

# BCIS 110: Introduction to Computerized Information Systems

## Course Syllabus

### Fall 2008

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Office Hours: By appointment MyITLab Course ID: **CRSABYB-602596**

**Class Meetings:** MWF 8:30-9:20 AM BC 115

**Required Texts:** Your texts are available as a bundle from the NMSU bookstore and include:

- 1) *Tomorrow's Technology and You*, Beekman and Quinn, 8th edition
- 2) Software textbook: *Exploring Microsoft Office 2007*, Grauer, Mulberry, Scheeren, custom edition for NMSU
- 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.

**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. Prerequisite: None.

**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.

**Examinations** - There will be three exams. The exams will cover material from the textbook and lectures. The third exam is the final exam and will cover 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 (salsa.nmsu.edu). 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 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.

**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, and online training exercises and quizzes/exams. All work should be done independently.

**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 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.

**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.

**Academic Misconduct** – All work submitted must be your original work. Any work done by groups of more than one (i.e., the work of two or more students is remarkably similar), or too similar to work of previous students will be construed as cheating. Your work must be kept private from others; should your work appear in the work of another student, both parties will be considered to have cheated; both will receive a failing grade for the course. Please refer to the Student Handbook ([http://www.nmsu.edu/~vpss/SCOC/student\\_hand\\_book.html](http://www.nmsu.edu/~vpss/SCOC/student_hand_book.html)) for a full description of the NMSU Policy.

**Point Distribution and Grades** - The points possible for this course will be approximately as follows:

	<b>Estimated Pts</b>	<b>Weight in Overall Grade</b>
Text WebCT quizzes	100	12.50%
Exam 1	100	12.50%
Exam 2	100	12.50%
Final Exam	100	12.50%
Software exercises	100	12.50%
Software skill-based exams	150	18.75%
Software chapter exams	150	18.75%
<b>Total Points</b>	800	100.00%

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

## **Professional Behavior Guidelines**

**Tardiness:** Please arrive on time. If you are later than the start of the class, please quietly take a seat nearest the entrance.

**Side Conversations:** Side conversations make it difficult for your classmates to actively listen and learn.

**Sleeping:** falling asleep in class is not considered professional behavior.

**Inattention:** Please do not read other material (chat, browsing the web, paper) or study for other courses during the class. It is not polite. Please pay attention and join in the individual and group discussions. It will help you master the material.

**Cell Phone:** Please turn off your cell phone while you are in the class. Cell rings can disturb your classmates as well as me.

## **Miscellaneous Policies**

- Although I will try to maintain the class schedule and objectives, I may need to make adjustments.
- I do not give additional projects to increase one's grade before or after the exam(s).
- No food or drinks allowed in the lab.

## **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.