

**BCIS 110G. Section 01**  
**Introduction to Computerized Information Systems**  
**Class Meets Tu – Th 2:35 p.m. – 3:50 p.m., GU 303**

<b>Instructor:</b>	Dr. Carlo A. Mora M.	<b>Office:</b>	Guthrie 314
<b>Office Hours:</b>	Tu – Th: 4:00 – 5:00 p.m. W: 1:00 – 2:00 p.m. and by appointment	<b>Phone:</b>	646-5044
		<b>Website:</b>	<a href="http://salsa.nmsu.edu">http://salsa.nmsu.edu</a>

### Course Scope

The scope of this course is to provide you with an understanding of current and emerging computer technologies and their impact on our lives. Emphasis will be also given to the use of productivity software in business to **decision making**. At the end of the course, students are expected to have a solid understanding of the basic computer concepts and the Microsoft Office 2003 productivity software package.

**Prerequisite:** None.

### Course Objectives

By the end of the semester, you must be able to understand and apply:

- Why Study Computers and Digital Technologies
- Basics of Hardware and Software
- Using the Internet and World Wide Web effectively
- The latest trends in telecommunications, Wireless Technologies, and networks
- The basics of database systems
- The latest trends in E-Commerce, and the implications of computer crime and ethics in a global environment

### Required Textbooks

1. Carey, P.; Zimmerman, S.; et al. New Perspectives on Microsoft Office 2003 – First Course, Premium Edition, Course Technology, 2007.
2. Stair, R. and Baldauf, K. Succeeding with Technology, Second Edition, Course Technology, 2007.

### Responsibilities

As your **teacher** I have the following responsibilities:

- Come prepared to every class.
- Plan my class so you can accomplish the objectives listed above.
- Treat you as responsible adults.
- Consider that is not always your fault if you do not understand the material.
- Encourage you to ask and answer questions.

As **students** you have the following responsibilities:

- Come prepared to every class.
- Complete all work on time with proper thought.
- Behave as responsible adults.
- Consider that it is not always my fault if you do not understand the material.
- Treat others with respect.

## Point Distribution and Grades

Scores for each category of points will be weighted as shown below.

	Quantity (Estimated)	Points each	Total Points	Percent of total points
Readiness Assessment Tests (RATs)	9	10	90	10.91%
Quizzes	3	30	90	10.91%
SAP Project	1	75	75	9.09%
Software Projects	9	30	270	32.73%
Exams	3	100	300	36.36%
<b>Total</b>			<b>825</b>	<b>100.0%</b>

Grades will be assigned as follows:

90% through 100%	A
80% through 89.9%	B
70% through 79.9%	C
60% through 69.9%	D
Below 60%	F

**Note:** After all the material is graded, letter grades will be assigned as in the table above. I will do some rounding, but in the following manner: 89.444 is a B, no exceptions, but 89.445 will round to an A.

**Readiness Assessment Tests (RATs):** There will be short true-false, multiple choice, short answer RATs. **These will be given in class at the beginning of each chapter.** The purpose of the RATs is to motivate you to read the material before is discussed in class. **RATs are closed book and closed notes.**

**Quizzes:** There will be a WebCT quiz at the end of every three chapters. The purpose of these quizzes is to reinforce the material covered in class. They will be available for as long as it takes to cover the material in class. You can complete the quiz using any computer that has access to the Internet and a browser validated for use with WebCT (visit <http://www.webct.com/tuneup> for more information). Quizzes are open book and open notes, **and must be completed outside class time.**

**Software Projects:** There will be a number of software projects assigned during class that will cover the Microsoft Office Suite. This will be hands – on exercises. Normally, the will be due at the end of the class session when the project is assigned.

**ERP Project:** A comprehensive Enterprise Resource Planning (ERP) Project will be done in class. This will expose you to the leading ERP software (SAP) as well as give you a general idea as to how business processes work.

**Exams:** Exams carry most of the weight of your final grade. **They are closed book and closed notes.** The format of the exams will be discussed later.

## Attendance

Students **are expected to attend classes.** **Attendance is not required but highly recommended.** You cannot expect to have a thorough grasp of the material if you miss class. You are responsible for all material or assignments discussed in class.

## Getting help outside office hours

The Discussion Board on WebCT is an extension of my office hours. You are to post all course related questions here. Make sure you use relevant subject headings for your postings. A good, descriptive subject heading will help other students learn from the answers to your questions. A subject heading of "Error" is not relevant. An example of a more relevant subject heading is "Help: while using Excel, I cannot get the absolute reference to work".

If you are going to start a new topic, or ask a new question, make sure that you start a new thread. Continuing a previous thread with a new question will only ensure that most people miss your question.

## Missing Quizzes, RATs and Exams

- No makeup Quizzes, RATs, or Software Projects will be allowed.
- Makeup Exams will be given only under extraordinary circumstances and the student **must** submit a **legitimate excuse**. Examples of legitimate excuses:

### If it is ...

Due to illness:

Due to business:

Death in family:

Other

### You have to bring a...

note from doctor

note from supervisor

note from family member and obituary

on a case-by-case basis

**Read carefully:** I must be informed prior the exam to count as a legitimate excuse. **If you cannot reach me, leave a message at the department's office (646-4901) indicating time and date.** Notifying me by email will not be sufficient. Notifying me after the exam will result in a grade of zero for that exam. Your excuse must be submitted to me and it must contain a telephone number so that your absence can be verified. **Failure to follow the guidelines will mean that you forfeit the excused absence option.**

If a student misses an exam **without a legitimate excuse**, s(he) will receive a grade of zero for that exam.

## Disabilities Statement

Disabled students must be diagnosed with Students with Disabilities Office. 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 at the Disabilities Office (SSD) located in Corbett Center RM 244 (phone 646-6840; TTY 646-1918). If you have already registered, please make sure that your instructor receives a copy of the accommodation memorandum from SSD during the first two weeks of classes. It is your responsibility to inform either your instructor or SSD representative in a timely manner if service / accommodations provided are not meeting your need from SSD.

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 the SSD Coordinator.

Feel free to call the Employee Relations Director, at 646-3333 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.

## Withdrawal Policy

Last day to Withdraw is **Monday, March 12**. No faculty or department head signatures are required to drop a class if you drop a class on or before March 12.

## Incompletes

A grade of "I" (Incomplete) will be assigned only in circumstances in agreement with the current NMSU *Undergraduate Catalog* ([http://www.nmsu.edu/Academic\\_Progs/Undergraduate\\_Catalog/ch1/regulations.html](http://www.nmsu.edu/Academic_Progs/Undergraduate_Catalog/ch1/regulations.html)). Incomplete grades are given only if a student has passed the first half of the course and is unable to complete the course due to circumstances beyond the student's control. (If the circumstances develop during the first half of the course, the student has the opportunity to drop the class). Examples of appropriate circumstances are documented illness, documented death or crisis in the student's immediate family and similar circumstances. The catalog states that job related circumstances are generally not appropriate grounds for assigning an "I" grade and that this grade is not to be used to avoid assigning a D, F, or U grade.

## 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/~vpsa/handbook.html>) for a full description of the NMSU Policy.

## 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.