many ways of communication and I will be using two:

- **Email:** please use the CANVAS email system to communicate with your instructor for personal issues related to the course. Make sure to use proper netiquette when sending emails, including but not limited to:
  - Use adequate subject line (e.g. hands-on exercise Chapter 5 part 3 question).
  - Use standard written English - capitalization, punctuation and paragraphing. This means you should not use text message or instant message speak. Proper communication standards also apply for any submitted work. For proper presentations and writing standards please refer to [http://business.nmsu.edu/students/survival-kit/](http://business.nmsu.edu/students/survival-kit/)
  - Use a closing that indicates your real name or use signature block.
  - When replying to an e-mail, start your reply at the top of the email.

  **You can expect a reply from me within 24 hours.**
The Discussions section of CANVAS is an extension of my office hours. You are to post all technical questions here. **I will not answer questions about labs and/or projects in private e-mails.** Make sure you use relevant subject headings for your postings. A good, descriptive subject heading will help other students learn from the answers to your questions. A subject heading of “Error” is not relevant. An example of a more relevant subject heading is “Help: How do I implement an interface in my class hierarchy?”

If you are going to start a new topic, or ask a new question, make sure that you start a new thread. Continuing a previous thread with a new question will only ensure that most people miss your question. Be sure to include enough information in your question. For example, if you are getting a compilation error, make sure you list the compile line you used, the entire error message, and at least 10 source lines that precede the line about which the compiler is complaining. This will give me more information and thus, the more likely you will get a helpful answer. **Do not wait until the last minute to post a question.** I strongly encourage other students to post answers to questions they see on the Discussion Board. **You can expect a reply from me within 24 hours.**

**Late Work Policy**

- No makeup/late quizzes will be allowed.
- No late myitlab assignments/projects will be allowed.
- **SAP Project.** Late submissions for the SAP project will be accepted up to 3 days 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, don’t understand the instructions, 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, you may encounter and still complete the assignment on time. Late penalties are shown below:

<table>
<thead>
<tr>
<th>Late Assignment</th>
<th>Late Penalty (per day)</th>
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</thead>
<tbody>
<tr>
<td>SAP Project</td>
<td>25% point reduction</td>
</tr>
</tbody>
</table>

**IMPORTANT NOTE:** Your myitlab account, by default, might be 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 lose the points for that assignment. For assignments that are submitted through Canvas, Canvas’s time stamp with be used to determine 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. Be sure to change myitlab's time zone to Mountain Standard Time in your myitlab Profile.

- **Exams.** Makeup exams will be given only under extraordinary circumstances and the student must submit a legitimate excuse. Examples of legitimate excuses:

<table>
<thead>
<tr>
<th>If it is …</th>
<th>You have to bring a…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due to illness:</td>
<td>note from doctor</td>
</tr>
<tr>
<td>Due to business:</td>
<td>note from supervisor</td>
</tr>
<tr>
<td>Death in family:</td>
<td>note from family member and obituary</td>
</tr>
<tr>
<td>Other</td>
<td>on a case-by-case basis</td>
</tr>
</tbody>
</table>

**Read carefully:** I must be informed prior the exam to count as a legitimate excuse. **If you cannot reach me on Canvas, leave a message at the department’s office (646-4901) indicating time and date.** Notifying me after the exam will result in a grade of zero for that exam. Your excuse must be submitted to me and it must contain a telephone number so that your absence can be verified. **Failure to follow the guidelines will mean that you forfeit the excused absence option.**

If a student misses an exam without a legitimate excuse, s(he) will receive a grade of zero for that exam.
Withdrawal Policy
Last day to Withdraw is Tuesday, June 11th. No faculty or department head signatures are required to drop a class if you drop a class on or before this date. Please note that I do not do administrative drops, so you are responsible to withdraw from the course if you do not plan to complete the course.

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

Academic Misconduct
All work submitted must be your original work. Any work done by groups of more than one (i.e., the work of two or more students is remarkably similar), or too similar to work of previous students will be construed as cheating. Your work must be kept private from others; should your work appear in the work of another student, both parties will be considered to have cheated; both will receive a failing grade for the course. Please refer to the Student Handbook (http://deanofstudents.nmsu.edu/student-handbook/) for a full description of the NMSU Policy.

Disabilities Statement
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

Miscellaneous Policies
• Although I will try to maintain the class schedule and objectives, I may need to make adjustments.
• NO EXTRA CREDIT ASSIGNMENTS WILL BE GIVEN.
## Tentative Course Schedule
(all times are Mountain Standard Time)

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Day</th>
<th>Activities</th>
</tr>
</thead>
</table>
| 0    | 23-May     | Thursday  | 1. Introduction to the class  
1.1. review syllabus, login to myitlab  
2. Content to review: PSI Chapter 1.  
3. Canvas  
3.1. PSI Chapter 1 Quiz. **Due by 5/24/13 11:55 pm.**  
3.2. Verify myitlab Time Zone Change Assignment. **Due by 5/24/13 11:55 pm**  
4. myitlab  
|      | 24-May     | Friday    | 2.1. PSI Chapter 2 Quiz. **Due by 5/31/13 11:55 pm.**  
2.2. PSI Chapter 3 Quiz. **Due by 5/31/13 11:55 pm.**  
2.3. PSI Chapter 4 Quiz. **Due by 5/31/13 11:55 pm.** |
| 1    | 27-May     | Monday    | 1. Content to review:  
1.1. PSI Chapter 2  
1.2. PSI Chapter 3  
1.3. PSI Chapter 4  
2. Canvas  
2.1. PSI Chapter 2 Quiz. **Due by 5/31/13 11:55 pm.**  
2.2. PSI Chapter 3 Quiz. **Due by 5/31/13 11:55 pm.**  
2.3. PSI Chapter 4 Quiz. **Due by 5/31/13 11:55 pm.**  
3. myitlab  
3.1. Excel Chapter 5: Hands-On Exercise 1 Skill-Based Training – **Due by 5/31/13 11:55 pm.**  
3.2. Excel Chapter 5: Hands-On Exercise 2 Skill-Based Training– **Due by 5/31/13 11:55 pm.**  
3.3. Excel Chapter 5: Hands-On Exercise 3 Skill-Based Training – **Due by 5/31/13 11:55 pm.**  
3.4. Excel Chapter 5: Hands-On Exercise 4 Skill-Based Training – **Due by 5/31/13 11:55 pm.**  
3.5. Excel Chapter 5: Grader Project (Assessment) – **Due by 5/31/13 11:55 pm.**  
3.6. Excel Chapter 6: Hands-On Exercise 1 Skill-Based Training – **Due by 5/31/13 11:55 pm.**  
3.7. Excel Chapter 6: Hands-On Exercise 2 Skill-Based Training – **Due by 5/31/13 11:55 pm.**  
3.8. Excel Chapter 6: Hands-On Exercise 3 Skill-Based Training – **Due by 5/31/13 11:55 pm.**  
3.9. Excel Chapter 6: Grader Project (Assessment) – **Due by 5/31/13 11:55 pm.** |
<p>|      | 31-May     | Friday    | 4. <strong>Exam 1.</strong> The exam will cover PSI chapters 1 to 4, and general concepts of myitlab Excel chapters 5 to 6. <strong>Due by 5/31/13 11:55 pm.</strong> |</p>
<table>
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<tr>
<th>Week</th>
<th>Date</th>
<th>Day</th>
<th>Activities</th>
</tr>
</thead>
</table>
| 2    | 3-Jun| Monday to       | 1. Content to review: 1.1. PSI Chapter 5 1.2. PSI Chapter 6  
2. Canvas  
2.1. PSI Chapter 5 Quiz. **Due by 6/7/13 11:55 pm.**  
2.2. PSI Chapter 6 Quiz. **Due by 6/7/13 11:55 pm.**  
3. myitlab  
3.1. Excel Chapter 7: Hands-On Exercise 1 Skill-Based Training – **Due by 6/7/13 11:55 pm.**  
3.2. Excel Chapter 7: Hands-On Exercise 2 Skill-Based Training – **Due by 6/7/13 11:55 pm.**  
3.3. Excel Chapter 7: Hands-On Exercise 3 Skill-Based Training – **Due by 6/7/13 11:55 pm.**  
3.4. Excel Chapter 7: Hands-On Exercise 4 Skill-Based Training – **Due by 6/7/13 11:55 pm.**  
3.5. Excel Chapter 7: Grader Project (Assessment) – **Due by 6/7/13 11:55 pm** |
| 3    | 10-Jun| Monday to     | 1. Content to review: 1.1. PSI Chapter 7 1.1. PSI Chapter 8  
1.3. Review Introduction to SAP and read assignment instructions (Canvas)  
2. Canvas  
2.1. PSI Chapter 7 Quiz. **Due by 6/14/13 11:55 pm.**  
2.2. PSI Chapter 8 Quiz. **Due by 6/14/13 11:55 pm.**  
2.3. SAP Assignment. **Due by 6/14/13 11:55 pm.**  
3. myitlab  
3.1.  
4. **Exam 2.** The exam will cover PSI chapters 5 to 8, and general concepts of myitlab Excel chapter 7 & 8, and Excel chapter 6. **Due by 6/14/13 11:55 pm.** |
<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Day</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>17-Jun</td>
<td>Monday to</td>
<td>1. Content to review:</td>
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<tr>
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<td></td>
<td>1.1. PSI Chapter 9</td>
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<td>1.2. PSI Chapter 10</td>
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<td>2. Canvas</td>
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<td>2.1. PSI Chapter 9 Quiz. <strong>Due by 6/21/13 11:55 pm.</strong></td>
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<td>21-Jun</td>
<td>Friday</td>
<td>3. myitlab</td>
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<td>3.1. Excel Chapter 8: Hands-On Exercise 1 Skill-Based Training – <strong>Due by 6/21/13 11:55 pm.</strong></td>
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<td>3.2. Excel Chapter 8: Hands-On Exercise 2 Skill-Based Training – <strong>Due by 6/21/13 11:55 pm.</strong></td>
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<td>3.3. Excel Chapter 8: Hands-On Exercise 3 Skill-Based Training – <strong>Due by 6/21/13 11:55 pm.</strong></td>
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<td>3.4. Excel Chapter 8: Grader Project (Assessment) – <strong>Due by 6/7/13 11:55 pm.</strong></td>
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<td>5</td>
<td>24-Jun</td>
<td>Monday to</td>
<td>1. Content to review:</td>
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<td>1.1. PSI Chapter 11</td>
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<td>1.2. PSI Chapter 12</td>
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<td></td>
<td>27-Jun</td>
<td>Thursday</td>
<td>2. Canvas</td>
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<td>2.1. PSI Chapter 11 Quiz. <strong>Due by 6/27/13 11:55 pm.</strong></td>
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<td>2.2. PSI Chapter 12 Quiz. <strong>Due by 6/27/13 11:55 pm.</strong></td>
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<td>3. myitlab</td>
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<tr>
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<td></td>
<td></td>
<td>3.1. Excel Chapter 9: Hands-On Exercise 1 Skill-Based Training – <strong>Due by 6/27/13 11:55 pm.</strong></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>3.2. Excel Chapter 9: Hands-On Exercise 2 Skill-Based Training – <strong>Due by 6/27/13 11:55 pm.</strong></td>
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<td></td>
<td>3.3. Excel Chapter 9: Hands-On Exercise 3 Skill-Based Training – <strong>Due by 6/27/13 11:55 pm.</strong></td>
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<td></td>
<td>3.4. Excel Chapter 9: Grader Project (Assessment) – <strong>Due by 6/27/13 11:55 pm.</strong></td>
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<td></td>
<td>21-Jun</td>
<td>Friday</td>
<td>4. <strong>Exam 3.</strong> The exam will cover PSI chapters 9 to 12, and general concepts of myitlab Excel chapters 7 to 10. <strong>Due by 6/27/13 11:55 pm.</strong></td>
</tr>
</tbody>
</table>

\(^1\) PSI: Processes, Systems, and Information: An Introduction to MIS Textbook.

\(^2\) This schedule is tentative. Changes may be made by the instructors and a revised schedule will be posted. You will be notified of any changes in Canvas through announcements.