

Business Information Systems I – Class Syllabus

BCS 338, Section M70 – Summer 2008

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Textbooks (Required)

- *Information Systems Essentials*, 2nd Edition, Stephen Haag, Maeve Cummings, McGraw-Hill Irwin ISBN 0-07-332308-X
- *Problem-Solving Cases in Microsoft Access and Excel*, 5th Edition, Joseph Brady, Ellen Monk, Course Technology ISBN 1-4239-0139-8

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 days of the semester. General Messages to the class will be posted on the BCS 338 course homepage in WebCT.

Quizzes

- Each quiz will be worth 25 points. You may take each quiz three times and only the highest grade will be recorded. These tests will cover textbook material and will be given through WebCT.

Assignments

- Homework assignments require the use of Microsoft Access and Microsoft Excel. You may use either 2003 or 2007, however I prefer 2007. Assignments should be submitted via WebCT using the Assignment Dropbox.

Discussion Topics

- Discussion topics will be posted to WebCT. You are expected to post an original reply within 5 days and will be graded on your reply.

Participation

- You will be graded on your responses to general Discussion postings and the amount of help you give other students. Help should never consist of posting or emailing assignments! **Never!** You can help by giving verbal descriptions of solutions, e.g. $\text{Income} = \text{Quantity Sold} * \text{Selling Price}$. **NEVER post or provide an Excel or Access formula! e.g. $G17 * F32 + .07$. If you do, you are violating course and university policy and will be subject to penalties including earning the grade of "F" and/or possible suspension/expulsion from the university.**

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
Quizzes	12	25	300
Homework Assignments	10	50	500
Discussion Topics	5	20	100
Participation			100
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
