Introduction to Computerized Information Systems
BCIS-110 M04

Meeting Times: 10:30-11:20 MWF
Guthrie Hall 200

Instructor: Rajaa Shindi

Office Hours: WF 11:30-12:30 or By Appointment
Office Hours Location: BC 309

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Contacts: The best way to contact me is through Canvas. I monitor Canvas regularly. You may also use my NMSU email address (rshindi@nmsu.edu). If you need immediate response you may try my cell phone: 575.202-1066. However, there will be many times that I will be unable to answer, in which case you may leave a message or send a text. Please leave your name in any message, email, or text.

NMSU E-Mail: rshindi@nmsu.edu

Texts:

Your texts are available as a bundle (ISBN 9781269249997) from the NMSU Barnes & Noble bookstore which includes 3 items ($186.85 new or $140.15 used): (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. Available at many sources online or at the Campus Book Store in Pan Am Plaza. If you rent or 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”, and enter the required MyITLab course code: CRSKLPV-2012292.

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 website ($95.00). MyITLab will be used for Excel and Access training and assessment (quizzes) and is mandatory for this course. The course code is CRSKLLD-2012293 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 or Summer semester to avoid having to buy a new access code.

Campus computer labs with MyITLab installed: The labs 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).

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

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
- Learn how to use and develop Mobile Devices App (Android Platform)

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

Canvas & MyITLab and this course:

This course uses Canvas & MyITLab as a course management and communications platforms. Canvas (http://learn.nmsu.edu) is a powerful course tool that provides on-line access to most course functions, text quizzes, grades, syllabus, schedule, assignments, and others. It may be the first time you've used Canvas, so be prepared to spend some time familiarizing yourself with Canvas 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 Canvas. If you do not enroll in MyITLab you will fail 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. MyITLab grades will be manually input into Canvas grade book weekly. MyITLab is a simulation of Microsoft Access and Excel, so you do not need to have a copy of Access or Excel for most MyITLab work. However, the MyITLab Grader assignments require that you use Microsoft Office Excel and Access. MyITLab is installed on all computers in BC 309. Microsoft Access and Excel are installed on all university computer lab machines.

Mac users note: As with many business software products, MyITLab is not directly compatible with a Mac computer. Mac users should click on the special links on the MyITLab.com homepage that will allow you to remotely connect to a machine (in New Jersey) to do your MyITLab work.

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, etc. However, we will not be reading the chapters in order. For instance, we will read the chapter on application software (chapter 5) immediately after chapter 1. You will have 30 minutes to take each quiz and you may retake the quiz 2 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 two online exams during the semester, a midterm and a final. The exams will cover material from the chapter quizzes and may be taken only one time.

Final Examination:

The final exam will be from 10:30am – 12:30pm on Monday, December 9, in the classroom.

Assignments:

Assignments must be completed from two sources: the Assignments link of Canvas and on MyITLab. You will logon to MyITLab separately from Canvas.

IMPORTANT:

Since demonstrating a working knowledge of Excel and Access such an important part of this course, you must complete the MyITLab with a 70% score 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.
Participation & Discussion:

The Discussion topics that will require you to respond to a Canvas Discussion message within 5 class days (M – F) of being posted.

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/.

Disabilities and Discrimination:

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

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. Sharing or copying of computer files is considered to be Scholastic Dishonesty. Please see the NMSU Handbook http://www.nmsu.edu/~vpsa/handbook.html

Plagiarism:

Plagiarism is using another person's work without acknowledgment, making it appear to be one’s own (this includes wikipedia!). Intentional and unintentional instances of plagiarism are considered instances of academic misconduct and
are subject to disciplinary action such as failure on the assignment, failure of the course or dismissal from the university. The NMSU Library has more information and help on how to avoid plagiarism at http://lib.nmsu.edu/plagiarism/

**Email:**

Please use your NMSU email for all direct correspondence when you wish to reach me outside of Canvas. Your @nmsu.edu email address is the official means of communication with the university.

**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:**

The deadline for withdrawing from the course is Tuesday, October 15, 2013. 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.

**Midterm grades:**

Midterm grades will be posted before the deadline to withdraw from the course.

**Drops:**

No faculty or department head signatures are required to drop a class. Students may drop a class on the web only until the last day to drop; they may also drop by taking a drop slip to the Advising Center.

**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 in each of the five categories of grades.

**Grades:**  Note these percentage allocations are subject to modification.

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>MyITLab</td>
<td>30%</td>
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<tr>
<td>Text Quizzes</td>
<td>15%</td>
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<tr>
<td>Topic Discussions and In Class Group Quiz</td>
<td>10%</td>
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<tr>
<td>Assignments</td>
<td>20%</td>
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<tr>
<td>MidTerm Exam</td>
<td>10%</td>
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<tr>
<td>Final Project</td>
<td>15%</td>
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You must earn a grade of 70% in MyITLab in order to pass the course.

Grades will be assigned as follows:

<table>
<thead>
<tr>
<th>Grade Percentage</th>
<th>Grade</th>
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<tbody>
<tr>
<td>90% through 100%</td>
<td>A</td>
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<tr>
<td>80% through 89%</td>
<td>B</td>
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<tr>
<td>70% through 79%</td>
<td>C</td>
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<tr>
<td>60% through 69%</td>
<td>D</td>
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<tr>
<td>Below 60%</td>
<td>F</td>
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<td>Date</td>
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<tr>
<td>Aug 30</td>
<td>Tu</td>
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<tr>
<td>Sep 6</td>
<td>Fri</td>
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| Sep 13 | Fri  | Canvas photo
LaBerta 5 - Application Software
Paradigm Shifts - The Future |
| Sep 20 | Fri  | Google yourself
LaBerta Ch 2 - Inside the System Unit
MyITLab Excel Ch 1 - Introduction |
| Sep 25 | Fri  | LaBerta Ch 3 - Input/Output and Storage
Mapping
Peer-to-Peer file sharing - Ethics |
| Sep 27 | Wed  | MyITLab Excel 2 - Formulas & Functions                                  |
| Oct 1  | Fri  | LaBerta Ch 11 - Programming Languages                                   |
| Oct 2  | Tue  | Programming Java Script                                                |
| Oct 7  | Fri  | LaBerta Ch 4 - System Software                                          |
| Oct 11 | Mon  | MyITLab Excel 3 - Charts                                               |
| Oct 18 | Fri  | Excel Sales - Functions, IF, Graphing
LaBerta Ch 6 - The Internet                                              |
| Oct 25 | Fri  | LaBerta 7 - Networks
MyITLab Excel 4 - Datasets & Tables
World radio - International                                             |
| Oct 31 | Fri  | LaBerta 12 - Databases
MyITLab Access 1 - Introduction
Payroll with VLOOKUP - Data Sort, Absolute References, Filter, Format   |
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Details</th>
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<tbody>
<tr>
<td>Nov 1</td>
<td>Thu</td>
<td>Alice</td>
</tr>
<tr>
<td>Nov 6</td>
<td>Fri</td>
<td>LaBerta 8 - Wired &amp; Wireless Communication</td>
</tr>
<tr>
<td>Nov 8</td>
<td>Wed</td>
<td>MyITLab Access 2 - Relational Databases &amp; Queries</td>
</tr>
</tbody>
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| Nov 14 | Fri | LaBerta 9 - Privacy, Crime, & Security  
Payroll with taxes - Nested IF |
| Nov 15 | Thu | Digital Divide |
| Nov 20 | Fri | LaBerta 10 - Careers |
| Nov 22 | Wed | MyITLab Access 3 - Customize, Analyze, & Summarize |
| Dec 5 | Fri | Import Excel into Access  
LaBerta 14 - Enterprise Computing |
| Dec 6 | Thu | Privacy |