

Introduction to Computer Information Systems (BCIS 110)

Spring 2009, Section: M03; Room: GU 303; Day/Time: MWF 8:55-10:10 a.m.

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My web page: <http://web.nmsu.edu/~jkreie>

Office Hours: Mon, Wed 9:00-10:30 a.m.

WebCT: <http://salsa.nmsu.edu/>

or by appointment

MyITLab: <http://myitlab.com>

myITLab Course ID (Use only for this section of BCIS 110! Students in other sections must get an ID from their teacher): **CRSABHP-607408**

Classes: MW 11:30-12:45, IS 450 (580) in BC 115
 MW 2:30-3:45, IS 350 (540) in GU 303
 TTh 8:55-10:10, IS 110 in GU 303

Concepts textbook: **Tomorrow's Technology and You**, G. Beekman and M. J. Quinn, 8th edition

Software textbook: **Exploring Microsoft Office 2007**, R. Grauer, K. Mulberry, J. Scheeren, custom edition for NMSU. If the book is new, this includes a license to access **MyITLab** online for software training and testing.

Please note: If you buy used copies of the books or you plan to share books with another student, you will still need to purchase an access code from **MyITLab**. You can do that online at <http://www.myitlab.com>. The cost is approximately \$50.

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 which are widely. Prerequisite: None.

Course Objectives - The student who completes this course should know:

- 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 it covers 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. 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.

You need to plan for time each week to complete the MyITLab trainings and quizzes. You may have some time in class on Thursdays but most of the work will be done outside of class. You can work in the Business Complex lab (3rd floor) or, if you have a PC (not a Mac), you can download the files needed by MyITLab and run the online sessions from your computer. Last semester only 2 students out of 30 couldn't get MyITLab to work on their computer.

Please note: MyITLab won't run in the other labs on campus besides in the Business Complex because the Internet Explorer plug-ins for MyITLab aren't installed.

You can still use MyITLab after the semester is over. The training exercises will be open until the end of 2009 so you can access them if you want to refresh your memory on how do something in Excel or Access.

Don't hesitate to ask the instructor for help so you don't get behind early in the course. Students find MyITLab pretty easy to use but you must go through a few of the trainings and exams to get used to it. It's important to begin working with MyITLab right away and get help, if you need it.

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 getting notes from another student and by checking the class WebCT and MyITLab sites.

Class Procedures - The teaching method for this course will include lecture/discussion, in-class exercises, online training exercises and online skill-based quizzes/exams. All work should be done independently unless a group exercise is given.

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 SDD 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.

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.

Point Distribution and Grades - The points possible for this course will be 800 points with different weights for quizzes, training, etc. Below is the weight each grading component has in the overall grade.

| | Weight in Overall Grade |
|--|--------------------------------|
| CIS Concepts | |
| Chapter Quizzes | 12.5% |
| Exam 1 | 12.5% |
| Exam 2 | 12.5% |
| Exam 3 | 12.5% |
| Software | |
| Software Training and Quizzes | 15.0% |
| End-of-Chapter Quizzes (Multiple Choice) | 10.0% |
| End-of-Chapter Skill-based Exams | 25.0% |
| Total Points | 100.0% |

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 |