Course Syllabus

Introduction to Computerized Information Systems – BCIS 110

Spring 2014

Section 01 Tuesdays 11:45 – 1:00 BC

Instructor: James A. Nelson, Ph.D.

Office Hours:

I have virtual office hours from 8:00AM until 6:00 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 on Thursdays from 10:15 AM until 11:30 PM and on Tuesdays and Thursdays from 1:00 - 2:00 PM, and Wednesdays from 1:30 - 2:30 PM in BC 309. Please note that these hours are all in the BC 309 computer lab. Winnie Bor and Kaitlyn Bailey, our Graduate Assistants will also hold hours in the BC 309 computer lab.

Kaitlyn Bailey BC 309 lab hours: Monday and Wednesday 11:00am to 4:00pm.

NMSU email: The best way to contact me is through Canvas. I monitor Canvas regularly. You may also use my NMSU email address (jnelson@nmsu.edu).

Cell Phone:

My personal cell phone is 575.649.5938 I encourage you to feel free to call me during normal business hours and in the evenings until 7:00 PM. There will be many times that I will be unable to answer, in which case email me or send me a text. If you call, email, or text me, please use common etiquette and tell me what your name is.

For questions that other students may also need answered, please use Canvas Discussions.

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 2013 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

**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.

**Canvas and This Course**

Canvas is a tool for integrating the Internet into the delivery and management of our course. All course information will be posted to Canvas. All assignments (except for MyITLab) will be submitted via Canvas. All instructions, messages, and course information will be posted to the Discussions on Canvas. Canvas may be accessed from learn.nmsu.edu, the NMSU.edu portal, or from my.nmsu.edu. You are expected to logon to Canvas several times per week and your logons will be part of your participation in the course. Reading the Discussions and Announcements is required. If you don’t read the Canvas Discussions and Announcements you will miss out on updates to course requirements and instructions on how to complete the assignments. You are also required to post your thoughts to topics that will be listed under Discussions. You must respond to the Topic Discussions within 6 days of my initial posting.

**Course Materials & Texts (Required)**

**Texts:**

Your texts are available as a bundle (ISBN 9781269249997) from the NMSU Barnes & Noble bookstore which includes 3 items: (1) *Computers are Your Future, Complete (12th Edition)*, 2012, Prentice Hall, (2) *Exploring Microsoft Office 2013: 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 2013: 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. MyITlab is a web-based simulation of Office 2013 which we will use to cover Excel and Access. A MyITLab access code is included in the NMSU Bookstore bundle or from www.MyITlab.com. 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 Office 2013. You do not need to buy the eText.

You must have an access code for MyITlab and complete all of the assigned work at the 70% level to pass the course.

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.

You can also find these source texts at the Campus Bookstore (Pan Am Plaza), Amazon.com and other Internet sites. 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.

If you are doing your work on your home computer, you will need to install some sound and graphics files from the MyITLab.com site. Just go to MyITLab.com and you will see “Home Computer Set-up” and just click on the box or words. You will run the “Home Computer Set-up”. These files are already installed in the BC309 computer lab and at many other labs on campus. You will need a fast connection at home or MyITlab will not work well.

You must register on the www.MyITlab.com site during the two weeks of the course. The MyITLab enrollment code for our BCIS 110 is Course ID: nelson18796. Note: this is not your personal access key which you must purchase with the text bundle or directly from myitlab.com. If you fail to purchase an access key and register on the MyITlab site and do not complete and pass MyITLab with an average score of 70% you will fail the course.

Very soon, NMSU will provide Office 2013 to all full-time students (I’m not sure about part-time students, but will let you know).

MyITlab grades will be manually input into Canvas grade book weekly.

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.

MyITlab works best with Chrome 23+ or IE 10 on a PC or Mac

Course Requirements

Quizzes
Approximately once a week you will take a quiz over a chapter from the primary text, *Computers are Your Future, 12th*, LaBerta. 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. These quizzes will cover the *Computers are Your Future, Complete (12th Edition)*, 2012, LaBerta, Prentice Hall. All quizzes are posted and scheduled on the Canvas Calendar and Quizzes links.

**Exams**

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.

**Assignments**

Assignments are found on the Assignments link of Canvas and on MyITLab.com.

**Final Examination:**

The final is scheduled for Thursday, May 8, 2014 at 10:30am – 12:30pm in our regular classroom.

**Discussions**

There will be several Discussion exercises that will require you to respond to a Canvas Discussion Topic within 6 days of being posted. You will not pass the course if you ignore the Discussion Topic postings! On some of these you will be able to see other students responses, while on some your response will be personal (journal style) and only visible to you and me.

**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. You must complete MyITLab with a score of 70% or higher to pass the course. MyITLab is a simulation of Microsoft Office 2013, so you do not need to have a copy Excel or Access for most MyITLab work. However, the MyITLab Grader assignments require that you use the real Microsoft Office Excel. The university will soon provide students with a free copy of Office 2013 very soon. MyITLab is installed on all computers in BC 309. Microsoft Office 2013 and Excel 2013 and Access 2013 are installed on all university computer lab machines.

**MyITLab Course Code for BCIS 110:**
This code, **nelson18796**, is used to “enroll” in our MyITLab course after you have entered your MyITLab personal key which came with your text bundle or you purchased online from myitla.com

**IMPORTANT:**

Since demonstrating a working knowledge of Excel and Access are such an important part of this course, you must complete the MyITLab with a 70% score to pass this course regardless of your 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.

**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/).

**Notice Concerning 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, Director, Student Accessibility Services (SAS); Corbett Center, Rm. 244  
**Phone:** (575) 646-6840  --  **E-mail:** sas@nmsu.edu  
**Website:** [www.nmsu.edu/~ssd/](http://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, Executive Director or Agustin Diaz, Associate Director  
Office of Institutional Equity (OIE); O’Loughlin House  
**Phone:** (575) 646-3635  --  **E-mail:** equity@nmsu.edu  
**Website:** [http://www.nmsu.edu/~eeo/](http://www.nmsu.edu/~eeo/)

Academic and non-academic misconduct: The Student Code of Conduct defines academic misconduct, non-academic misconduct and the consequences or penalties for each. The Student Code of Conduct
is available in the NMSU Student Handbook online: [http://deanofstudents.nmsu.edu/student-handbook/1-student-code-of-conduct/](http://deanofstudents.nmsu.edu/student-handbook/1-student-code-of-conduct/)

Academic misconduct is explained here:


**Plagiarism.** Plagiarism is using another person's work without acknowledgment, making it appear to be one's own. 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/](http://lib.nmsu.edu/plagiarism/).

**Scholastic Dishonesty:**

Scholastic dishonesty will not be tolerated. All assignments, including MyITLab, 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://deanofstudents.nmsu.edu/student-handbook/1-student-code-of-conduct/3-academic-misconduct.html](http://deanofstudents.nmsu.edu/student-handbook/1-student-code-of-conduct/3-academic-misconduct.html)

**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.](mailto:your@nmsu.edu) Please be advised that due to privacy and security concerns, we are unable to respond to emails from or about students that do not originate from an official NMSU email address.

**Important Dates:** For full semester courses, students may add courses thru **January 28, 2014** and drop/cancel courses thru **January 31, 2014** through MyNMSU self-service, or by Add/drop slip, and no signature is required. Late registration fees will apply for courses added after January 15. The deadline for withdrawing from a full semester (15 week) course in the spring is **March 11, 2014**. Students may withdraw from the university (withdraw from all classes) through **April 17, 2014**.

The deadline for withdrawing from the course is March 11, 2014. 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.
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.

MyITLab 30%
Text Quizzes 20%
Topic Discussions 10%
Assignments 30%
Final Exam 10%

You must earn a grade of 70% in MyITLab in order to pass the course.

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

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.

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<tr>
<td>Jan 28</td>
<td>Tue</td>
<td>Canvas photo</td>
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<td></td>
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<td>LaBerta Ch 1 - Computers and You</td>
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<tr>
<td>Jan 30</td>
<td>Thu</td>
<td>Register &amp; Enroll in MyITLab</td>
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<td>Feb 4</td>
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<td>LaBerta Ch 2 - Inside the System Unit</td>
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<td><strong>LaBerta Ch 3 - Input/Output and Storage</strong></td>
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<td>Feb 14</td>
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<td><strong>Mapping</strong></td>
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<td><strong>MyITLab Excel Ch 1 - Introduction</strong></td>
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<td><strong>Paradigm Shifts - The Future</strong></td>
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<td>Feb 18</td>
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<td><strong>LaBerta Ch 4 - System Software</strong></td>
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<td>Feb 21</td>
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<td><strong>Peer-to-Peer file sharing - Ethics</strong></td>
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<td>Feb 25</td>
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<td><strong>LaBerta 5 - Application Software</strong></td>
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<td>Feb 28</td>
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<td><strong>MyITLab Excel 2 - Formulas &amp; Functions</strong></td>
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<td><strong>Pandora &amp; Spotify</strong></td>
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<td>Mar 4</td>
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<td><strong>LaBerta Ch 6 - The Internet</strong></td>
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<td>Mar 7</td>
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<td><strong>What's Steganography? - Encryption</strong></td>
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<td>Mar 11</td>
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<td><strong>LaBerta 7 - Networks</strong></td>
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<td><strong>Excel Sales - Functions, IF, Graphing</strong></td>
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<td><strong>MyITLab Excel 3 - Charts</strong></td>
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<td><strong>LaBerta 8 - Wired &amp; Wireless Communication</strong></td>
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<td><strong>MyITLab Access 1 - Introduction</strong></td>
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<td><strong>MyITLab Excel 4 - Datasets &amp; Tables</strong></td>
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<td><strong>Payroll with VLOOKUP</strong></td>
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<td><strong>World radio - International</strong></td>
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<td>Mar 28</td>
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<td><strong>MyITLab Access 2 - Relational Databases &amp; Queries</strong></td>
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<td>Apr 1</td>
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<td><strong>LaBerta 9 - Privacy, Crime, &amp; Security</strong></td>
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<td>Apr 3</td>
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<td><strong>LaBerta 10 - Careers</strong></td>
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<td>Apr 4</td>
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<td><strong>Digital Divide</strong></td>
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<td><strong>Using the Internet to translate</strong></td>
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<td>Apr 8</td>
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<td>Apr 11</td>
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<td>LaBerta 14 - Enterprise Computing</td>
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<td>Apr 22</td>
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<td>LaBerta Spotlight 1 Ethics</td>
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<td>Apr 25</td>
<td>Fri</td>
<td>Import Excel into Access</td>
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<tr>
<td>Apr 30</td>
<td>Wed</td>
<td>Privacy Extra Credit</td>
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