



BCIS 1110 – Introduction to Information Systems

Instructor Information

Contact Information

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Office Hours:	Mondays: 8:00-9:00 pm and by appt. (Online)
Preferred Methods of Contact:	Homework Questions: Use Learn Discussion Board Appointment Requests: Use cbernier@unm.edu Grade Questions: Use Learn Course Messages

Instructor Response Time

Communication

I routinely check Learn for postings or messages, Monday (11 am) – Friday (5 pm) and sometimes on the weekend. You can anticipate a 24-hour response from me, Monday – Friday. On weekends, I normally check Sunday by noon.

Grading

MyLab IT grades will be transferred to Learn 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 Learn within one (1) week after the chapter closes.

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 Learn 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 Learn Blackboard 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 – Feb 7th**). 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 Learn
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

Required Technology

The Anderson School of Management Information Technology (ASM IT) Department provides technical support to students, faculty, and staff. The ASM IT strives to provide reliable and efficient technical resources, systems, services, tools, and training to the Anderson community.

Anderson students must meet the minimum technology requirements.

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 Learn/Blackboard Tracking

UNM Learn/Blackboard 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 Learn/Blackboard 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 Learn/Blackboard has a weekly scheduled maintenance window from 4:30 am – 5:30 am every Saturday when UNM Learn/Blackboard is not available. In addition, UNM IT conducts general system maintenance that affects multiple systems on campus, including UNM Learn/Blackboard 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 Learn/Blackboard two weeks ahead of time to notify users of planned outages. Please remember to plan ahead as you will not have access to UNM Learn/Blackboard during these outages.

Student Course Access at the End of Term/Semester

UNM Learn/Blackboard is available for 2 weeks after the end of the course. After 2 weeks students will no longer have course access.

Assessment and Grading

Instructor Expectations

I will give each of you 100% of my commitment to help you successfully complete my class. I expect 100% of your commitment to this class, which includes:

- Using the MyLab Resources and complete Assignments:
 - Technology in Action (Weeks 1 - 4) – for each Chapter:
 - eText
 - Powerpoint Slide with or without audio
 - Videos 1 and 2
 - Complete the Check your Understanding Quiz – 3 Attempts
 - Complete the End of Chapter Quiz – 2 Attempts
 - Skills for Success (Weeks 5 thru 13)– for each Chapter
 - eText and built-in Videos – Students MUST read the eText and watch the built-in Videos to complete the Skills Homework and Assessment
 - Skills Homework – Unlimited Attempts
 - Simulation Training – Unlimited Attempts
 - Skills Assessment – Unlimited Attempts
 - End of Chapter Quiz – 2 Attempts
 - Exploring Series (Weeks 14 - 15)
 - eText
 - Hands-On Exercise Videos
 - Hands-On Exercises 1 & 2 Simulations – Unlimited Attempts
 - Hands-On Exercise Assessment – Unlimited Attempts
 - End of Chapter Quiz – 2 Attempts

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 the specified attempts on quizzes (see above). I will accept homework and assessments late, however students will lose 20% of their grade for each day late. Discussion Board Postings will NOT be accepted late.

Grade Weighting

Graded Work	Points
Orientation Assignments	20
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
Group Discussion Initial Post (10 points each x 6)	60
Group Discussion Reply Post (5 points each x 6)	30
Mid-Course Survey – 10 points	20
End of Semester Evaluation – 20 points	20
Final Exam	500
Total	2,250

Grading Rubrics

Grading rubric for discussion s for assignments, discussions, group projects and other graded work can be found in UNM Learn/Blackboard on the “Grading Rubrics” page.

Grading Scale

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

Grade	Points			%
A	2,250	to	2,093	93.0%
A-	2,092	to	2,025	90.0%
B+	2,024	to	1,958	87.0%
B	1,957	to	1,868	83.0%
B-	1,867	to	1,800	80.0%
C+	1,799	to	1,733	77.0%
C	1,732	to	1,643	73.0%
C-	1,642	to	1,575	70.0%
D	1,574	to	1,350	60.0%
F	< 1,350			< 60%

Course Expectations & Ground Rules

Course Schedule

See course schedule posted in UNM Learn/Blackboard. You will find the schedule on the Navigation Panel and under the Orientation Module.

Course Expectations

- Time required to be successful in this course: 8-10 hours/week.
- Students will learn how to navigate in UNM Learn/Blackboard and MyLab IT.
- Students will login to the course a minimum of 4 times per week.
- Students will communicate with one another in small group discussions.
- Students will keep informed of course announcements.
- Students will use the Course Messages tool in UNM Learn/Blackboard to contact instructor about grades.
- Students will keep instructor informed of class related problems, or problems that may prevent the student from full participation (send an email via Instructor's brooks@unm.edu account when you encounter problems, so that the instructor knows you still have intentions of completing the course).
- Students will address technical problems immediately with Learn or MyLab IT (see Technical Considerations section of Syllabus).
- Students will follow UNM's Respectful Campus Policy 2240, <http://policy.unm.edu/university-policies/2000/2240.html>
- Students will observe course netiquette at all times.

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 Learn or Connect is down for more than 4 hours on the day a homework, assessment or final is due, email the instructor at brooks@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.

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. The posting of homework questions creates a learning community where students are supported and frustrations are reduced while also reinforcing knowledge. We will also be using both general class and small group discussions in this course.

Required Discussion Posting Information

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

The following are some guidelines for substantive participation:

1. Ensure that the posting contributes to the overall discussion thread that is being developed. Stay on track by always referring back to that original discussion question or assignment.
2. Try to use your posting to add value to the discussion. This is more effective than simply responding to meet a requirement.
3. Check to see that the posting expands on the main theme of the discussion question or assignment.
4. Make sure your posting is at least words.

The following are some ideas for composing initial and response posts that add value to the discussion.

1. Share a related experience.
2. Comment or ask questions about ideas/experiences posted by classmates.
3. Consider an idea being discussed, and offer a different perspective on it.
4. Disagree (respectfully, of course) with a point that someone else has made.
5. Describe an interesting idea from the week's reading and explain what insights you gained from it.
6. Ask a question about the week's reading.
7. Discuss a related issue on which you would like some feedback.
8. Describe how you have applied the recent course concepts to your personal/professional life.

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 Learn/Blackboard - this will also save you retyping it if should happen in UNM Learn/Blackboard with your posting).

Example of Netiquette Ground Rules:

- Please include your section number on all email communications. There are 200+ students in BCIS 1110, so if you do not include your section number in an email, the instructor may simply reply "Send section #"!
- In following with the UNM Student Handbook <http://pathfinder.unm.edu/>, all students will show respect to their fellow students and instructor when interacting in this course. Take Netiquette suggestions seriously. Flaming (personal insults or attacks) is considered a serious violation and will be dealt with promptly. Postings that do not reflect respect will be taken down immediately.
- Respect Others' Copyrights
- Don't type in ALL CAPS
- Use proper grammar and spelling (type your postings in WORD first in order to use spell check then copy and paste into UNM Learn)

ONLINE UNM RESOURCES

- **Libraries:** <http://www.unm.edu/libraries>
- **CAPS:** <http://caps.unm.edu/> - CAPS is a free-of-charge educational assistance program available to UNM students enrolled in classes.
- **Online Writing Lab (OWL)** - <http://caps.unm.edu/services/online-tutoring/online-writing-lab.php> - students may submit academic papers required for UNM course or degree fulfillment or application submissions online for proofreading.

Special Needs

The Accessibility Resource Center (Mesa Vista Hall 2021, 277-3506, <http://as2.unm.edu/>) provides academic support to students who have disabilities. If you think you need alternative formats for undertaking and completing coursework, you should contact this service right away to assure your needs are met in a timely manner. The Accessibility Resource Center website contains a listing of computer labs and adaptive software available to students and faculty. See the UNM Pathfinder student handbook at <http://pathfinder.unm.edu/> and <http://policy.unm.edu/university-policies/2000/2310.html>.

Students with academic adjustments must submit ARC documentation to their faculty at least 5 business days prior to exam(s).

If you have any concerns regarding the functionality of the UNM Learn application in relation to accessibility, please contact the UNM Learn Support office at learn@unm.edu.

Title IX

There is no University specific language nor is there a requirement that Title IX be included in the syllabus. Please check for your department, school, college or campus requirements a preferred wording. An option is listed below.

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 pg 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>

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.

Examples (not exhaustive) of dishonest behavior include:

- Uses or attempts to use unauthorized aids in examinations or other academic assignments to be submitted for evaluation
- Misrepresentation of data, results or sources for papers or reports
- Copying another student's work – While students can work with current classmates to learn together, working with a student who has already completed the course to see prior answers or for other dishonest purposes is cheating
- Sharing your Net ID or Connect login information

Anderson School of Management faculty, staff and students commit to values of trust, honesty, integrity, and accountability. We will not tolerate academic dishonesty. **By enrolling in any course at Anderson, the student accepts the Anderson Academic Honesty Code and affirms the following pledge: I will not lie, cheat, fabricate, plagiarize or use any other dishonest means to gain unfair academic advantage.**

Any violation of the code of conduct will be taken very seriously and appropriate sanctions will be applied. For full text of Anderson's Academic Honesty Code, please visit <http://www.mgt.unm.edu/honesty>

For more information, see the following policies in [The Pathfinder – UNM Student Handbook: Academic Dishonesty](#) and the [Student Code of Conduct](#).

The CON Faculty members developed and approved a new policy regarding **Academic Integrity**. It applies to ALL classes and all students. **You are responsible for reading it in its entirety, and it appears in this course as an Appendix in this Syllabus.**

Anderson Diversity and Inclusion Statement

The faculty and staff of the University of New Mexico Anderson School of Management strive for students to experience an inclusive educational environment. Openness and respect for the diverse backgrounds and communities from which we each come enhance insight and learning. Therefore, we ask students to participate in conversations that raise the awareness of and respect for different ways of being and thinking. We invite you to please speak with the course instructor or another faculty member if you experience discomfort with comments made in the classroom, online learning environment, or other educational setting. Practicing these values enables us as a community of learners to be respectful of everyone.