

# **Business Computer Information Systems I – Class Syllabus**

## **BCIS 110, Section M02 – Fall, 2009**

<b>Instructor:</b>	<b>Dr. Bobbie Green</b>
<b>Phone/Voicemail:</b>	<b>(505) 646-3025</b>
<b>Office:</b>	<b>Guthrie Hall, Room 313A</b>
<b>Email:</b>	<a href="mailto:bobbie@nmsu.edu"><u>bobbie@nmsu.edu</u></a>
<b>Blackboard:</b>	<a href="http://learn.nmsu.edu"><u>http://learn.nmsu.edu</u></a>
<b>Office Hours:</b>	<b>Monday 4 – 5 PM</b>

### **Textbooks (Required)**

- *Tomorrow Technology and You*, 9th Edition, George and Ben Beekman, Prentice-Hall; ISBN 0-13-504504-6
- *Exploring Microsoft Office 2007*, Custom Edition for New Mexico State University

### **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 be able to:

- 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.

### **Blackboard and This Course**

- Blackboard is a web-based tool for integrating an Internet component into a course. To access the course, log on to <http://learn.nmsu.edu>. There will be a link to the course if you have successfully registered for this class. It is very important that you get familiar with the Blackboard features the first week of the semester. Class announcements will be posted on the course homepage in Blackboard.

### **Exams**

- There will be three exams. The exams will cover material from the textbook, lectures, and the assignments.
- The final exam will cover the material since the second exam and some central terms and concepts that have been discussed since the beginning of the semester.
- Each exam may be any combination of the following:

"Short Answer"  
"True/False"  
"Multiple Choice"  
"Matching"

### **Quizzes**

- There are weekly quizzes. Each will be worth 30 points. These quizzes will cover textbook material and will be given through Blackboard.

### **Assignments**

- There are 10 myITlab assignments that require you to install the myITlab simulation software. The software can be obtained at <http://www.myITLab.com>

### **Students with Disabilities**

- If you have a disability and would benefit from accommodations, you can notify the **Services for Students with Disabilities (SSD) Office** located at Garcia Annex (Phone/Voicemail 646-6840, TTY 646-1918).

- If you are already registered with the SSD 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/exam to censure from the University.

### **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.

### **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.
- You can be administratively withdrawn from the class if you have excessive absenteeism and/or excessive missed assignments by October 14, 2009.

**Point Distribution and Grades:**

	<b># of Assignments</b>	<b>Points per Assignment</b>	<b>Total Points</b>
<b>Exams</b>	3	100	300
<b>Quizzes</b>	15	30	450
<b>myITLab Assignments</b>	10	20	200
<b>Participation</b>			50
<b>Total</b>			1000

**Grades will be assigned as follows:**

<b>Percentage</b>	<b>Grade</b>
<b>100% through 90%</b>	<b>A</b>
<b>89% through 80%</b>	<b>B</b>
<b>79% through 70%</b>	<b>C</b>
<b>69% through 60%</b>	<b>D</b>
<b>59% or less</b>	<b>F</b>

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