

# Introduction to Computerized Information Systems

Fall 2008 - BCIS 110G

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Please use my NMSU email for quicker response to personal questions. For questions that other students may also need answered, please use the WebCT Discussions.

## Texts:

Your texts are available as a bundle from the NMSU bookstore and they include:

(1) The main text:

*Tomorrow's Technology and You, Complete, 8/e*, Beekman & Quinn, 2008, Prentice Hall, ISBN-10: 0132297205

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(2) A custom software text for Excel and Access:

*Exploring Microsoft Office 2007: Custom Edition for New Mexico State University*, Pearson Custom Publishing, 2008.

(3) A software key for **MyITLab** by Pearson.

**You must have a personal copy of the MyITLab key to take the course.** If you wish, you can buy the key direct from the opening page of the <http://www.myitlab.com> website. MyITLab will be used for Excel and Access training and assessment (quizzes) and is mandatory for this course.

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NOTE: The above three items are sold as a bundle from the NMSU bookstore, but you can buy the texts and key elsewhere. The only place to buy the custom Office text is from NMSU, but you can buy the books it uses parts of as separate texts. The custom Office text uses chapters from:

Exploring Microsoft Office Excel 2007, Comprehensive, 2/E, Grauer, Scheeren, & Mulbery, Prentice Hall, 2009. ISBN-13: 9780135032275.

Exploring Microsoft Office Access 2007 Comprehensive, Grauer & Lockley, Prentice Hall, 2008, ISBN-13: 9780131567887

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## **Course Description:**

This course provides an understanding of the impact of computers on society, including how they work and their applications. Emphasis is on the use of computers as aids to decision making and as productivity tools in business. In addition to gaining an understanding of computer technology and terminology, students also gain a working knowledge of microcomputer productivity software through the use of Microsoft Office 2007 tools including Excel and Access. In addition, students will make extensive use of the Internet for research and communication. Participation on a regular basis using electronic media is required for all sections of this course.

## **Course Objectives:**

The student who completes this course should:

- Know what the major components of a computer are and how they work, including hardware and software.
- Understand the basics of networks, the Internet, and e-mail.
- Understand the social issues related to computer information systems in terms of ethics, privacy, and security and the impact of computing on cultures and social systems.
- Know how to use the Microsoft Office Excel and Access to make business decisions
- Know how to use Internet search engines and applications.

## **WebCT & MyITLab and this course:**

This course uses **WebCT & MyITLab** as a course management and communications platforms. WebCT is a powerful course tool that provides on-line access to most course functions, text quizzes, grades, syllabus, email, schedule, assignment drop-box, bulletin boards and others. It may be the first time you've used WebCT, so be prepared to spend some time familiarizing your self with WebCT by going to [HTTP://salsa.nmsu.edu](http://salsa.nmsu.edu) and completing the online tutorial.

Excel and Access training and assessment will be entirely online using the MyITLab website. Use must have purchased a software key in order to access <http://www.myitlab.com> . Your first assignment is to enroll in MyITLab as described in the Assignments link of WebCT. If you do not enroll in MyITLab you will be dropped from the course. After you have enrolled you can begin to take the training on Excel and Access.

## **Quizzes:**

Approximately once a week you will take a quiz over a chapter from the primary text (*Tomorrow's Technology and You*). Q1 covers Chapter 1, Q2 covers Chapter 2 ... You will have 20 minutes to take each 20 question quiz and you may retake the quiz 3 times. Each time you take the quiz it will be different, as the questions are selected randomly from the chapter database.

**Exams over chapters:**

There will be a short online exam over each chapter. The exams will cover material from the chapter quizzes and may be taken only one time.

**Final Examination:**

The final will be on Monday, 8 December.

**Assignments:**

Assignments are available on the Assignments link of WebCT and on MyITLab. It is expected that students will use memo style communications with correct grammar, spelling and style.

**IMPORTANT:**

Since demonstrating a working knowledge of Excel and Access such an important part of this course, you must complete the MyITLab with a "C" average to pass this course regardless of your test scores.

**Participation & Discussion:**

There will also be 10 Discussion exercises that will require you to respond to a WebCT Discussion Topic messages within 10 days of being posted. You will not pass the course if you ignore the Discussion Topic postings!

**Grades at Midterm:**

You will be provided with information about your grade in the class prior to the last day to withdraw (October 15, 2008). No faculty or department head signatures are required to drop a class.

**Audit:**

The minimum grade that must be earned by students in order to receive a grade of S is a point total of C or higher.

**ADA:**

If you have or believe you have a disability and would benefit from any accommodations, you may wish to self-identify by contacting the Services for Students with Disabilities (SSD) Office located in Garcia Annex (phone: 646-6840). If you have already registered, please make sure that your instructor receives a copy of the accommodation memorandum from SSD within the first two weeks of classes. It is your responsibility to inform either your instructor or SSD representative in a timely manner if services/accommodations provided are not meeting your needs.

If you have a condition which may affect your ability to exit safely from the premises in an emergency or which may cause an emergency during class, you are encouraged to discuss any concerns with the instructor and/or Michael Armendariz, SSD Coordinator. Feel free to call Mr. Gerard Nevarez, Director of Institutional Equity and EEO/ADA Office at 646-3635 with any questions about the Americans with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act of 1973. All medical information will be treated confidentially.

### **Incomplete Grades:**

Under university policy, incompletes may be given only if a student has a passing grade at mid-semester (the last day to withdraw from a class) and is precluded from successful completion of the second half of the course by a documented illness, documented death, family crisis or other similar circumstances beyond the student's control. An incomplete will not be given to avoid assigning a grade for marginal or failing work.

### **Scholastic Dishonesty:**

Scholastic dishonesty will not be tolerated. All assignments are to be done independently. Students that copy or share assignment files in electronic or paper format will be subject to discipline according to University Policy. The penalty for dishonest behavior can range from receiving a zero for an assignment or exam to censure from the University. Please see the NMSU Handbook [http://www.nmsu.edu/~vpss/SCOC/student\\_hand\\_book.html](http://www.nmsu.edu/~vpss/SCOC/student_hand_book.html)

### **Learning:**

Computers are fun! They are also very useful. You will take the skills that you learn in this class and use them for the rest of your lives. Make the most of this opportunity.

**Grades:** Note these points allocations are subject to modification during the month of September.

MyITLab 400 points  
Text Quizzes 400 points  
Topic Discussions 100 points  
Other Assignments 100 points

1000 points Total

Grades will be assigned as follows:

90% through 100% **A**

80% through 89% **B**

70% through 79% **C**

60% through 69% **D**

Below 60% **F**