Intro to Business Computer Information Systems – Class Syllabus
BCIS 110, Section MO3 and M04 – Fall, 2012

Instructor:        Dr. Bobbie Green
Phone/Voicemail:      (505) 646-2640
Office:        Guthrie Hall, Room 313a
Canvas:    http://learn.nmsu.edu
Office Hours:        By Appointment

Textbooks (Required)

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:

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

Class Rules

- No electronic devices to be used during class, including cell phones, laptops, mp3 players, headphones, etc.
- No talking during class.
- No walking during class.
- No eating during class.
- No excessive absenteeism and or tardiness. Showing up late or leaving early may be grounds for administrative withdrawal from this course.

Violation of the class rules is grounds for administrative withdrawal from this course.

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 Canvas.

myITLab

- There are weekly myITLab assignments that require you to install and use the myITLab simulation software. The software can be obtained at [http://www.myITLab.com](http://www.myITLab.com)
- It is your responsibility to go to the My Submissions page after you submit your myITLab assignments. Here you can verify that the server has received your submission. If the results are not there, you need to notify your instructor immediately. You will not receive credit for work that isn't posted to the server.

Students with Disabilities
Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) covers issues relating to disability and accommodations. If a student has questions or needs an accommodation in the classroom (all medical information is treated confidentially), contact:

Trudy Luken  
Student Accessibility Services (SAS) – Corbett Center, Room 244  
Phone: 646-6840 Email: sas@nmsu.edu  
Website: www.nmsu.edu/~ssd/

NMSU policy prohibits discrimination on the basis of age, ancestry, color, disability, gender identity, genetic information, national origin, race, religion, retaliation, serious medical condition, sex, sexual orientation, spousal affiliation and protected veterans status. Furthermore, Title IX prohibits sex discrimination to include sexual misconduct, sexual violence, sexual harassment and retaliation. For more information on discrimination issues, Title IX or NMSU’s complaint process contact:

Gerard Nevarez or Agustin Diaz  
Office of Institutional Equity (OIE) – O’Loughlin House  
Phone: 646-3635 Email: equity@nmsu.edu  
Website: www.nmsu.edu/~eeo

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 16, 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.
- You can be administratively withdrawn from this class for inappropriate behavior, excessive tardiness/absenteeism and/or excessive missed assignments.
Point Distribution and Grades:

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<thead>
<tr>
<th># of Assignments</th>
<th>%</th>
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<tbody>
<tr>
<td>Exams</td>
<td>30%</td>
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<tr>
<td>Quizzes</td>
<td>30%</td>
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<tr>
<td>myITLab Assignments</td>
<td>30%</td>
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<tr>
<td>Participation</td>
<td>10%</td>
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<tr>
<td><strong>Total</strong></td>
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Grades will be assigned as follows:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
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<tbody>
<tr>
<td>100% through 90%</td>
<td>A</td>
</tr>
<tr>
<td>89% through 80%</td>
<td>B</td>
</tr>
<tr>
<td>79% through 70%</td>
<td>C</td>
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<tr>
<td>69% through 60%</td>
<td>D</td>
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<tr>
<td>59% or less</td>
<td>F</td>
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