Appt

BCIS 1110 – Fundamentals of Information Literacy and Systems

Instructor Information

Contact Information

Name:	**Cheryl Bernier**
E-Mail:	cbernier@unm.edu
Phone:	
Office Hours:	Wednesday: 5:00pm – 6:00pm and by appt as needed. (by email or phone)
Preferred Methods of Contact:	**Homework Questions:** Use Canvas discussion board since other students can often assist! **Other Questions:** Use cbernier@unm.edu

Instructor Response Time

Communication

I routinely check Canvas for postings or messages, Monday (9 am) – Friday (5 pm) and sometimes on the weekend. You can anticipate a 48-hour response from me Monday – Friday. I typically do not check or respond to emails on the weekend. Because of this, assignments on Pearson MyLab will be due Monday night following the module. **See the course schedule for detailed times and dates on which every graded assignment is due.**

Detailed instructions for accessing, completing, and submitting assignments in Pearson MyLab can be found in Modules 3-7 on Canvas.

Announcements

I will post weekly announcements on Canvas every Monday - these announcements will primarily deal with relevant information for the coming week. If there are changes in assignments, schedules, instructions, or any other aspect of the course, you will learn about it via announcements. **Announcements are the only tool that I have for communicating with the whole class. YOU ARE RESPONSIBLE FOR READING ANNOUNCEMENTS WEEKLY AND BEING UP TO DATE WITH COURSE INFORMATION.**

You may find that turning on email notifications for this course helps you keep up with any changes.

Office Hours

I offer office hours from 5:00pm to 6:00pm on Wednesdays unless otherwise noted in a course announcement. I will be available via email during this time.

Grading
MyLab IT grades should be transferred to Canvas within 72 hours of assignment due dates.

Late Work
There will be a 3% deduction on MyLab homework and assessments per day for late work. This deduction will be applied as soon as the assignment is overdue (if you submit 2 hours late, you will still receive the full 3% deduction). Required Discussion Postings will not be accepted late except by my discretion.

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 - Start Here" link. Course Orientation is mandatory – failure to complete may result in you being dropped from the course.

Textbooks & Software

Required Textbooks/Resources

This course is an 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 two (2) eTexts:

- Visualizing Technology 10e
- Go! With Microsoft 365 (2025)

Under the Inclusive Access model, you will have free access to your digital course materials during the evaluation period (approximately until September 1.) 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.

See the semester deadline dates here: https://registrar.unm.edu/semester-deadline-dates/

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 [2024] (Word, Excel, PowerPoint, and Access) can be used for this course.
(**NOTE - MS Office 365 (online) CANNOT be used, MUST be full, downloaded and installed version of Office**)

Macs can be used if Microsoft Office is installed. Alternative assignments will be made available to Mac users when necessary. **Some students have found that Office on Chromebooks is severely limited – please email me if you are using a Chromebook and have no alternative computer available.**

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, and Firefox. To check your browser(s), use these links:
    - https://www.pearsonmylabandmastering.com/northamerica/students/mm-support/system-requirements/index.html

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 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/

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.

Student Course Access at the End of Term/Semester
UNM Canvas 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:
  - Visualizing Technology – for each Chapter:
    - eText
    - Complete the Viz Check Quizzes – 3 Attempts
    - Complete the End of Chapter Quiz – 3 Attempts
  - Go! With Microsoft 365 - 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
    - Simulation Training – 3 Attempts
    - Skills Assessment – 3 Attempts
    - Skills Homework – 3 Attempts
    - End of Chapter Quiz – 3 Attempts

Please note that all assignments allow 3 attempts. This means that you can submit an assignment up to 3 times before the due date – the highest-grade submission will be recorded.

Submission Requirements

This is a technical skill building course, so students need to practice acquiring a mastery level of each component. Therefore, I will allow students multiple attempts on homework and quizzes (see above). I will accept homework and assessments late, however students will lose 20% of their grade for each week late. Discussion Board Postings will typically NOT be accepted late since it is not fair to the other class members.

Grade Weighting

Graded Work	Points
Orientation Assignments	20
Technology in Action (TIA)	
Viz Check Quizzes (5 pts per quiz x 8)	40
End of Chapter (EOC) Quizzes (20 pts per quiz x 4)	80
Go! With Microsoft 365	
Simulation (SIM) Training – [100 pts each x 5]	500
Skills Assessment (SA) – [100 pts each x 5]	500
Skills Homework – [100 pts each x 5]	500
End Of Chapter Quiz – [30 pts x 5]	150
Discussion Initial Post (10 points each week x 6)	60
Discussion Reply Post (5 points each week x 6)	30
Final Exam	500
Total	2,380

Grading Scale

Grades will be assigned based on the following course grading schedule. Please note than an "A+" grade can only be achieved by earning a 100% or better (possible with extra credit opportunities).

Grade	Points			%
A+	2,380+	to	2,380	100.0%
A	2,379	to	2,261	95.0%
A-	2,260	to	2,142	90.0%
B+	2,141	to	2,071	87.0%
B	2,070	to	1,975	83.0%
B-	1,974	to	1,904	80.0%
C+	1,903	to	1,833	77.0%
C	1,832	to	1,737	73.0%
C-	1,736	to	1,666	70.0%
D	1,665	to	1,428	60.0%
F	< 1,427			< 60%

Course Expectations & Ground Rules

Course Schedule

See course schedule posted in UNM Canvas. 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 Canvas and MyLab IT.
- Students will login to the course a minimum of 4 times per week.
- Students will communicate with one another in group discussions.
- **Students will keep informed of course announcements.**
- Students will use the Course Messages tool in Canvas 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 estradling@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 Canvas 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.

Homework

- Students are expected to read, understand, and follow the Academic Honesty code.
- Students are not to share completed homework, complete homework for another student, or share any files downloaded from Pearson MyLab.
- Students are encouraged to work and study together – teaching other students will help you perfect your own skills.
- Students are encouraged to reach out to the instructor for help with assignments before the night they are due.
- Students are expected to read Announcements posted on UNM Canvas – these announcements may have information related to completing or submitting homework.
- Students are expected to review course materials posted on UNM Canvas for directions before contacting the instructor.
- **All submissions are automatically reviewed by Pearson MyLab for integrity violations – every file you download is individually tracked and will be flagged if uploaded by another student.**

Extra Credit

In Pearson MyLab, students will have access to 2 additional assignments worth up to 100 points **combined** – meaning that your combined score for the two assignments will be capped at 100 points. You are permitted to complete any/all of these assessments for extra credit. These assignments cover some advanced Excel skills that are otherwise not covered in the course. You get only one attempt for each extra credit assignment.

Final Exam

More details regarding the final exam will be released near the end of the term.

NOTE 1 - The final is open book and open notes.

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 and assessments.

In the event of an unexpected course interruption:

If Canvas or MyLab 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.

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 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 the following Monday night at 11:59 PM. Weekly Discussion Board posts will typically be about the content of the previous week's Module.

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 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 75 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.

Example of Netiquette Ground Rules:

- **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

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

The University of New Mexico and its faculty are committed to supporting our students and providing an environment that is free of bias, discrimination, and harassment. The University's programs and activities, including the classroom, should always provide a space of mutual respect, kindness, and support without fear of harassment, violence, or discrimination. Discrimination on the basis of sex includes discrimination on the basis of assigned sex at birth, sex characteristics, pregnancy and pregnancy related conditions, sexual orientation and gender identity. If you have encountered any form of discrimination on the basis of sex, including sexual harassment, sexual assault, stalking, domestic or dating violence, we encourage you to report this to the University. You can access the confidential resources available on campus at the LoboRESPECT Advocacy Center (https://loborespect.unm.edu), the Women's Resource Center (https://women.unm.edu), and the LGBTQ Resource Center (https://lgbtqrc.unm.edu). If you speak with an instructor (including a TA or a GA) regarding an incident connected to discrimination on the basis of sex, they must notify UNM's Title IX Coordinator that you shared an experience relating to Title IX, even if you ask the instructor not to disclose it. The Title IX Coordinator is available to assist you in understanding your options and in connecting you with all possible resources on and off campus. For more information on the campus policy regarding sexual misconduct and reporting, please see https://policy.unm.edu/university-policies/2000/2740.html and CEEO's website.

If you are pregnant or experiencing a pregnancy-related condition, you may contact UNM's Office of Compliance, Ethics, and Equal Opportunity at ceeo@unm.edu. The CEEO staff will provide you with access to available resources and supportive measures and assist you in understanding your rights. Pregnancy and Parenting Support information is available here.

Academic Misconduct

You 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.

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 polices 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.

Land Acknowledgement

Founded in 1889, the University of New Mexico sits on the traditional homelands of the Pueblo of Sandia. The original peoples of New Mexico Pueblo, Navajo, and Apache since time immemorial, have deep connections to the land and have made significant contributions to the broader community statewide. We honor the land itself and those who remain stewards of this land throughout the

generations and also acknowledge our committed relationship to Indigenous peoples. We gratefully recognize our history.

Support in Receiving Help

Students who ask for help are successful students. I encourage students to be familiar with services and policies that can help them navigate UNM successfully. Many services exist to help you succeed academically, such as peer tutoring at CAPS and http://mentalhealth.unm.edu. There are plenty of ways to find your place and your pack at UNM: see the "student guide" tab on my.unm, students.unm.edu, or ask me for information about the right resource center or person to contact.

Doing the Right Thing

UNM has policies to preserve and protect you and the academic community available in the Student Pathfinder as well as in the Faculty Handbook. These include policies on student grievances D175 (undergraduates) and D176 (graduate and professional students), academic dishonesty (D100), and respectful campus (CO9). Please ask for help in understanding and avoiding plagiarism (passing the work or words of others off as your own work or words) or other forms academic dishonesty. Doing something dishonest in a class or on an assignment can lead to serious academic consequences. Come talk with me about your concerns or needs for academic flexibility or talk with support staff at one of our student resource centers before you do something that may endanger your career.

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Professional and Ethical Conduct

Please review the UNM Anderson Guidelines around Professional and Ethical Conduct, which establishes the expectations of professional and ethical conduct across the UNM Anderson community.

Copyright Issues

All materials in this course fall under copyright laws and should not be downloaded, distributed, or used by students for any purpose outside this course.
The UNM Copyright Guide has additional helpful information on this topic.

Instructor Drop Policy

The instructor may drop a student, if the student regularly misses the class and/or misses assignments or exam. Any absence from exam needs to be explained within a week of the exam or the student will be dropped. This course falls under all UNM policies for the last day to drop courses, etc. Please see http://www.unm.edu/studentinfo.html or the UNM Course Catalog for information on UNM services and policies.

Refer to the UNM academic calendar for course dates, the last day to drop courses without penalty, and for financial disenrollment dates.

Canvas Grading Policy
Instructors may provide course content and materials via Canvas, an online Learning Management System (LMS). Since values presented via Canvas during the semester may only represent a portion of a student's grade or not be properly weighted, these values may not be accurate or representative of a final grade. Questions around the grading process should always be sent to the instructor.

CAPS Tutoring Services **http://caps.unm.edu/programs/online-tutoring/**. CAPS is a free-of-charge educational assistance program available to UNM students enrolled in classes. Online services include the Online Writing Lab, Chatting with or asking a question of a Tutor.

UNM Libraries **http://library.unm.edu**

Revisions

The course syllabus is subject to change at the discretion of the instructor. Any changes will be announced before taking effect.