

Syllabus – Fall 2019

BCIS 1110 502 CRN: 64662

Introduction to Information Systems

INSTRUCTOR: Cindy L. Chavez – Email: c2chavez@unm.edu

CLASS MEETINGS: Skype through Lobomail or other as suggested.

OFFICE HOURS: Tuesday 11:00 am to 11:30
Thursday 8:00 pm to 8:30 pm
Or as requested

SYLLABUS: Subject to change.

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. Derivation of formulas, charts, and macros for what-ifs. Navigation through Microsoft worksheets, tabs, menus, and tools. Proficiency with database, financial, statistical, logical, and time functions. Creativity with word processing and slide shows for effective business communications and presentations. Safely surfing the internet, both legally and ethically, for information that is unbiased, accurate, and relevant.

Learning Objectives

Students should be able to:

- Describe the social impact of information literacy and systems in relation to commerce, education, and personal activities.
- Explain how to use information resources legally, safely, and responsibly in relation to ethical, security, and privacy issues.
- Evaluate bias, accuracy and relevance of information and its sources.
- Use productivity tools and critical thinking skills to improve communications, data analysis, information management, and decision-making.
- Describe and use current information systems and technologies.
- Identify and use computer hardware, software, peripherals, and browsers.
- Navigate through Microsoft files, tabs, menus, tools, and dialog boxes.
 - Use mixed formulas, charts, macros, and power pivot tables in business settings.
 - Solve problems with financial, database, time, logical, and statistical functions.
 - Use Microsoft Word and PowerPoint for good communications and presentations.

Required Materials

Computer Applications for Business Management, Third Edition is available at the UNM or Valencia Bookstore. The textbook must be purchased in order to complete the discussion and for other grading purposes. All assignments and discussions will be completed, submitted and graded through Blackboard Learn. I do not accept emailed assignments.

MyITLab is a lab software that students will need and can now be found within Blackboard and the student is automatically charged for this site and online book by opting in. It saves the students time and money in the long run. The instructions on how to access the MyItLab is available in Blackboard Course Materials. **A student cannot complete the work without these required materials.**

Assignments are accessible **Monday and due the end of each week (Sunday 11:59 PM)**. A calendar will be available within Blackboard Learn.

The following percentages will be used to assign final grades:

100- 93 = A 92 - 90 = A- 89 - 87 = B+ 86 - 83 = B
82 - 80 = B- 79 - 77 = C+ 76 - 73 = C 72 - 70 = C-
69 - 67 = D+ 66 - 63 = D 62 - 60 = D- Below = F

Communication with Instructor:

The best way to contact me is by email through the Blackboard Learn account. You can email either through BlackBoard or UNM email: c2chavez@unm.edu.

Netiquette (in e-mails):

- Please include an informative subject line. This is very helpful when viewing many emails. A subject of "Question" isn't helpful, but a subject of "Have question about today's homework" is much better.
- Do not use text-style typing. If u want 2 b treated like a pro, write line 1.

Do not send all cap messages. ALL CAPITAL LETTERS APPEARS TO BE SCREAMING AT THE PERSON YOU ARE WRITING TO! This can be taken as an offensive message, when it in fact is not meant to be negative

Attendance: This is an online class and your attendance will be measured by the number of times you log into Blackboard learn and view the assignments. If you do not log into the system during the first week you risk being dropped from the course

Withdrawal from Class: If you want to drop the course please refer to the Fall Semester Academic Calendar for deadlines for dropping a class. Please do not drop a course unless you consult with an advisor on how it might affect any scholarships or financial aid you may have.

<https://valencia.unm.edu/academics/calendar/fall.html>

Blackboard Learn Use. You are responsible for setting up your UNM email account in order to access their Blackboard learn account. The calendar, due dates, email, and announcements will be conducted through Blackboard Learn. The instructor's job is not to teach students Blackboard therefore if you need help you should visit the Learning Center or ensure you view the Blackboard tutorials.

Computer Policies: Good computer skills and practices are very important. Please be sure to save a copy of your files on another device/location (e.g. back up your data on a USB drive or “jump drive”) beyond your personal computer. When using the computers on campus, you must adhere to all policies set forth by the University of New Mexico at Valencia Campus.

Computer crashes are not excuse to not complete assignments. As an online student you must have a backup plan in the event your computer crashes or the Internet goes down. Planning will keep you from failing.

Due Dates: All assignment, and test due dates are posted in the calendar in Blackboard and My IT lab

Due dates may change, so students must stay aware of due dates in the calendar. Changes will be announced.

Late Policy: All assignments, tests and discussions are due on the due date listed. Late assignments will be accepted at a 15% grade reduction. Test are not accepted late nor is a student allowed to redo a test.

Extra Credit: My preference is that students complete what is assigned to them therefore to eliminate the need for extra credit.

Incomplete Grade Policy: If a student has completed 85% of the semester work and is experiencing obstacles to completing the semester, contact your instructors about receiving an incomplete or dropping the class. In very rare cases is an incomplete issued by an instructor but if it is agreed on the remaining work MUST be completed by the end of the next semester. This is never the ideal situation. PLEASE NOTE it is your responsibility to complete the class requirements. If not completed, the student’s INC automatically turns into an F. It is out of an instructors’ control.

Academic Dishonesty and Plagiarism Policy: Academic dishonesty includes cheating, fabricating, falsifying information or sources, improper collaboration, submitting the same paper for different classes without permission. Plagiarism occurs when writers deliberately or unintentionally use another person’s language, ideas or materials and present them as their own without properly acknowledging and citing the source. In this class, plagiarism to a student might be using all or part of another student’s classwork, homework, or final test as their own.

Students with Disabilities. UNM Valencia’s Equal Access Services provide academic support to students with disabilities. If a student needs an alternative format for completing coursework, they should contact this service immediately to ensure their success, the staff can help meet students needs in a timely manner. Once students have been tested and have had an appointment with Equal Access, they are responsible for getting all documented forms to the instructors as soon as possible. Please call (505) 925-8560 for more information. For more information on ADA compliance please visit our website <https://valencia.unm.edu/about/accessibility.html>

Title IX. In an effort to meet obligations under Title IX, UNM faculty, Teaching Assistants, and Graduate Assistants are considered “responsible employees” by the Department of Education (see page 15 - <http://www2.ed.gov/about/offices/list/ocr/docs/qa-201404-title-ix.pdf>). This designation requires that any report of gender discrimination which includes sexual harassment, sexual misconduct and sexual violence made to a faculty member, TA, or GA must be reported to the Title IX Coordinator at the Office of Equal Opportunity (oeo.unm.edu). For more information on the campus policy regarding sexual misconduct, see: <https://policy.unm.edu/university-policies/2000/2740.html>.

Valencia Campus offers tutoring to all students so do not hesitate to visit the Learning Center. For more information check out the following website <https://valencia.unm.edu/campus-resources/the-learning-center/index.html>

Course Schedule

Week	Lecture Dates	Readings From the CABM Book*	Discussion	UNM Learn Assignment from the CABM Book Page Numbers and activity Number	MyITLab Assignment Readings from ExOf online book
		<i>Read these pages prior to completing discussion and activities from the book</i>	<i>Complete these Review Questions for discussion in Blackboard First post for discussion is due on Wed. Responses by Sunday</i>	<i>Complete these activities and submit each week Due 11:59 p.m Sunday</i>	<i>Read the chapter pages and complete these activities each week Due 11:59 p.m Sunday</i>
1	8/19 – 25	1-10	10	Pages 3	Excel – Chapter 1 Exercise 4 simulation training
2	8/26- 9/1	11-33 No Lecture this week	19, 33	Pg. 26Activity, C (26C)	Technology in Action – Chapter 1 End of chapter quiz
3	9/2 - 8	34-52	52	Pg. 49 Activity C (49C)	Excel – Chapter 2 (Pgs 174-176)
4	9/9 -15	53-69	69	58C	Technology in Action – Chapter 3 End of chapter quiz
5	9/16-22	70-87	87	78 and 82C	Excel- Chapter 2 (pgs 180-181) Excel – Chapter 7 (pgs 482-483) Exercise 3 simulation training
6	9/23-29	88-111	111	100C and 108C	Technology in Action – Chapter 8 End of chapter quiz
7	9/30-10/6	112-130	130	119	Excel – Chapter 2 (pgs 154-156; 167; 177-180) Exercise 1 simulation training Exercise 3 simulation training
8	10/7-13	131-161	No discussion Review pages 1-130 to prep for midterm assessment	138C	Excel – Chapter 5 (pgs 342-359) Exercise 2 simulation training
9	10/14-20		Midterm Assessment		Fall Break Thursday & Friday
10	10/21-27	162-197	197	160C	Excel – Chapter 3 (pgs 200-234) Exercise 1 simulation training

					Exercise 2 simulation training
11	10/28-11/3	198-214	214		Technology in Action – Chapter 9 End of chapter quiz
12	11/4-10	215-225	225	219C	Technology in Action-Chapter 11 End of chapter quiz
13	11/17-24	226-241	241	Resume	
14	11/25-12/1	242-257	257	Power Point	Thanksgiving 28-29
15	12/2-8	review 112-257	Final Exam		
16	12/9-14	Finals Week	Finals Week		

Semester grades will be posted to Lobo Web as soon as all is graded

When referring to the Computer applications for Business Management Book I write CABM*

Exploring Office Book=EXOF

MYITLAB as shown

All assignments in Excel should be completed and submitted as an excel spreadsheet. No PDF's will be permitted for this type of assignment. Instructor must be able to see students used the correct formulas or functions.