

# Introduction to Computerized Information Systems

Spring 2007 - BCIS 110G

MWF GU 303

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**Office Hours:**

10:00-11:15 MWF

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

- *Succeeding with Technology: Computer System Concepts for Real Life*, 2nd Edition, 2007, Thomson Course Technology.
- *Office 2003, Premium Edition*, 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**

Computer Concepts: Approximately once every 10 days you must take a quiz over a chapter from the Computer Concepts 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 .

The final will be on Monday, May 7th.

## **Software Projects**

Software Projects are available on the Assignments link of WebCT. There will be projects that require the use of Microsoft Office 2003 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 class attendance and WebCT activity. Points will be given for class attendance

### **Attendance Policy**

Students are expected to attend class and be prepared. If a class is missed, it is the student's responsibility to obtain notes from a student who attended class and to obtain any assignments from the WebCT site.

**Withdrawals** The deadline for withdrawing from a course in the Spring is March 12, 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.

### **Class Procedures**

The teaching method for this course will include lecture/discussion, in-class exercises, and outside computer assignments. All assignments are to be done independently. Students that copy assignment files will be subject to discipline according to University Policy.

### **EEO/ADA**

Feel free to call Jerry Nevarez, Director of Institutional Equity, at 505-646-3635 with any questions you may have about NMSU's Non-Discrimination Policy and complaints of

discrimination, including sexual harassment.

Feel free to call Michael Armendariz, Coordinator of Services for Students with Disabilities, at 505-646-6840 with any questions you may have on student issues related to the Americans with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act of 1973. All medical information will be treated confidentially."

### **Scholastic Dishonesty**

Scholastic dishonesty will not be tolerated. 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/~vpsa/SCOC/index.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	400 points
Text Quizzes	250 points
Text Exams	250 points
Participation	100 points
Total	1000 points

Note that you must earn a passing scored (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