

**Introduction to Computerized Information Systems**  
Fall 2007 - 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 other students may also need answered, please use the WebCT Discussions.

### **Required Texts**

**Discovering Computers 2008: Introductory, Shelly, Cashman, & Vermaat, Thomson/Course Technology**

**Office 2003 Premium Edition, Shelly, Cashman, & Vermaat, 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 a word processor, spreadsheet, database management system, presentation software and the Internet. Prerequisite: None.

### **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.

Know how to perform common computer operations for files and folders

## **using Windows**

Know how to use the Microsoft Office suite of applications for word processing, spreadsheet, database, presentation, and web page applications.

Know how to use Internet search engines and applications.

## **WebCT and this course**

This course uses WebCT as a course delivery 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. 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. The same database of questions will be used for the exams, so it is to your benefit to take each quiz all 3 times even if you score 100% on your first try.

No makeup or late quizzes. All quizzes are available the first day of class, so there is no reason that 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, December 10th.

## **Software Projects**

Software Projects are available on the Assignments link of WebCT. There will be projects that require the use of Microsoft Office 2003 or 2007 Professional (Word, Excel, FrontPage, PowerPoint, Access, and the

Internet). **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 a few "participation" exercises, such as responding to a bulletin board message before a specified deadline. You are also expected to participate in WebCT "Discussion" questions before the due date. Your participation will also be measured by your WebCT activity. Points will be given for class attendance (in-class sections) and participation and DE participation.

### **Grades at Midterm:**

You will be provided with information about where you stand in the class prior to the last day to withdraw (October 16, 2007).

### **Withdrawals**

The deadline for withdrawing from a course in the fall is October 16, 2007. 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 (September 7, 2007). Courses dropped by September 7 do not appear on the student's transcript and there is no tuition charge.

### **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](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	385 points
Text Exams	115 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