Read Course Syllabus

BCIS 338 M80 - Business Information Systems I

INSTRUCTOR: Richard L Oliver

OFFICE: Business Complex 233

ABOUT THE INSTRUCTOR: Click Here
(https://nmsu.instructure.com/courses/917135/pages/abouttheinstructor)

OFFICE HOURS AND LOCATION: Click Here (https://nmsu.instructure.com/courses/917135/pages/office-hours)

TELEPHONE NUMBER: 646-2944

E-MAIL ADDRESS: Richard Oliver in Canvas Conversations

CONTACTING THE INSTRUCTOR:

1. The best way to contact me is through Canvas Conversations. I will be reading and answering Canvas Conversations several times a day. I do not check my NMSU email nearly as often. Also, I usually check my Canvas Conversations late in the evening (midnight or so) and then again in the morning at 6 am. So if you send a message late, please check it again after a little while! I might well have seen it and responded! I also check my messages just as frequently during the weekend. If I am going to be on travel, I will mention that in a message so you will be aware of slow response times.

2. You can use my office phone 575-646-2944. However, I do not check that every day, so there could be a bit of a lag. Please also use Canvas Conversations.

TEXTBOOKS:

This is a screen capture from the NMSU bookstore. Because this is a custom textbook, I encourage you to order from the NMSU bookstore. They can ship the book to you if necessary.
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 LEARNING GOALS: This course is designed with the following learning goals:

- Goal 1: Students can explain how information systems are used in business.
- Goal 2: Students can construct intermediate level Excel spreadsheet applications.
- Goal 3: Students can discuss SAP’s support for important business process.
- Goal 4: Students can critique ethical behaviors in business settings.

COLLEGE OF BUSINESS LEARNING GOALS: Below are the learning goals established by the College of Business. The learning goals that are listed in bold and italics are targeted for improvement in this course:

- Goal 1: Communication (COMM): Students are effective communicators.
  - Objective 1a: Students can write effectively. (write)
  - Objective 1b: Students can make effective oral presentations. (oral)
- Goal 2: Diversity (DIVERSITY): Students can demonstrate knowledge of diversity.
  - Objective 2a: Students can identify stereotypes.
  - Objective 2b: Students can discern between helpful and detrimental stereotypes.
  - Objective 2c: Students can identify individual characteristics that affect social perception and strategies that counter negative influence on social perception.
- Goal 3: Information Technology (TECH): Students are effective users of information technology.
  - Objective 3a: Students can acquire information using relevant information technologies.
  - Objective 3b: Students can use information technology to manipulate information into a form usable in business decision making
  - Objective 3c: Students can use information technology to disseminate information to others
- Goal 4: Critical Thinking: Students can solve problems and think critically.
  - Objective 4a: Students can solve problems. (PROB SOLV)
  - Objective 4b: Students can think critically. (THINK)
- Goal 5: Legal and Ethical: Students can recognize legal and ethical issues.
  - Objective 5a: Students can recognize legal issues. (LEGAL)
  - Objective 5b: Students can recognize ethical issues. (ETHICS)

MODULE/CHAPTER LEVEL LEARNING GOALS: Click Here (https://nmsu.instructure.com/courses/917135/pages/chapter-learning-objectives)
NETIQUETTE: [Click Here](https://nmsu.instructure.com/courses/917135/pages/netiquette)

ASSURANCE OF LEARNING: 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](http://business.nmsu.edu/students/survival-kit)

COURSE STRUCTURE: [Click Here](https://nmsu.instructure.com/courses/917135/pages/course-structure)

APPOINTMENTS: Additionally, I will be happy to make appointments as needed. However, many topics or problems are easily handled using email. For this, the primary means of contacting me is through Canvas email. I will be reading and answering Canvas email several times a day. Please only use Canvas email as I will check that much more frequently than my regular email account. If needed, we can also use the telephone to communicate.

CANVAS AND MyITLab: This course will use Canvas extensively. The syllabus, course schedule, chapter quizzes, examinations and assignments will be available through Canvas. This course also uses MyITLab to provide software training and skill-based quizzes and exams. Once you become familiar with MyITLab, you will find it easy to use and helpful in learning key features of spreadsheet and database software. A second issue in using MyITLab and Canvas is that grades are not moved automatically from MyITLab into Canvas. Please go to the My Submissions page after every MyITLab Lesson you complete in order to verify that the MyITLab server has the results from your assessment or training. These grades will be transferred to Canvas by the TA who will send a Canvas email when this is done.

CBT AND MyITLab:

- What is MyITLab and how does it work? In this course, we use computer based training (CBT) software called MyITLab. This is an application available 24 hours a day and 7 days a week over the Internet. The CBT in MyITLab us the following procedure. First, the system present the student with a series of training exercises or modules. The particular skill being taught is described, then demonstrated to the student. Next, the student is asked to demonstrate the skill. If they do so successfully, then MyITLab moves on to the next module. If not, then the skill is demonstrated by MyITLab again as many times as the student wants it to be demonstrated. Once the student is comfortable with a skills in a module, MyITLab provides a Hands-On training and projects to assess the student's progress in using the skills in the particular module.
- Why do we use MyITLab? We have been using MyITLab in this and other courses for a number of years. It has several significant advantages. First, it is a information source available 24/7 for the student's convenience! This training can be done at the best time for the students. Secondly, we are targeting intermediate and some advanced skills in Excel in this course. However, the time when our students learned the basic skills in Excel varies tremendously. For some students, their learned these skills last semester. But for other students, it may have been years ago and they have simply not used and forgotten many of the basic skills.
- Here is the great part: MyITLab has all of those basic skill modules available! That is, if you feel you need to review the basic Excel skills, the modules to do so are already available for you in MyITLab. You can do a few, all or none of these review exercises.
- Finally, we like MyITLab because it moves forward at a customized pace. That is, it will let you progress through modules very rapidly if appropriate. And, it will repeatedly demonstrate any skills as many times
as you require to understand them. We believe MyITLab is a powerful addition to the course that will help you develop your expertise in Excel!

- MyITLab is designed to run on Intel architecture machines with a Windows operating system. However, students with Mac computers can use a remote desktop connection tool to do the simulation exercises. The instructions to do this can be found at: 
  [http://247pearsoned.custhelp.com/app/answers/detail/a_id/9214](http://247pearsoned.custhelp.com/app/answers/detail/a_id/9214). Note that all students need to have access to Microsoft Excel.

**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. This is available in the custom book package at the bookstores.

**MyITLab Registration:** Please follow the instructions on this PDF to register for MyITLab.

**WHERE CAN I GET THE SOFTWARE?** The software is available in all PC labs on campus. You can also purchase a fully functional version from the NMSU book store for a significant discount from the normal retail price.

Reminder: If you are sharing texts, each person will still need an individual MyITLab access code.

**EXAMINATIONS:** There will be three exams. The exams will cover material from the textbook, lectures and the material in MyITLab. The third exam is the final exam and it covers the material from the entire course. 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.

**LATE ASSIGNMENTS:** ERP Exercises, MyITLab training exercises, MyITLab skill-based exams, discussions and chapter quizzes are expected to be turned in on time as listed in the Modules area of the LMS Canvas. However, you can turn in the assignments (ERP Exercises, MyITLab training exercises, MyITLab skill-based exams, and chapter quizzes) can be turned in up to 2 days late with a 20% in the possible points available. 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. Please also note that this policy does not apply to examinations. They are available only on the single day listed!

**HOW YOUR LEARNING WILL BE MEASURED:** Your understanding and ability to explain terminology, information systems concepts, behavioral and organizational issues, international, social and ethical issues will be measured in the examinations, ERP projects, discussions and IT projects.
Your understanding and ability to explain terminology, advanced information systems concepts, behavioral and organizational issues, international, social and ethical issues will be measured by applying scoring rubrics to your MyITLab hands on exercises (Software I), MyITLab grader assessment projects (Software II), SAP exercises, chapter Quizzes, discussions and Examinations. The rubrics used to score these work products are given in each exercise. Please review these carefully before doing the work and then review the scoring. If you have questions, please do ask immediately!

**PERFORMANCE AREAS:**

The grades will be determined by combining scores in the following required activities: Software I, Software II, SAP Exercises, Chapter Quizzes and Examinations.

<table>
<thead>
<tr>
<th>Performance Activities</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Software I</td>
<td>10%</td>
</tr>
<tr>
<td>Software II</td>
<td>15%</td>
</tr>
<tr>
<td>SAP Exercises</td>
<td>15%</td>
</tr>
<tr>
<td>Discussions</td>
<td>10%</td>
</tr>
<tr>
<td>Chapter Quizzes</td>
<td>15%</td>
</tr>
<tr>
<td>Examinations</td>
<td>35%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
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**LETTER ASSIGNMENT:**

At the completion of the scoring for the semester, the numeric score will be converted to a letter grade using the following brackets. Please note that once all of the scoring is complete, these brackets may change to some degree. However, the lower bound will ONLY move down. That is >= 90% will be an A, but that lower bound may be lowered to 88.5% for example.

<table>
<thead>
<tr>
<th>Lower Bound, Upper Bound</th>
<th>Letter Grade</th>
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</thead>
<tbody>
<tr>
<td>90, 100</td>
<td>A</td>
</tr>
<tr>
<td>80, 89.9</td>
<td>B</td>
</tr>
<tr>
<td>70, 79.9</td>
<td>C</td>
</tr>
<tr>
<td>60, 69.9</td>
<td>D</td>
</tr>
<tr>
<td>0, 59.9</td>
<td>F</td>
</tr>
</tbody>
</table>

**ACADEMIC INTEGRITY:**

Academic integrity is the pursuit of scholarly activity free from fraud and deception and is an educational objective of this institution. Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabricating of information or citations, facilitating acts of academic dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students. You should refer to page 3 of the Student Code of Conduct.

for detailed information regarding academic misconduct.

INCOMPLETE GRADES:

A grade of "I" (Incomplete) will be assigned only in circumstances in agreement with the current NMSU Undergraduate Catalog. 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.

S/U GRADES:

If you are taking this course under the S/U option, you must earn a "C" or better for an undergraduate and "B" or better for a graduate student to receive a grade of "S."

LIBRARY USAGE:

Students will use the Internet frequently as an online library.

COMPUTER RESOURCES:

You will need access to the following computer resources: Connection to the University’s Canvas system in the cloud, the SAP server through the Internet and the MyITLab server through the Internet. This can be through a home connection (dialup, DSL, cable modem, etc.) or through computers in the University’s computer labs. Go to https://learn.nmsu.edu to connect to Canvas. This page also has links that will test your browser for compatibility with Canvas. The URLs for the other servers are included in the instructions for those exercises. Flash video content is used requiring the Flash player to be installed on your computer. Also, the Adobe Reader is required to view PDF files. Both of these can be downloaded at no charge from the URL:


The narrated power point shows are downloadable and come with the required player.

GLOBAL/INTERNATIONAL BUSINESS CONTENT:

This course will address many of the technologies that are used to conduct international business. In particular, we will examine the foremost technologies used in international exchange of business information.

ETHICS CONTENT:

As appropriate, we will consider ethical issues related to the course content. Information is inherently valuable, and you may well be in professional positions to control access to this resource. I encourage you to consider these ethical issues thoughtfully.

POLITICAL, SOCIAL, LEGAL, REGULATORY, ENVIRONMENTAL AND TECHNOLOGICAL CONTENT:

A primary focus of this class is the use of today’s technology to implement business systems using the Internet. Therefore, the technology of the Internet will be discussed frequently.
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

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

ACCESSIBILITY STATEMENT:

Our learning management system (LMS) is Canvas which provides a user experience that is easy, simple, and intuitive. Special attention has been paid to making Canvas screen-readable. The Rich Content Editor encourages users to create accessible content pages (i.e. text formatting is accomplished using styles). Canvas is designed to allow limited customization of colors and schemes to be accessible for all users. The National Federation of the Blind granted Canvas the Gold Level Web Certification in 2010. All assignments and assessments are provided in either accessible content web pages or PDF. The web pages can be read by ReadSpeaker or BrowseAloud and the PDF documents are available using JAWS or Window-Eyes. The discussions for each chapter are provided as narrated powerpoint presentations, PDF and the script of the narrated powerpoint presentation.

The Canvas link for accessibility is: https://learn.canvas.net/courses/1/wiki/canvas-accessibility-statement

The Canvas link for VPAT is http://www.instructure.com/canvas-vpat

GRADE APPEALS:

In the unlikely event that you wish to file a grievance with some administrative office or faculty member on campus, check the details of the process in the "General Information" section of the Undergraduate Catalog. Probably the most urgent thing to know about a grade appeal (besides the fact that there is an appeals process) is that you must initiate the process by submitting a written appeal to the faculty member within 30 days of the start of the term following the term in which the grievance occurred. It’s not clear whether this
includes summer terms, so, to be safe, submit within 30 days of the grievance.

It will be the responsibility of the student to monitor their progress and decide if it is appropriate to withdraw from the class. I will not automatically dis-enroll students for persistent absences or persistent failure to complete assignments.

TECHNICAL AND ACADEMIC SUPPORT FOR THE COURSE:

MyITLab has a companion website specifically to support their CBT products. This website includes help for configuring your computer, getting registered and frequently asked questions. Their support also includes at 24/7 telephone support line. Please note that if you ever need to use the 24/7 support, please send me the incident number that you will be given. A query from the instructor often helps the process move along in a speedy manner.

The ICT Customer Service Center is equipped to deal with your information technology (IT) and telecommunications needs at NMSU. The ICT Customer Service Center hours of operation are from 8:00 am until 5:00 pm MST Monday through Friday. Please feel free to contact them at 646-1840 or via e-mail at helpdesk@nmsu.edu

Contact information and hours of operation can be found at help.nmsu.edu

http://www.pearsonmylabandmastering.com/northamerica/myitlab/students/support-office-2013/index.html

NMSU Student Technology Guide: The primary goal of ICT
Student Technology & Planning (ICT/ST) is to bring different groups together to address university and state-wide technology issues. This includes strategic and tactical planning activities, funding proposals, analysis of future technologies, assessment of technology effectiveness, and communication of technology services and issues.

More information can be found at http://studenttech.nmsu.edu/ (http://studenttech.nmsu.edu/)

NMSU Student Writing Center: The Writing Center offers free one-on-one tutoring for undergraduate and graduate writers at any level of experience and can help with anything from understanding assignment directions to revising final drafts.

Contact information and hours of operation can be found at english.nmsu.edu/resources/writingcenter/index.html (http://english.nmsu.edu/resources/writingcenter/index.html)

College Of Business Academic Survival Kit - Communication Skills. This includes help with business writing and professional presentations.

More information can be found at business.nmsu.edu/students/survival-kit/ (http://business.nmsu.edu/students/survival-kit/)

Free Campus Tutoring - Tutors are undergraduates from varying disciplines that are available to assist and support all students. Campus Tutoring is located on the first floor of Corbett Center, on the west end. Tutoring is available to assist and support all students.

Contact information and hours of operation can be found at ssc.nmsu.edu/services/campus-tutoring-service
free and no appointment is necessary. For more information, contact Student Success, Campus Tutoring at 575-646-6050 or email lkirby@nmsu.edu.

ADDITIONAL LINKS THAT MAY BE OF INTEREST:

New Mexico State University

- www.nmsu.edu
- www.luminafoundation.org

Know how to go!

- www.going2college.org
- www.collegeboard.com
- www.actstudent.org
- www.fairtest.org
- www.number2.com
- www.collegeboard.com
- www.choices.com
- www.mapping-your-future.org/features/careership
- www.careerinfonet.org/acinet/default.asp
- www.workininnewmexico.gov
- www.fafsa.ed.gov
- www.finaid.org
- www.fastweb.com
- www.meritaid.com
- www.nmstudentloans.org
- www.hed.state.nm.us
- www.dol.state.nm.us

www.nmsu.edu (http://www.nmsu.edu/)