

Introduction to Computerized Information Systems

Fall 2009- BCIS 110

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Please use my NMSU email for quicker response to personal questions. You can also set blackboard to forward your NMSU email to your favorite 3rd party email provider (e.g. Yahoo, Gmail, etc.) using the instructions below. For questions that other students may also need answered, please use Blackboard Discussions.

Texts:

Your texts are available as a bundle from the NMSU bookstore and they include:

(1) The main text:

Tomorrow's Technology and You, Complete, 9/e, Beekman, 2010, Prentice Hall, ISBN-10: 0135045045

(2) A custom software text for Excel and Access:

Exploring Microsoft Office 2007: Custom Edition for New Mexico State University, Pearson Custom Publishing, this text accompanies and the myitlab software.

(3) A Student Access Code key for **myitlab** by Pearson.

You must have a personal copy of the myitlab Student Access Code to take the course. If you wish, you can buy the key direct from the opening page of the <http://www.myitlab.com> website. Myitlab will be used for Excel and Access training and assessment (quizzes) and is mandatory for this course. The course code is (to be announced) and you need to enter this code when you register on myitlab along with your Student Access Code. Your Myitlab Student Access Code is valid for one year, so you should consider taking BCIS 338 in the spring semester or next summer to avoid having to buy a new access code.

Mac users note: myitlab can be run on a Mac with an Intel-based architecture, running under Windows via a program such as Boot Camp or Parallels. If you do not have Parallels or Boot Camp, PCs are available for your use in university labs.

Campus computer labs with Myitlab installed: The lab in BC309, Jacobs Hall, and Pete's Place (Corbett Center) also have the myitlab video and sound files installed, so they should be your first choice if you don't have your own PC. This is a business course and as with most business software, myitlab runs under Windows.

NOTE: The above three items are sold as a bundle from the NMSU bookstore, but you can buy the texts and key elsewhere. The only place to buy the custom Office text is from NMSU, but you can buy the complete Office texts (*Exploring Microsoft Office Excel 2007*, *Exploring Microsoft Office Access 2007*) from Pearson or online retailers. These texts will also be used in the required BCIS338 course. The custom Office text uses chapters from:

Exploring Microsoft Office Excel 2007, Comprehensive, 2/E, Grauer, Scheeren, & Mulbery, Prentice Hall, 2009. ISBN-13: 9780135032275.

Exploring Microsoft Office Access 2007 Comprehensive, Grauer & Lockley, Prentice Hall, 2008, ISBN-13: 9780131567887

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 and Access. 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.

Course Objectives:

The student who completes this course should:

- Describe basic information technology terminology
- Identify and use hardware components of IT systems
- Describe and apply concepts of file management
- Describe the basic concepts of application and operating systems software
- Describe and use IT systems for communications (e.g., word processing, presentation software, email, etc.)
- Describe the concepts of information management, databases, and database management systems
- Describe the social impact of information technology
- Describe the international impact of IT issues
- Identify and explain important ethical, security, and privacy issues in information systems
- Create and use spreadsheets
- Create and use databases
- Use Internet search engines for research

These objectives will articulate to any Introduction to Information Systems course at any state university in New Mexico.

BCIS 110 content that covers BBA program objectives:

- The major focus of BCIS 110 is on the program goal of being an effective user of information technology.

Other program goals covered in our course include:

- Being an effective communicator as demonstrated by 10 written discussion assignments and using memo formats.
- Using information technology to solve problems and as tools to aid critical thinking through spreadsheet analysis and internet based information searches.
- Students will recognize ethical, legal, cultural, and international issues in IT such as privacy, file sharing, copyright, and the digital divide.
- Students will recognize the contribution of IT in creating value for the firm.

Blackboard & myitlab and this course:

This course uses **Blackboard & myitlab** as a course management and communications platforms. Blackboard (<http://learn.nmsu.edu>) is a powerful course tool that provides on-line access to most course functions, text quizzes, grades, syllabus, email, schedule, assignment drop-box, bulletin boards and others. It may be the first time you've used Blackboard, so be prepared to spend some time familiarizing yourself with Blackboard by going to <HTTP://learn.nmsu.edu> and completing the online tutorial.

Excel and Access training and assessment will be entirely online using the myitlab website. You must have purchased a software key in order to access <http://www.myitlab.com>. Your first assignment is to enroll in myitlab as described in the Assignments link of Blackboard. If you do not enroll in myitlab you will be dropped from the course. After you have enrolled you can begin to take the training on Excel and Access.

Quizzes:

Approximately once a week you will take a quiz over a chapter from the primary text (*Tomorrow's Technology and You*). Q1 covers Chapter 1, Q2 covers Chapter 2 ... You will have 15 minutes to take each 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. Only your highest score will be

recorded.

Exams over chapters:

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, 7 December

Assignments:

Assignments must be completed from two sources: the Assignments link of Blackboard and on myitlab.

IMPORTANT:

Since demonstrating a working knowledge of Excel and Access such an important part of this course, you must complete the myitlab with a "C" average to pass this course regardless of your *Tomorrow's Technology and You* test scores. You must have a myitlab key to pass the course.

Participation & Discussion:

There will also be 10 Discussion exercises that will require you to respond to a Blackboard Discussion Topic messages within 10 days of being posted. You will not pass the course if you ignore the Discussion Topic postings!

Grades at Midterm:

You will be provided with information about your grade in the class prior to the last day to withdraw. No faculty or department head signatures are required to drop a class.

Audit:

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 (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.

Withdrawals and drops: The deadline for withdrawing from a course in the fall is October 14, 2009. In the case of a withdrawal, the course remains on the student's transcript and the grade is listed as "W". Students in the College of Business may withdraw from a class by presenting an add/drop slip to the staff in the Advising Center who will process it, if it is received prior to the deadline. I will also process administrative drops by the October 14 deadline if a student has not been active on Blackboard or myitlab.

Grades: Note these points allocations are subject to modification during the month of September.

myitlab 400 points

Text Quizzes 300 points

Topic Discussions 100 points

Discussions, participation & other assignments 200 points

1000 points Total

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

FORWARDING BLACKBOARD EMAIL:

If you would like to forward your Blackboard email to your NMSU or other external email account:

- DO NOT log into the course, but instead click the "My settings" button in the upper right corner. You should find yourself viewing your profile.
- Take a look at the email address in the profile, and if you want to use something different, use the "Edit Profile" button to change it.
- Once your email in your profile is correct, click the "My Tool Options" tab, scroll down until you see "Forward all mail messages to the e-mail address in my profile" and check the box in front of that.
- Click "save" at the bottom of the page.
- You can then use the Blackboard email tool to send yourself an email to test whether the forwarding to external email is properly configured.