

## **Introduction to Computer Information Systems (BCIS 110)**

Fall 2009, Section: M03; Room: GU102; Day/Time: MWF 10:30-11:20 a.m.

Instructor: **Paul Cule**

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Blackboard: <http://learn.nmsu.edu>

Office Hours: Mon, Wed, Fri 09:15-10:15 a.m.

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): **CRSABSL-609449**

Classes:

Concepts textbook: **Tomorrow's Technology and You**, G. Beekman and M. J. Quinn, 9th 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.

**Blackboard, MyITLab and This Course** - This may be the first time you've used Blackboard but it won't be the last and you'll become very familiar with Blackboard 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
<b>CIS Concepts</b>	
Chapter Quizzes	12.5%
Exam 1	12.5%
Exam 2	12.5%
Exam 3	12.5%
<b>Software</b>	
Software Training and Quizzes	15.0%
End-of-Chapter Quizzes (Multiple Choice)	10.0%
End-of-Chapter Skill-based Exams	25.0%
<b>Total Points</b>	<b>100.0%</b>

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

# BCIS 110 - Introduction to Computer Information Systems - Fall 2009 Course Schedule\*

Blackboard: <http://learn.nmsu.edu/>

MyITLab: <http://myitlab.com/>

Wk #	Dates	Activities and materials for the week
1	8/21	<ul style="list-style-type: none"> <li>• Introduction to BCIS 110</li> <li>• Introduction to MyITLab for software training, and skill-based quizzes and exams</li> </ul>
2	8/24	<ul style="list-style-type: none"> <li>• <i>Beekman, Chapter 1: Our Digital Planet</i></li> <li>• Excel, Chapter 1, <i>Due by 9:55 PM on Sunday at end of this week.</i> <ul style="list-style-type: none"> <li>○ MyITLab: Exercise 1 training and skill-based quiz                             <ul style="list-style-type: none"> <li>▪ Plan your workbook, Start Excel, Enter and edit data in cells, Use the SAVE AS command</li> </ul> </li> <li>○ MyITLab: Exercise 2 training and skill-based quiz                             <ul style="list-style-type: none"> <li>▪ Open an existing workbook, Use SAVE AS to save an existing workbook, Insert a row and compute totals, Copy the formulas, Continue the calculations Insert a column</li> </ul> </li> <li>○ MyITLab: Exercise 3 training and skill-based quiz                             <ul style="list-style-type: none"> <li>▪ Manage the workbook, Apply number formats, Apply font attributes and borders, Change alignment attributes, Insert image</li> </ul> </li> </ul> </li> </ul>
3	8/31	<ul style="list-style-type: none"> <li>• <i>Beekman, Chapter 2: Hardware</i></li> <li>• Excel, Chapter 1 <i>Due by 9:55 PM on Sunday at end of this week.</i> <ul style="list-style-type: none"> <li>○ MyITLab: Exercise 4 training and skill-based quiz                             <ul style="list-style-type: none"> <li>▪ Insert a comment, Insert custom header and footer, Format to print the worksheet</li> </ul> </li> <li>○ MyITLab: End-of-chapter multiple choice</li> <li>○ MyITLab: Skill-based exam</li> </ul> </li> </ul>
4	9/7	<ul style="list-style-type: none"> <li>• <i>Beekman, Chapter 4: Software</i></li> <li>• Excel, Chapter 2 <i>Due by 9:55 PM on Sunday at end of this week.</i> <ul style="list-style-type: none"> <li>○ MyITLab: Exercise 1 training and skill-based quiz                             <ul style="list-style-type: none"> <li>▪ Compute the gross pay, Complete the calculations, Copy the formulas with the fill handle</li> </ul> </li> <li>○ MyITLab: Exercise 2 training and skill-based quiz                             <ul style="list-style-type: none"> <li>▪ Compute the totals, Using other general functions, Apply number formatting, Apply font and alignment formatting, Insert a comment to complete the worksheet</li> </ul> </li> <li>○ MyITLab: Exercise 3 training and skill-based quiz                             <ul style="list-style-type: none"> <li>▪ Use the IF function, Use the VLOOKUP function, Copy the IF and VLOOKUP functions, Apply page setup options and print the worksheet</li> </ul> </li> </ul> </li> </ul>
5	9/14	<ul style="list-style-type: none"> <li>• <i>Beekman, Chapter 4: Software - continued</i></li> <li>• Excel, Chapter 2 continued <i>Due by 9:55 PM on Sunday at end of this week.</i> <ul style="list-style-type: none"> <li>○ MyITLab: Exercise 4 training and skill-based quiz                             <ul style="list-style-type: none"> <li>▪ Create the worksheet, Insert the PMT function, Format the worksheet, Complete the worksheet</li> </ul> </li> <li>○ MyITLab: End-of-chapter multiple choice</li> <li>○ MyITLab: Skill-based exam</li> </ul> </li> </ul>
6	9/21	<ul style="list-style-type: none"> <li>• <b>Exam 1</b> on Thursday. <i>No reading assignment in the Beekman textbook.</i></li> <li>• Excel, Chapter 3 <i>Due by 9:55 PM on Sunday at end of this week.</i> <ul style="list-style-type: none"> <li>○ MyITLab: Exercise 1 training and skill-based quiz                             <ul style="list-style-type: none"> <li>▪ Use Autosum, Create a chart, Complete a chart, Move and size a chart, Change the worksheet, Change the chart type,</li> </ul> </li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>○ Create a second chart</li> <li>○ MyITlab: Exercise 2 training and skill-based quiz <ul style="list-style-type: none"> <li>▪ Rename the worksheet, Create chart with multiple data series, Copy a chart, Change the source data, Change the chart type, Insert a graphic shape and add a text box</li> </ul> </li> <li>○ MyITlab: Exercise 3 training and skill-based quiz <ul style="list-style-type: none"> <li>▪ Embed a chart in Word, Copy the worksheet, Embed the data, Copy the chart, Embed the chart, Modify the worksheet, Update the links, Print worksheet and chart, Save and view chart as web page</li> </ul> </li> <li>○ MyITlab: End-of-chapter multiple choice</li> <li>○ MyITlab: Skill-based exam</li> </ul>
7	9/28	<ul style="list-style-type: none"> <li>• <i>Chapter 6 Graphics, Digital Media, and Multimedia</i></li> <li>• Excel, Chapter 4 (Due by 9:55 PM on Sunday at end of this week.) <ul style="list-style-type: none"> <li>○ MyITlab: Exercise 1 training and skill-based quiz <ul style="list-style-type: none"> <li>▪ Freeze and unfreeze rows and columns, Hide and unhide rows, columns and worksheets, Protect a worksheet and workbook and control calculations, Print a large worksheet</li> </ul> </li> <li>○ MyITlab: Exercise 2 training and skill-based quiz <ul style="list-style-type: none"> <li>▪ Create a table, Add, edit or delete records and use FIND and REPLACE, Format a table, Sort a table, Filter at table, Create column totals and summary report, Print the completed worksheet</li> </ul> </li> <li>○ MyITlab: End-of-chapter multiple choice</li> <li>○ MyITlab: Skill-based exam</li> </ul> </li> </ul>
8	10/05	<ul style="list-style-type: none"> <li>• Beekman, <i>Chapter 9: The Evolving Internet</i></li> <li>• Excel, Chapter 5 <i>Due by 9:55 PM on Sunday at end of this week.</i> <ul style="list-style-type: none"> <li>○ MyITlab: Exercise 1 training and skill-based quiz <ul style="list-style-type: none"> <li>▪ Use the text import wizard, Apply and clear conditional formatting, Import Access data, Apply color scales and icon sets conditional formatting</li> </ul> </li> <li>○ MyITlab: Exercise 2 training and skill-based quiz <ul style="list-style-type: none"> <li>▪ Use date arithmetic, Sort and filter with conditional formatting, Use custom AutoFilter, Create a criteria range and use an advanced filter, Define a named range, Set up a summary area and use DAVERAGE, Use DMAX, DIM, DSUM and DCOUNT function, Change the criteria</li> </ul> </li> <li>○ MyITlab: Exercise 3 training and skill-based quiz <ul style="list-style-type: none"> <li>▪ Create a PivotTable, Complete the PivotTable, Modify the source data and refresh the PivotTable, Pivot the table, Create a PivotChart, Change and enhance the PivotChart, Complete the PivotChart, Create a web page from a PivotTable, Change underlying data</li> </ul> </li> <li>○ MyITlab: End-of-chapter multiple choice</li> <li>○ MyITlab: Skill-based exam</li> </ul> </li> </ul>
9	10/12	<ul style="list-style-type: none"> <li>• Beekman, <i>Chapter 9: The Evolving Internet - continued</i></li> <li>• Web 2.0 exercise (This is not in myITlab.)</li> <li>• No exercises in myITlab this week.</li> </ul>
10	10/19	<ul style="list-style-type: none"> <li>• <i>Beekman, Chapter 10: Computer Security and Risks</i></li> <li>• Access, Chapter 1 <i>Due by 9:55 PM on Sunday at end of this week.</i> <ul style="list-style-type: none"> <li>○ MyITlab: Exercise 1 training and skill-based quiz <ul style="list-style-type: none"> <li>▪ Create a production folder and copy an Access file, Open an Access file, Edit a record, Navigate and Access form and add records, Recognize the table and form connectivity and delete</li> </ul> </li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>o a record, Back up and compact the database</li> <li>o MyITlab: Exercise 2 training and skill-based quiz <ul style="list-style-type: none"> <li>▪ Use Filter by Selection with an equal setting, Use Filter by Selection with a contains setting, User filter by form with an inequity setting, Sort a table</li> </ul> </li> <li>o MyITlab: Exercise 3 training and skill-based quiz <ul style="list-style-type: none"> <li>▪ Examine the relationship window, Discover that changes in table data affect queries, Use Filter by Form with an inequity setting and reapply a saved filter, Filter a report, Remove an advanced filter</li> </ul> </li> <li>o MyITlab: End-of-chapter multiple choice</li> <li>o MyITlab: Skill-based exam</li> </ul>
11	10/26	<ul style="list-style-type: none"> <li>• <b>Exam 2</b> on Tuesday</li> <li>• <i>Beekman, Chapter 7: Database</i></li> <li>• <i>Access, Chapter 2 Due by 9:55 PM on Sunday at end of this week.</i> <ul style="list-style-type: none"> <li>o MyITlab: Exercise 1 training and skill-based quiz <ul style="list-style-type: none"> <li>▪ Create a new database, Create a table by entering data, Change the primary key, modify field properties, and delete a field, Modify table fields in Design View, Create a new field in Design View, Switch between the Table Design and the Table Datasheet views</li> </ul> </li> <li>o MyITlab: Exercise 2 training and skill-based quiz <ul style="list-style-type: none"> <li>▪ Import Excel data into an Access table, Import additional Excel data, Modify an imported table's design, Add data to an imported table, Establish table relationships, Understand how referential integrity protects data</li> </ul> </li> </ul> </li> </ul>
12	11/2	<ul style="list-style-type: none"> <li>• <i>Beekman, Chapter 7: Database - continued</i></li> <li>• <i>Access, Chapter 2 - continued Due by 9:55 PM on Sunday at end of this week.</i> <ul style="list-style-type: none"> <li>o MyITlab: Exercise 3 training and skill-based quiz <ul style="list-style-type: none"> <li>▪ Create a query using a wizard, Specify simple query criteria, Change query data, Add a table to a query using Design View and sort a query</li> </ul> </li> <li>o MyITlab: End-of-chapter multiple choice</li> <li>o MyITlab: Skill-based exam</li> </ul> </li> </ul>
13	11/9	<ul style="list-style-type: none"> <li>• <i>Beekman, Chapter 12: Information Systems in Business</i></li> <li>• <i>Access, Chapter 3 Due by 9:55 PM on Sunday at end of this week.</i> <ul style="list-style-type: none"> <li>o MyITlab: Exercise 1 training and skill-based quiz <ul style="list-style-type: none"> <li>▪ Copy a database and start the query, Select the fields, save and open the query, Create a calculated field and run the query, Verify the calculated results, Recover from a common error</li> </ul> </li> <li>o MyITlab: Exercise 2 training and skill-based quiz <ul style="list-style-type: none"> <li>▪ Create a SELECT query, Use the Expression Builder, Create calculations using input stored in a different query or table, Edit expression using the Expression Builder, Use function, Work with date arithmetic</li> </ul> </li> <li>o MyITlab: Exercise 3 training and skill-based quiz <ul style="list-style-type: none"> <li>▪ Add a Total Row, Create a Totals query based on a select query, Add fields to the Design Grid, Add grouping options and specify summary statistics</li> </ul> </li> <li>o MyITlab: End-of-chapter multiple choice</li> <li>o MyITlab: Skill-based exam</li> </ul> </li> </ul>
14	11/16	<ul style="list-style-type: none"> <li>• <i>Beekman, Chapter 13: Electronic Commerce and E-business</i></li> </ul>

		<ul style="list-style-type: none"> <li>• Access, Chapter 4 <i>Due by 9:55 PM on Sunday at end of this week.</i> <ul style="list-style-type: none"> <li>○ MyITlab: Exercise 1 training and skill-based quiz           <ul style="list-style-type: none"> <li>▪ Create a report using the Report Tool, Create and apply a filter in a report, Remove fields from a report and adjust column widths Reposition report objects and insert graphic elements in a report, Use AutoFormat and format report elements</li> </ul> </li> <li>○ MyITlab: Exercise 2 training and skill-based quiz           <ul style="list-style-type: none"> <li>▪ Sort a report, Create a grouped report and sort it, Add additional grouping levels and calculate summary statistics, Remove grouping levels, Reorder grouping levels</li> </ul> </li> </ul> </li> </ul>
	11/23	<ul style="list-style-type: none"> <li>• <b>Thanksgiving Break</b></li> </ul>
15	11/30	<ul style="list-style-type: none"> <li>• Current topics</li> <li>• Access, Chapter 4 continued. <u>NOTE! Due by 9:55 PM on FRIDAY at end of this week.</u> <ul style="list-style-type: none"> <li>○ MyITlab: Exercise 3 training and skill-based quiz           <ul style="list-style-type: none"> <li>▪ Assemble the report data, Create query-based report and add grouping, Create summary statistics, Select Layout and AutoFormatting, Modify the report</li> </ul> </li> <li>○ MyITlab: End-of-chapter multiple choice</li> <li>○ MyITlab: Skill-based exam</li> </ul> </li> </ul>
16	12/7	Final Exam date & time will be posted after the semester begins.

\* This is a tentative schedule. Changes may be made by the instructor and a revised schedule posted.

Office hours: When I have to attend a meeting or other event during my office hours, I will post a message in Blackboard. I'm often in my office even when I don't have office hours. You're welcome to call or come by outside of office hours but if you're making a special trip to campus, please call first to confirm that I'm in my office and so I don't step away and miss you.