Instructor: James A. Nelson, Ph.D.

Office Hours: I have virtual office hours from 7:00AM until 7:00 PM unless I’m in a meeting or in class. Feel free to call me at the number below (my personal cell phone) or text me during my virtual hours or email me at any time. I will hold regular office hours in the BC 309 computer lab.

Cell Phone for my BCIS classes only: (575) 649-5938

NMSU E-Mail: jnelson@nmsu.edu

Please use Blackboard email for personal course communications. For any questions that any other students may also need answered, please use Blackboard Discussions. I cannot answer questions such as “What’s the Myitlab code?” in 200 separate email messages.

NMSU email is your official email for personal correspondence. Please use your @nmsu.edu email if you are emailing me at jnelson@nmsu.edu. You can set Blackboard to forward your NMSU email to your favorite 3rd party email provider (e.g. Yahoo, Gmail, etc.) using the instructions below.

Texts:

Your texts are available as a bundle from the NMSU Barnes & Noble bookstore which includes 3 items ($179.35): (1) Computers are Your Future, Complete (12th Edition), 2012, Prentice Hall, (2) Exploring Microsoft Office 2010: Custom Edition for New Mexico State University, Pearson Custom Publishing, and (3) Myitlab access code. You may purchase them as a bundle from Barnes & Noble or individually as described below.

(1) Computers are Your Future, Complete (12th Edition), 2012, Prentice Hall, ISBN-0132544946. I am recommending that students buy the eText of this book from Course Smart at http://www.coursesmart.com/0132543443/?a=1773944 at a significant price difference ($58 vs. $145+). There are also used books available at many online sources and at the Campus Bookstore in Pan Am Plaza. If you buy this text online or used, please make sure that you get the “Complete” edition. Used prices vary.

(2) A custom software text for Excel and Access: Exploring Microsoft Office 2010: Custom Edition for New Mexico State University, Pearson Custom Publishing. This text parallels and accompanies the myitlab software. Used copies are available at Barnes & Noble and the Campus Bookstore in Pan Am Plaza.

(3) A Student Access Code key for myitlab by Pearson. Used copies are not valid. You must have your own personal code which comes with the bundle from NMSU Barnes & Noble or you can buy direct from myitlab.com. On the myitlab.com homepage, in the “Register” box, click on “Student”, click on the radio button “No, I need to buy access”, click “Next”, then click on:

myitlab for Exploring Microsoft Office 2010 (no eText) $80 or

myitlab for Exploring Microsoft Office 2010 (with eText), $110, the eText version buys you #2 above (Exploring Microsoft Office 2010) along with the required myitlab access code.
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 Myitlab [http://www.myitlab.com](http://www.myitlab.com) website ($80). Myitlab will be used for Excel and Access training and assessment (quizzes) and is mandatory for this course. The course code is CRSABFL-838867 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 summer semester or next spring to avoid having to buy a new access code.

**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 is designed to run under Windows. If you have a non-business computer (Mac) you can still use myitlab, but it will run on a remote connection to a server in the cloud and not directly on your Mac (see the myitlab homepage).

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NOTE: The above three items are sold as a bundle from the NMSU bookstore, but you can buy the texts and key elsewhere. The complete bundle at the NMSU bookstore is $179. Used hardcopies of the texts are widely available online and from other students. You must have a personal copy of myitlab which you can purchase online at myitlab.com ($80) or myitlab comes with the bundle from NMSU. You cannot use or buy a used myitlab code.

You can order the books from the NMSU bookstore by going to [http://nmsu.edu](http://nmsu.edu) and clicking on the bookstore link or from your course list on my.nmsu.edu.

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**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 2010 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:**

This course is a core course in the Bachelor of Business Administration (BBA) degree program. The primary program learning goals to which this course contributes are: 1) Students are effective users of information technology and 2) Students can solve problems.

The student who completes this course should also:
- 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 for 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.

To assist you in meeting College expectations with respect to writing and presentation skills, an “Academic Survival Kit” with resources on writing and presentation skills is available on the College web page at [http://business.nmsu.edu/students/survival-kit/](http://business.nmsu.edu/students/survival-kit/).

**Blackboard & myitlab and this course:**

This course uses Blackboard & myitlab as a course management and communications platforms. Blackboard ([http://learn.nmsu.edu](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](HTTP://learn.nmsu.edu) and completing the online tutorial.

Excel and Access training and assessment will be entirely online using the myitlab website. Use must have purchased a software key in order to access [http://www.myitlab.com](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. **You must complete myitlab with a score of 70% or higher to pass the course.**
Quizzes:

Approximately once a week you will take a quiz over a chapter from the primary text (*Computers are your Future*). 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 three online exams during the semester. The exams will cover material from the chapter quizzes and may be taken only one time.

Final Examination:

The final will be TBA.

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 *Computers are your Future* test scores, assignments, and discussion grades. You must have a myitlab key, register for myitlab, and complete the myitlab work at the 70% level to pass the course.

You must also pass each other grading section in order to pass the course. You must pass the quizzes from the LaBerta text, the assignments, and the discussions each at the 60% level and Myitlab at 70% in order to pass the course. For example if you have 95% on quizzes, 90% on assignments, 80% Myitlab, and choose not to do the discussions, you will fail the course even though your course average is 79.5% using the weightings below. You must independently pass each section of the course,

Participation & Discussion:

The Discussion topics that will require you to respond to a Blackboard Discussion Topic message within 5 class days (M – F) of being posted. You will not pass the course if you ignore the Discussion Topic postings!

Writing & Presentation Skills:

The Undergraduate Committee has identified writing and presentation skills as areas where student learning outcomes need improvement. To assist you, an Academic Survival Kit with resources on writing and presentation skills is available on the College web page at [http://business.nmsu.edu/students/survival-kit/](http://business.nmsu.edu/students/survival-kit/).

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, you may contact the Student Accessibility Services (SAS) Office located in Corbett Center, Room 244, 575-646-6840, or email sas@nmsu.edu. Appropriate accommodations may then be provided for you. All medical information will be treated confidentially. If you have a condition which may affect your ability to exit safely from the premises in an emergency during class, you are encouraged to discuss this in confidence with the instructor and/or the Director of University Disability Services/ADA Coordinator, Diana Quintana, at the SAS Office. Questions regarding the Americans with Disabilities Act (ADA) and/or the American with Disabilities Amendment Act should be directed to the SAS Office.

Questions regarding NMSU’s Non-discrimination Policy and discrimination complaints should be referred to Gerard Nevarez, Office of Institutional Equity, 575.646.3635.

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/~vpsa/handbook.html](http://www.nmsu.edu/~vpsa/handbook.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 the course is March 12, 2012. 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.

Grades: Note these points allocations are subject to modification.

myitlab 300 points
Text Quizzes 300 points
Topic Discussions 100 points
Assignments & participation 300 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.