

Introduction to Computer Information Systems (BCIS 110)

Fall 2008, Section: M03; Room: BC 115; Day/Time: MWF 9:30-10:20 a.m.

Instructor: **Jennifer Kreie**

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My web page: <http://web.nmsu.edu/~jkreie>

Office Hours: Mon, Wed 8:30-9:00 (GU 206)

WebCT: <http://salsa.nmsu.edu/>

Tues 1:30-2:30 (GU 206)

MyITLab: <http://myitlab.com>

Fri 1:30-2:30 PM (BC 115)

or by appointment

myITLab Course ID (Use only for this section of BCIS 110! Students in other sections must get an ID from their teacher): **CRSABYA-602593**

Classes: MWF 9:30-10:20, IS 110, BC 115

MWF 11:30-12:20, IS 350 (540), BC 106

MW 2:30-3:45, IS 475 (595), BC 115

Concepts textbook: **Tomorrow's Technology and You**, G. Beekman and M. J. Quinn, 8th edition

Software textbook: **Exploring Microsoft Office 2007**, R. Grauer, K. Mulberry, J. Scheeren, custom edition for NMSU. This includes a license to access **MyITLab** online for software training and testing.

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 spreadsheet and database software which are widely. Prerequisite: None..

Course Objectives - The student who completes this course should know:

- Know what the major components of a computer are and how they work.
- Understand the basics of networks and the Internet.
- Understand the social issues related to computer information systems in terms of ethics, privacy, and security.
- Know how to perform common computer operations for files and folders.
- Know how to use the Microsoft Office applications for spreadsheet and database for a variety of business and personal uses.

Examinations - There will be three exams. The exams will cover material from the textbook and lectures. The third exam is the final exam and it covers the material since the second exam. Exams will be a combination of multiple choice and fill-in-the-blank.

If you miss an exam due to illness, work, or a university-sponsored activity, you must provide proper notification to the instructor as soon as possible. If no valid excuse is provided the student will receive a score of zero for the missed exam.

WebCT, MyITLab and This Course - This may be the first time you've used WebCT but it won't be the last and you'll become very familiar with WebCT during this course. 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.

We will not have time for you to do everything in the classroom. You will need to spend some time on your own in one of the NMSU labs (or on your home computer). **Don't hesitate** to ask the instructor for help so you don't get behind early in the course.

Our Friday class will be a **lab day** in which you can work on the MyITLab assignments but don't expect to be able to complete everything in that one hour. You will need to work outside of class. Students in other sections of BCIS 110 can join the class on Fridays if there are seats available. Students signed up for this section will have priority but, once class time starts, students from other sections may take the open seats.

In addition to the regular class period on Friday, there will be an OPEN lab for any BCIS 110 students from 1:30 to 2:30 except for the first Friday in November and the first Friday in December when I'll be away a conferences. If I cannot open the lab any other Friday, I'll post a message as soon as I find out.

Late individual exercises and skill-based quizzes/exams will be accepted but there will be a 10% penalty for each day an exercise is late.

Attendance Policy - Attendance is important to doing well in this class. Lecture, discussion, and exercises are an essential part of learning the concepts and skills in this course. If a student misses a class, it is up to the student to find out what was covered by talking to other students, getting someone's notes, and checking the class WebCT and MyITLab sites.

Class Procedures - The teaching method for this course will include lecture/discussion, in-class exercises, online training exercises and skill-based quizzes/exams. All work should be done independently unless a group exercise is given.

Students with Disabilities - If you have, or believe you have, a disability and would benefit from accommodations, you may wish to self-identify. You can do so by providing documentation to the Services for Students with Disabilities (SSD) Office located at Garcia Annex (Phone: Voice 646-6840, TTY 646-1918). If you are already registered with the SDD 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 or exam to censure from the University.

Point Distribution and Grades - The points possible for this course will be 800 points with different weights for quizzes, training, etc. Below is the weight each grading component has in the overall grade.

	Weight in Overall Grade
CIS Concepts	
Chapter Quizzes	12.5%
Exam 1	12.5%
Exam 2	12.5%
Exam 3	12.5%
Software	
Software Training and Quizzes	10.0%
End-of-Chapter Quizzes (Multiple Choice)	10.0%
End-of-Chapter Skill-based Exams (9 total)	30.0%
Total Points	100.0%

* Each student's project score will be a combination of the team score for the project (70%) and an individual score (30%) based on team members' peer evaluations.

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