

# Introduction to Computerized Information Systems

Fall 2008 - BCIS 110G Section 06

**Instructor: Robbie D. Grant, MBA**

**Office Hours: By Appointment Only**

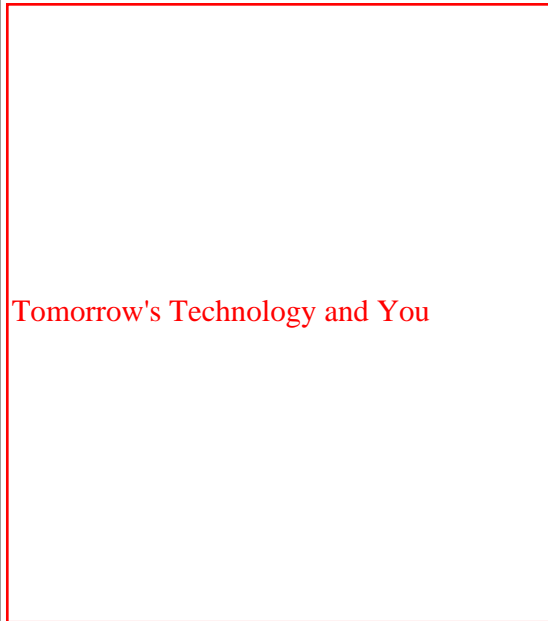
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Please use WebCT email for quicker response to course related questions. For questions that other students may also need answered, please use the WebCT Discussions.

## Required Texts



**Tomorrow's Technology and You**

**Tomorrow's Technology and You - 8th Edition**

George Beekman and Michael J. Quinn

ISBN 978-0-13-229720-2

Microsoft Office 2007 for NMSU

### Exploring Microsoft Office 2007

Custom Edition for New Mexico State University

ISBN 978-0-536-88011-6

My IT LAb

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.

myITLab Course Number: **CRSAB46-602597**

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

## 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, Access, and PowerPoint. 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.
- 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.

## 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 Wednesday class will be primarily a lab day in which you can work on the MyITLab assignments, but don't expect to be able to complete everything in that time. You will need to work outside of class.

There will be an additional lab on Fridays from 1:30pm - 2:30pm. You may join the class on Fridays if there are seats available. Students signed up for section 01 will be priority, but once class time starts, students from other sections may take the open seats.

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.

## Quizzes

You must take a quiz over a chapter from the primary text (Tomorrow's Technology and You). Quiz 1 covers Chapter 1, Quiz 2 covers Chapter 2, and so on. You will have 10 minutes to take each 10 question quiz with unlimited attempts up until the due date. You must wait one (1) hour between attempts. Each time you take the quiz it will be different, as the questions are selected randomly from the chapter database. Your highest grade will be counted.

No makeup or late quizzes. All quizzes are available the first day of class, so there is no excuse for you to miss the due date on any quiz.

## Chapter Examinations

There will be three (3) exams during the semester. They will be administered through WebCT and will cover the Chapters from the Tomorrow's Technology and You and Exploring Microsoft Office 2007 texts up to that point.

## **Final Examination**

The final will be during Finals Week, Dec 8 - 12, 2008. The exact day will be posted later in the semester.

## **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)

## 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.

## 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.

## Distribution and Grades

Exam 1 - September 24	100 points
Exam 2 - November 5	100 points
Exam 3 - Finals Week	100 Points
myITlab Assignments	400 Points
Chapter Quizzes	100 Points
<b>Total</b>	<b>800 points</b>

## 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

## Student Preparation for Each Class

- Read the text chapters assigned per schedule.
- Review objectives from the chapters.
- Make note of any questions you may have to pose during class or via e-mail.
- Visit the companion Web site to complete Web research, complete online study guide quizzes, and review other material.
- Optional: browse the online PowerPoint presentations for class.