

Business Computer Information Systems I – Class Syllabus BCIS 110, Section M04 – Fall, 2008

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PM

Textbooks (Required)

- *Tomorrow Technology and You*, 8th Edition, George Beekman and Michael J. Prentice-Hall; ISBN 0-13-229720-5
- *Exploring Microsoft Office 2007*, Custom Edition for New Mexico State University

Course Description

- This course provides an understanding of information systems (IS) by blending technical information with the practical use of real-world applications. This course emphasizes the use of computers as aids to decision making and as productivity tools in business. In addition to gaining an understanding of information systems, students also gain a working knowledge of productivity software through the use of a database management system, and spreadsheet software.

Course Objectives

Upon completion of this course, the student will:

- Understand information technology (IT) and information systems (IS) fundamentals.
- Understand how information systems enhance managerial practices.
- Understand the information needs of managers at different levels of responsibility.
- Understand the organization of information systems in corporations and the responsibilities of information systems professionals.
- Understand decision-support systems and how they have evolved over the years.
- Know the risks associated with storing proprietary information and how to minimize those risks.
- Know how to use Microsoft Access and Microsoft Excel.

WebCT and This Course

- WebCT is a tool for integrating the Internet into the delivery of a course. Universities around the world are using WebCT. The hands-on experience on WebCT that you get from this class will be helpful to you throughout your academic career at NMSU. It is very important that you get familiar with the WebCT features the first week of the semester. General Messages to the class will be posted on the course homepage in WebCT.

Exams

- There will be three exams. The exams will cover material from the textbook, lectures, and the assignments.
- The final exam will cover the material since the second exam and some central terms and concepts that have been discussed since the beginning of the semester.
- Each exam may be any combination of the following:

"Short Answer"
"True/False"
"Multiple Choice"
"Matching"

Quizzes

- There are 12 quizzes. Each will be worth 30 points. These quizzes will cover textbook material and will be given through WebCT.

Assignments

- There are 12 assignments that require the use of Microsoft Access 2003 and Microsoft Excel 2003. Assignments should be submitted via WebCT using the Assignment Dropbox.

Students with Disabilities

- If you have a disability and would benefit from accommodations, you can notify the **Services for Students with Disabilities (SSD) Office** located at Garcia Annex (Phone/Voicemail 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/exam to censure from the University.

Point Distribution and Grades:

	# of Assignments	Points per Assignment	Total Points
Exams	3	100	300
Quizzes	12	30	360
Homework Assignments	15	20	300
Participation			40
Total			1000

Grades will be assigned as follows:

Percentage	Grade
100% through 90%	A
89% through 80%	B
79% through 70%	C
69% through 60%	D
59% or less	F
