

# **Business Information Systems I – Class Syllabus**

## **BCS 338, Section M04 – Spring, 2008**

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<b>Office Hours:</b>	<b>Tuesday &amp; Thursday 4 – 5 PM</b>

### **Textbooks (Required)**

- *Information Systems Essentials*, 2nd Edition, Stephen Haag, Maeve Cummings, McGraw-Hill Irwin
- *Problem-Solving Cases in Microsoft Access and Excel*, 5th Edition, Joseph Brady, Ellen Monk, Course Technology
- A wireless **CPS** (Classroom Performance System) response pad. (Response pads can be purchased at the bookstore.)  
*(Refer to Appendix A at the end of this syllabus for instructions on how to register your response pad.)*

### **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 business 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 BCS 338 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 will consist of 100 questions and may be any combination of the following:

"Fill in the Blank"

"True/False"

"Multiple Choice"

"Matching"

## Quizzes

- Each quiz will be worth 20 points. These tests will cover textbook material and will be given through WebCT.

## Assignments

- Homework assignments 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:**

	<b># of Assignments</b>	<b>Points per Assignment</b>	<b>Total Points</b>
<b>Exams</b>	3	100	300
<b>Quizzes</b>	12	20	240
<b>Homework Assignments</b>	10	30	300
<b>In-Class Assignments</b>	3	20	60
<b>Participation</b>			100
<b>Total</b>			1000

**Grades will be assigned as follows:**

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

## Appendix A

### Student Instructions for CPS Pad & Registration

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You are required to purchase an individual registered CPSrf wireless response pad at the NMSU Bookstore. Follow the instructions included with the response pad, or refer to the following instructions for information on how to register your CPS Pad online at [www.einstruction.com](http://www.einstruction.com)

**Class key: 437340b47**

#### To Connect to CPSOnline:

1. Turn on your computer.
2. Connect to the Internet.
3. Enter [www.einstruction.com](http://www.einstruction.com) into the location or address box and press the Enter key.
4. Click on the **Students** button at the top of the window.
5. Select New Mexico State University from the drop-down list.
6. Click **Choose Course**.
7. Enter the class key from the top of this page into the **Class Key** box.
8. Enter the response pad's serial number in the serial number box. (The **serial number** is printed on the back of the response pad or under the pad's battery cover. You must remove the battery cover to see the serial number)
9. Enter the enrollment /coupon code into the code field. If you do not have an enrollment /coupon code, choose **'I do not have a code'** then continue through the registration process. You will be able to **purchase access using a credit card or personal check**. Do not type a username and password yet.

☞ **NOTE:** This is the only time you will need the class key and enrollment /coupon code. After enrolling, you will need only your username and password.

10. Click **Join the Class**.

#### Enrolling in your Class

1. After clicking **Join the Class**, you will need to enter a **username, password, first name, last name, and student ID**. **In the student ID field please enter your NMSU Global Login ID.** Choose a username and password that you can easily remember and that other people are not likely to guess. (*You will receive a reminder message via the email address you provide from CPSOnline with your username, password, and assigned response pad number.*)
2. **Note the pad number assigned to your remote for this class.** If you use the CPS system for more than one class this semester, you will most likely have different pad numbers assigned to your remote for each of your different classes; keep a record so as not to confuse yourself.
3. Click **Finish**. You may now be presented with the following options: access for this class only, access to all classes for a semester, two year subscription, lifetime subscription.
4. Choose the option that best fits you and continue through the payment process.
5. Click **Enter** on the page that confirms that you are now a member of the class and reminds you of your username, password, and assigned response pad number for the class.

6. To join an additional CPSOnline class, click the **enroll in a class** button from the Main Menu. From that page, enter the additional class's **class key** (as provided by the instructor).
7. Once you have finished enrolling in all of your classes, click **Log Out**. *For CPSOnline to properly record your information it is important that you log out of CPSOnline as opposed to simply closing the window.*

### **Tips**

- Be sure you are connected to the Internet. You can verify this by trying to connect to other sites, such as [www.yahoo.com](http://www.yahoo.com).
- Print your username, password and response pad number, and put them in a safe place for reference. You can print them by clicking **File** and then **Print** from your Internet browser menu.
- If you don't have an enrollment /coupon code, you can purchase access using a Credit Card or personal check during the enrollment process.
- Enter your Class Key, enrollment /coupon code, and serial number, exactly as you received them.
- To join an additional CPSOnline class, log into your CPSOnline class with your username and password and click on the **enroll in a class** button from the Main Menu. From that page, enter the other class's **class key** (as provided by the instructor).
- Since the response pad numbers are assigned on a 'first-come, first-serve' basis per class, **if you are enrolled in more than one class that uses CPS and CPSOnline, then the assigned response pad number for each class may be different**. Please make a note of the response pad number assigned to you at the end of the enrollment process for each class, and use the email sent to you as a reminder.
- Reset the Signal inside the Pad - If a pad stops responding, or responds as the incorrect pad number:
  1. Take the batteries out of the pad(s).
  2. Press any answer key on the pad(s) and hold it down for approximately 10 seconds.
  3. Replace the batteries and try the pad(s) again.

If you have any questions about CPSOnline, log onto [www.einstruction.com](http://www.einstruction.com), and use **Customer Support** menu option. From the Tech Support page, go to the bottom and type in your name to enter the live Text Chat room for immediate help.