Introduction to Computerized Information Systems – BCIS 110

Summer 2014

Instructor: James A. Nelson, Ph.D.

Office Hours:

I have virtual office hours from 8:00 AM until 6:00 PM MDT unless I’m in a meeting or in class. I will be in a different time zone occasionally and will inform you of my Mountain Time availability. 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. Please check the Canvas Announcements daily for changes in my availability. Kaitlyn Bailey, our Graduate Assistant, will also be available though Canvas for help with the course or questions on grading.

email:

The best way to contact me is through Canvas Conversations (James Nelson) on Canvas regularly. Canvas sends messages directly to my NMSU email address (jnelson@nmsu.edu).

Cell Phone:

My personal cell phone is 575.649.5938 and 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 from Canvas Conversations. If you call, email, or text me, please use common netiquette and tell me what your name is.

For questions that other students may also need answered, I will respond to Canvas Announcements.

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, you will gain a working knowledge of microcomputer productivity software through the use of Microsoft Office 2013 tools including Excel and Access. In addition, you will make extensive use of the Internet for research and communication.
Course Objectives:

This course is a core course in the Bachelor of Business Administration (BBA) degree program with the primary goal of you being an effective user of information technology.

The primary BBA program learning goals to which this course contributes are:

BBA Goal 3: Information Technology - Students are effective users of information technology
BBA Goal 4a - Students can solve problems
BBA Goal 5b - Students can recognize ethical issues

The State of New Mexico Business Articulation committee provides the following common goals for this course for any university in New Mexico. A student who completes this course should also 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 will articulate this course (transfer) to any Introduction to Information Systems course at any state university in New Mexico.

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, legal, cultural, and international issues in Information Systems 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 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 MyITLab. 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 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 2013 Excel and Access. MyITLab is installed on all computers in BC 309 as is Microsoft Office 2013. Access and Excel are installed on all university computer lab machines.

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 Announcements 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 Announcements is required. If you don’t read the Canvas Announcements you will miss out on updates to course requirements and instructions on how to complete the assignments.

Please view the Canvas and MyITLab tours.

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) a 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. 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 MyLab and Mastering Canvas menu. 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 online when you register and enroll. You have 14 days of free access until you must pay.

Click on the Canvas Menu item "MyLab and Mastering" to register and enroll in MyITLab.

Remember, 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 also 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.

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](http://nmsu.edu) and clicking on the bookstore link or from your course list on my.nmsu.edu.

You must register for MyITlab by clicking on the Canvas menu item "MyLab and Mastering" during the first week of the course. Note: this is not your personal access key which you must purchase with the text bundle or directly from the Canvas menu "MyLab and Mastering" link. MyITLab will let you have credit for two weeks if you do not have the resources to pay now. 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.

The computer labs in BC309 and Pete’s Place (Corbett Center) have MyITLab installed, so they should be your first choice if you don’t have your own PC or Mac.

*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](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](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 MyITLab. 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.

Detailed instructions on how to register and enroll in MyITLab may be found by clicking on the link below and downloading the file to your computer.

Getting_Started_Student_Handout_MyLabMastering_Canvas.pdf

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.

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.

Technology Support:

The ICT Customer Service Center or “Help Desk” is equipped to deal with your information technology (IT) and telecommunications needs at NMSU. The ICT Customer Service Center hours of operation are from 8:00 am until 5:00 pm MST Monday through Friday. Please feel free to contact them at 646-1840 or via e-mail at helpdesk@nmsu.edu.

If you forget your NMSU password call the Help Desk at 646-1840.

For general self-support, you can go to the Student Technology Help web page. For Canvas help, you can go to the Canvas Help web page, which is also available from the Student Support link on the Canvas login page.

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/.
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, course failure, and censure (including expulsion) 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

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. 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.

Netiquette:

"Netiquette" (neologism, a morphological blend formed from "Internet etiquette") is a catch-all term for the conventions of politeness and respect recognized on Usenet, in mailing lists, in live chat systems, and on other electronic forums such as Internet message boards. These conventions address the relationship between personal behavior and group phenomena, (emphasis added) and outline a dynamic set of guidelines for conduct that is conducive to pleasant, efficient and agreeable interaction." To that end, please follow these netiquette guidelines:

Politeness

• Don’t flame (personally attack) someone. It is possible to disagree with an idea without flaming the person espousing the idea.

• Remember that the concept of "politeness" is defined for us by the families and cultures of which we are a part. What is considered polite communication in one family or culture may be impolite in another. So, talk it out instead of assuming a person intended to be impolite.
Communication Style

Listen actively

- Use standard business grammar for all email and Discussion postings. Email or Discussions that are not grammatically correct or have spelling errors will not be graded and will be returned for you to edit.

- **Think critically.** Critical thinking, grounded in intellectual integrity, is expected. In other words, seek clarity of meaning and understanding. For example:
  - Question ideas, not people.
  - Attempt to see things from other perspectives
  - Use supporting relevant information
  - Attempt to recognize and assess implications of your ideas

- **Think creatively.** Creative thinking is encouraged.
  - Brainstorm possibilities
  - Consider how to make the impossible possible (dream)

*Communicate assertively.* A person communicates assertively by not being afraid to speak his or her mind or trying to influence others, but doing so in a way that respects the personal boundaries of others (from Wikipedia entry on [assertiveness](https://en.wikipedia.org/wiki/Assertiveness)).

**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 40%
- Text Quizzes 30%
- Topic Discussions 10%
- Assignments 20%

*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.

Learning Modules

Learning Modules organize the course into logical units and you will earn a grade for each unit. Click on Learning Modules and you will see a list of our course modules.

Academic Support:

Below you will find available and relevant academic support for you as an online student. Support services include access to library services, writing center, readiness assessment, and testing services.

- Citing Sources: Resources to cite sources correctly.
- Library Distance education Services: Library services available to students.
- Math Center: Math services available to students.
- NMSU Library: The NMSU library services.
- Online Writing Center: Writing services available to students.
- Online Readiness Self Assessment: Are you ready to take an online course?
- Proctoring Center: A physical location at the Las Cruces campus where remote online students can schedule to take an exam from another NMSU campus.
- Tutoring: Campus tutoring services.

To download a copy of the syllabus click here: Syllabus Summer 2014

This syllabus and the course requirements are subject to change at any time. Please read the Announcements on a regular basis.