

Introduction to Computerized Information Systems
Spring 2008 - BCIS 110G

Instructor: James A. Nelson, Ph.D.

Office Hours: 10:00 – 12:00 MW

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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.

Required Texts

Primary Text: Computers 2008: Introductory, Shelly, Cashman, & Vermaat, Thomson/Course Technology

Excel 2007, Shelly, Cashman, & Quasney, Thomson/Course Technology

Access 2007, Shelly, Cashman, & Pratt, Thomson/Course Technology

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. The course includes an introduction to Enterprise Resource Planning software through the use of SAP.

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 world impact of computing on cultures and social systems.
- Know how to use the Microsoft Office applications for spreadsheet, database, presentation, and web page applications.
- Know how to use Internet search engines and applications.
- Have an introductory understanding of Enterprise Resource Planning software.

WebCT and this course

This course uses WebCT as a course management and communications platform. WebCT is a powerful course tool that provides on-line access to most course functions, assignments, 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.

Quizzes

Approximately once every 10 days you must take a quiz over a chapter from the primary text (Computers 2008: Introductory). 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.

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 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, May 15th at 1:00PM.

Software Projects

Software Projects are available on the Assignments link of WebCT. There will be projects that require the use of Microsoft Office 2007 (Word, Excel, FrontPage, PowerPoint, & Access), the Internet. And SAP. NOTE: Do not use MS works. All assignments will be submitted through WebCT and will have due dates controlled by WebCT. This means that it is not possible to submit late assignments.

Your work will be turned in via WebCT. If you use the University Computer Labs (UCL) you can store all of your projects and personal files in your "My Documents" folder. This is your private space and will follow you when using any of the computers in the UCL labs. If you use a personal computer at home, save you projects to the hard drive in your "My Documents" folder. Using My Documents is critical for the correct saving of MS FrontPage assignments.

IMPORTANT:

Since demonstrating that you know how to use the Office software is such an important part of this course, you must complete the software projects with a "C" average to pass this course regardless of your test scores.

Participation & Discussion

There will also be approximately 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! Your participation will also be measured by your overall WebCT activity on a regular basis. For those of you that are taking this course "in-class", points will be given for class attendance. Distance education (on-line) students will earn participation points through WebCT Discussion participation.

Grades at Midterm:

You will be provided with information about your grade in the class prior to the last day to withdraw (March 10, 2008).

Withdrawals

The deadline for withdrawing from a course in the fall is March 10, 2008. No faculty or department head signatures are required to drop a class. Students may drop a class on the web only until the last day to drop (January 28, 2008). Courses dropped by January 28th do not appear on the student's transcript.

S/U standards:

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

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

Software Projects (Assignments)	400 points
Text Quizzes	500 points
Participation	100 points
Total	1000 points

Note that you must earn a passing score (60%) in each of the above categories in order to earn a passing grade in the course. For example, you must have at least 60 participation points to pass the course even though you have 400 points for Software Projects

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
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