BCIS 338. Section M70
Business Information Systems (Online)

Instructor: Dr. Carlo A. Mora M.
email: Use Canvas for all Communications
myitlab course ID: mora60923
Class Duration: May 22nd – June 26th

Office: Guthrie 218
Phone: 575-646-5044
Canvas: http://learn.nmsu.edu
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 Student Access Code**: Each student in the class MUST have their own access code. You will need this code within the first week of class.

   1.1. **Why do I need this?** This 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 Student 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 at [http://goo.gl/LS8dCH](http://goo.gl/LS8dCH) (watch the Need a little help? videos for further instructions). Purchase the myitlab for Exploring Microsoft Office 2013 (no eText) access 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. **Very Highly Recommended:** *Introduction to MIS + MS Office 2013 (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 customized contents of *Exploring Microsoft Excel 2013 Comprehensive* by Robert T. Grauer. *Processes, Systems, and Information* (PSI for short) will be the MIS “concepts” text while the *Exploring Microsoft Excel 2013 Comprehensive* supports the material covered in the myitlab assignments. **If you buy this bundle, you DO NOT need to purchase a separate myitlab access code.** Although the Exploring Microsoft Excel 2013 Comprehensive is not strictly required, it covers important material about Excel that you might find useful.

2.2. **Alternative:** You can also purchase the textbooks separately online.

3. **Microsoft Office 2013:**

3.1. **Why do I need this?** You will need Excel to Microsoft Office 2013 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. As a student, you can also download the software for free. More details can be found here [http://goo.gl/Ziq1ZE](http://goo.gl/Ziq1ZE).

4. **Reminder:** If you are sharing texts, each person will still need an individual myitlab access 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>
<th>(Processes, Systems, and Infomation (PSI) Chapter Quizzes) 10%</th>
<th>myitlab Hands-On Skill-Based Training Exercises 8%</th>
<th>myitlab Projects 22%</th>
<th>SAP Projects 15%</th>
<th>Exams 45%</th>
<th>Total 100%</th>
</tr>
</thead>
</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 have three attempts 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 2013 to complete them. You have three attempts to complete these exercises and the highest grade will be stored in the system.

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://goo.gl/gFmNKT](http://goo.gl/gFmNKT)
  - 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 late quizzes/exams will be allowed.
- No late myitlab assignments/projects will be allowed.
• **SAP Projects.** Late submissions for the SAP projects 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>
</tr>
</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.

**Withdrawal Policy**

Last day to Withdraw is **Tuesday, June 10th.** 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: http://sas.nmsu.edu/

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: http://eco.nmsu.edu/

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.**