BCIS 1110 – Introduction to Information Systems

Instructor Information

Contact Information

Name:	**Cheryl L. Bernier**
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Phone:	505-925-8500
Office No.:	online
Office Hours:	Mondays: 8:00-9:00 pm and by appt. (Online)
Preferred Methods of Contact:	**Homework or Grade Questions:** Use UNM email

Instructor Response Time

Communication

I routinely check Canvas for postings or messages, Monday – Friday and sometimes on the weekend. You can anticipate a 24-hour response from me, Monday – Friday.

Grading

MyLab IT grades will be transferred to Canvas by Tuesday evening for the previous week grades. There will be a 20% deduction on MyLab homework and assessments per 24 hours for late work then a 0 will be entered. Required Discussion Postings will not be accepted late. MyLab and Discussion Board Posting grades will be posted in Canvas within one (1) week after the chapter closes. No work will be accepted after the term ends.

Course Information

Course Description

Examination of information systems and their impact on commerce, education, and personal activities. Utilization of productivity tools for communications, data analysis, information management and decision-making.

Course Objectives/Student Learning Outcomes

Students completing this course should be able to:

1. Describe the social impact of information literacy and systems in relation to commerce, education, and personal activities.

2. Explain how to use the information resources legally, safely, and responsibly in relation to ethical, security, and privacy issues.

3. Evaluate bias, accuracy and relevance of information and its sources.

4. Use productivity tools for communications, data analysis, information management and decision-making.

5. Describe and use current information systems and technologies.

Prerequisites

MATH 1215 or (MATH 1215X and MATH 1215Y and MATH 1215Z) or MATH 1220 or MATH 1230 or MATH 1240 or MATH 1430 or MATH 1440 or MATH 1512 or MATH 1522.

Corequisites

None

Course Orientation

Instructions for Orientation assignments are in Canvas on the Course Home page under "Orientation Module - Click Start Here" link.

Textbooks & Software

Required Textbooks/Resources

This course is a RedShelf Inclusive Access course. The UNM Bookstore and publisher have worked together to lower the cost of your course materials by delivering them digitally and directly to your UNM Canvas account.

This course uses three (3) eTexts:

- Technology in Action
- Skills for Success
- Exploring Series

Under the Inclusive Access model, you will have free access to your digital course materials during the evaluation period (**add/drop period – approximately September 1st**). If you are still enrolled in the course when the evaluation period is over, then your course materials will be charged directly to your Bursar Account at that time.

Instructions to Obtain Pearson MyLab IT:

1. **To obtain your MyLab IT Access Code with eBook,** log into Canvas
2. Click the Module 1:START HERE link on the homepage
3. Click the Orientation Information link
4. Scroll down and click the How to Access Pearson MyLab IT or Watch Video on how to Access Pearson MyLab IT Video

Inclusive Access: For additional information, you may email inclusiveaccess@unm.edu or follow this link: https://bookstore.unm.edu/t-1UNM_InclusiveAccess.aspx

Required Software:

ONLY Microsoft Office 2013/2016/2019 (Word, Excel, PowerPoint, and Access) (**NOTE - MS Office 365 CANNOT be used, MUST be FULL version of Office**) can be used for this course.

MACs can be used as long as Microsoft Office is installed.

As a student, you can download a free version of the current Microsoft Office by following these steps:
1. Go to: http://lobomail.unm.edu/ and enter your UNM email address
2. Log in using your UNM email and password
3. Click Install Office at the top right of your window
4. Student can install Office on up to three devices

NOTE – Students bursar accounts will be charged if students do not OPT OUT by the last day to drop a class without a charge.

Technical Considerations

Online Course Requirements

- A high-speed Internet connection is highly recommended.
- Supported browsers include: Chrome, Internet Explorer, Firefox, and Safari. To check your browser(s), use this link: https://help.blackboard.com/Learn/Student/Getting_Started/Browser_Support/Browser_Checker

Also the UNM IT Department, offers a variety of free applications including Symantec Endpoint Protection Antivirus Software. To download a copy, simply to go http://it.unm.edu/download/ and log in using your UNM NetID and password.

Any computer capable of running a recently updated web browser should be sufficient to access your online course. However, bear in mind that processor speed, amount of RAM and Internet connection speed can **greatly** affect performance.

Online courses perform best on a hard-wired, high speed Internet connection. Those using Wi-Fi connections may experience longer page load times and much slower performance when accessing their online course. Additionally, using a Wi-Fi connection may cause reception problems during Zoom Meetings. UNM offers free high-speed Internet access at UNM's Computer Pods

UNM Learn Technical Support:

(505) 277-0857 (24/7) or use the "Create a Support Ticket" link in your course.

Pearson MyLab IT Technical Support:
- **24/7 Phone: (877) 694-8522** – note incident number to give to instructor
- **24/7 Chat** – note incident number to give to instructor
- **Search FAQs** at https://support.pearson.com/getsupport/s/

UNM Canvas Tracking

UNM Canvas automatically records all students' activities including: your first and last access to the course, the pages you have accessed, the number of discussion messages you have read and sent, chat room discussion text, and posted discussion topics. This data can be accessed by the instructor to evaluate class participation and to identify students having difficulty.

Course Interruptions and Scheduled Maintenance

In the Event of an Unexpected Course Interruption

If UNM Canvas is down for 4 hours or more on the day an assignment or exam is due, the instructor will notify students of a new due date.

Scheduled Maintenance

UNM Canvas has a weekly scheduled maintenance window from 4:30 am – 5:30 am every Saturday when UNM Canvas is not available. In addition, UNM IT conducts general system maintenance that affects multiple systems on campus, including UNM Canvas a few times a year, usually before the start and near the end of academic terms. Announcements for these periodic maintenance windows are normally posted in UNM Canvas two weeks ahead of time to notify users of planned outages. Please remember to plan ahead as you will not have access to UNM Canvas during these outages.

Student Course Access at the End of Term/Semester

Canvas is available for 2 weeks after the end of the course. After 2 weeks students will no longer have course access.

Grade	Points			%
A	1,635	to	1,520	93.0%
A-	1,519	to	1,471	90.0%
B+	1,470	to	1,422	87.0%
B	1,421	to	1,357	83.0%
B-	1,356	to	1,308	80.0%
C+	1,307	to	1,258	77.0%
C	1,257	to	1,193	73.0%
C-	1,192	to	1,144	70.0%
D	1,143	to	981	60.0%
F	< 981			< 60%

Assessment and Grading

Submission Requirements

This is a technical skills building course so students need to practice to acquire the mastery level of each component. Therefore, I will allow students unlimited attempts on homework and two attempts on quizzes. I will accept homework and assessments late, however students will lose 20% of their grade for each day late. No homework will be accepted after December 17, 2022. Discussion Board Postings will NOT be accepted late.

Grade Weighting

Graded Work	Points
Introduction Post	5
Technology in Action (TIA)	
Check your Understanding (CYU) Quizzes (5 pts per quiz x 8)	40
End of Chapter (EOC) Quizzes (15 pts per quiz x 4)	60
Skills for Success (SFS)	
Skills Homework (SH) – [100 pts each x 4]	400
Simulation (SIM) Training – [100 pts each x 4]	400
Skills Assessment (SA) – [100 pts each x 4]	400
End of Chapter (EOC) Quiz – [20 pts each x 4]	80
Exploring Series (ES)	
Hands-On Exercise 1 & 2 Simulations (HES) – [50 pts each x 2]	100
Hands-On Exercise Assessment (HEA) – 100 points	100
End of Chapter (EOC) Quiz – 20 points	20
Discussion Post/Comments (15 each) x 2	30
Total	1635

Grading Scale

Grades will be assigned based on the following course grading schedule:

Course Expectations & Ground Rules

Course Schedule

See course schedule posted in UNM Canvas. You will find the schedule on the Syllabus/Schedule Module.

Inclement Weather, Course Interruptions and Scheduled Maintenance

Inclement Weather

Since our homework and assessments (including the final exam) are online, inclement weather should not affect the completion of exams.

In the event of an unexpected course interruption:

If Canvas or My IT Lab is down for more than 4 hours on the day a homework, assessment or final is due, email the instructor at cbernier@unm.edu and let her know the problem you are encountering. If we confirm that the system was down, **the due date will automatically be extended for 24 hours.**

Instructor Drop and Withdrawal Policy

The instructor may drop a student, if the student does not complete the first week/module's activities by the end of the first full week of the course. The instructor may also drop a student during the term, if a student fails or misses assignments, an exam and does not contact the instructor within one week of the failed/missed assignment or exam. Do not count on me dropping you, however. Ultimately, it is your responsibility to drop the course if you are no longer interested in pursuing it.

Students are responsible for completing all courses in which they are enrolled. Changes in enrollment, drops or withdrawals must be officially processed. A student who does not follow proper withdrawal procedures may be given a failing grade and is responsible for tuition charges associated with the course. Deadlines for course withdrawals are established by the UNM Registrar's Office and may be found at http://registrar.unm.edu/. Any student considering dropping should first consult with the instructor and academic advisor.

Class Participation

I want all of my students to succeed! Just because the class is a distance learning class does not mean we are disconnected.

Required Discussion Posting Information

Substantive initial posts and responses to a classmate's post are expected by Sunday night at 11:59 PM.

Netiquette Ground Rules

See Netiquette Ground Rules document in your course on the 'Syllabus/Schedule/Contact Info' page. Use proper grammar and spelling (type your postings in WORD first in order to use spell check then copy and paste into UNM Canvas - this will also save you retyping it if should happen in UNM Learn/Blackboard with your posting).

UNM-VC RESOURCES

Student Services

There are various services provided in our Student Services Department. See below about equal access. Also, we have a testing center, advising, and career placement available: http://valencia.unm.edu/students/student-services.html

Other Important Information
Equal Access

If you have a documented disability, please provide me with a copy of your letter from Equal Access Services as soon as possible to ensure that your accommodations are provided in a timely manner. It is up to you to obtain documentation of a disability. If you are a Valencia campus student, contact Equal Access Services at Valencia Campus (505)925-8910 and http://valencia.unm.edu/students/advisement-and-counseling/equal-access-services.html. If you are a main campus student you can receive documentation from the main campus Accessibility Resource Center http://as2.unm.edu/ . I will not guarantee accommodation without the appropriate documentation.

Academic Dishonesty

Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The University reserves the right to take disciplinary action, up to and including dismissal, against any student who is found guilty of academic dishonesty or otherwise fails to meet the standards. Any student judged to have engaged in academic dishonesty in course work may receive a reduced or failing grade for the work in question and/or for the course. *Academic dishonesty includes, but is not limited to: dishonesty in quizzes, tests, or assignments; sharing your NetID or MyLab IT login credentials, claiming credit for work not done or done by others; hindering the academic work of other students; misrepresenting academic or   professional qualifications within or without the University; and nondisclosure or misrepresentation in filling out applications or other University records.*

Students should be familiar with UNM's Policy on Academic Dishonesty and the Student Code of Conduct, which outline academic misconduct, defined as plagiarism, cheating, fabrication, or facilitating any such act.