



BCIS 1110 Fund Info Literacy & Systems section name section credit hours
Credits
Syllabus

Course Information

Meeting times and location: section meeting_times section location

Catalog 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 decisionmaking.

Prerequisites: Completion of MATH-050, ENGL-095, and (RDNG-050 or RDNG-096) or appropriate Accuplacer scores in Math, English, and Reading.

Terms offered: All Semesters

Section-specific Course Description:

Course Level Objectives

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.

Required Technology and Software

- Canvas
- Chrome, Safari, or Firefox

Technical Support

Technical support is available through the San Juan College Help Desk 24/7/365. The help desk can be reached at 505-566-3266 or by creating a ticket at [San Juan College Help Desk](#).

For tickets and password reset: [San Juan College Help Desk](#)

For Canvas support information: [Canvas Support](#)

Accessibility/Privacy Policies for all Technology Tools Used

[Accessibility/Privacy Policies for all Technology Tools Used](#)

Course Requirements

Students will do the following activities:

Online Course Orientation and Orientation Quiz (MANDATORY): Before you can begin in this course, it is required that you read ALL the materials provided in detail, and then complete the orientation quiz. Everything found in Canvas was placed there to help you be successful in the course. All the information provided is important to be able to successfully navigate the course expectations and maximize your ability to do well on all the coursework.

YOU MUST SUCCESSFULLY COMPLETE THE ORIENTATION QUIZ to move on to the coursework. The remainder of the course will not be available to you until you complete the quiz with a 100% score. You are allowed five (5) attempts to complete the quiz with 100%. If you are unsuccessful at passing the quiz after these five attempts, you must contact your instructor to determine whether you should continue in the course. If you cannot understand the outlined course requirements in the beginning materials, there is strong possibility that you may not be able to successfully pass the online course.

Exams: Each exam must be taken with an approved proctor. All exams MUST be taken using Respondus LockDown Browser in Canvas. Passwords for the exams will be emailed to all students 24 hours prior to the exam opening date. No exam will be accepted after the deadline without official documentation and without prior instructor approval.

Lab Assignments: Ten (10) labs require the use of Windows/Office 2019 or Microsoft 365 to complete. See individual Lab links for detailed requirements.

- Lab-book/MyITLab Projects: Each assignment includes the step-by-step instructions for the lab readings. Completed files will be submitted in MyITLab for scoring. All lab exercises include an Instruction file, a Start file and some may also include a Resources folder (compressed) that contain additional files. Each lab project may be submitted up to three times through MyITLab. The highest score will be recorded in the CANVAS gradebook. See the Course Schedule for the due dates.
- Quizzes: Twelve (12) quizzes from Visualizing Technology 8th Edition are required for this course and all quizzes are taken in MyITLab. Each chapter quiz can be taken twice. The higher of the two scores for each quiz will be recorded in your gradebook. See the Course Schedule for due dates. No quiz will be accepted after the deadline without official documentation and without prior instructor approval.

Discussions: There are four (4) discussion questions to be completed for this course and are located in Canvas. For each discussion question, you must post your initial reply and reply to other student's posts. See the discussion links in Canvas for details and requirements. See the Course Schedule for due dates. No discussion question will be accepted after the deadline without official documentation and without prior instructor approval. The initial post must be done four days before the discussion deadline and reply posts done by the discussion deadline—plan ahead!

Research Projects: There are two (2) research projects to be completed for this course. Requirements and instructions for each project are available in Canvas. Each project will require you are to submit a specific file or files. See the research project assignment links in Canvas for full details and requirements. See the Course Schedule for due dates. No research project will be accepted after the deadline without official documentation and without prior instructor approval. You are encouraged to be each IRP well in advance of the due dates.

COVID Safe Practices for Being on Campus

Masks / cloth face coverings must be worn while on campus in accordance with the New Mexico public health order. If you feel that you cannot wear a mask due to health complications, please contact Disabilities Services:

disabilityservices@sanjuancollege.edu or call (505) 566-3271. Hand sanitizer stations are at all building entrances, please “wash in, wash out”--clean your hands when you enter and before you leave. Classrooms and labs have been arranged to allow for social distancing; please respect your classmates and instructors by staying 6 feet away from everyone. You will be expected to disinfect your table or area prior to class and after class, cleaning products will be provided for this purpose. Check with your instructor for specific policies for their course. Please do not congregate in hallways or common areas,

instead utilize our beautiful outside spaces and weather to visit with your friends and colleagues from a safe distance.

If you have been in contact with anyone who has tested positive for COVID-19, has symptoms, or is waiting on test results, contact your instructor and DO NOT come to class. If you have tested positive, have symptoms or are waiting on test results, contact your instructor and DO NOT come to class. Your health care provider or the assigned contact tracer will let you know when it is safe for you to be around others.

Student Support

Student Services and Support

The Student Support webpage provides information on counseling, tutoring, technical support, and many other support services available to San Juan College students.

[Student Support](#)

Academic Support

Academic Support webpage provides information on academic advising, the library, Testing Center, and the honors program.

[Academic Support](#)

Grading

Final grades are calculated based on the following...

Automatic grading (MyITLab) will occur once an assignment has been submitted and grades will show in Canvas's gradebook

Manual grading (Canvas) will start after the assignment's deadline has passed. These assignments will be graded in a timely fashion but may take up to one week. Any request to re-evaluate a grade must be made within one week after the return of graded work (manual grades) or one week after the assignment's deadline (automatic grades). You must email your instructor in Canvas to explain—detailed and specific—why you think your grade should be changed. The re-evaluated grade will be official (whether higher or lower than the first grade). Furthermore, your instructor will not accept regrade requests that dispute the amount of partial credit awarded; only instances where an actual mistake has been made.

To determine final grades:

Category	Weight
Textbook Assignments/Quizzes	20%
Textbook Exams	25%
Lab Assignments	20%
Research Projects	20%
Discussion and Canvas Assignments	15%
Totals	100%

Final Grade Scale:

Grade Required	Percentage Earned
A	89.6%-100%
B	79.6%-89.59%
C	69.6%-79.59%
D	59.6%-69.59%
F	Below 59.6%



A grade of "I," (Incomplete) is only given in the most exceptional circumstances, such as a death in your immediate family, hospitalization, etc. To receive such a grade you must be passing the course with a grade of "C" or better. You cannot be awarded an "I" grade before the last day to drop. A grade of "I" cannot be awarded to avoid a poor grade in the course. Please see the current catalog for more information.

Key Dates to Remember

[Full Academic Calendar](#)

College Policies

The following information also applies to your work in this class. If you have special needs for campus emergency situations, please inform me immediately.

1. Academic Accommodations - American with Disabilities Act (ADA)

If you believe you need academic accommodations due to physical or learning disabilities, you are encouraged to inform them as soon as possible. The coordinator can work with you in verifying your disabilities and developing accommodation strategies. Please go to [Disability Services Office](#), click the button

for “Request for Services” and complete all the steps.

You can also contact the college’s disability coordinator in the Advising/Counseling Center at 566-3271 or disabilityservices@sanjuancollege.edu. More information is available on the website listed above.

2. The Family Educational Rights and Privacy Act (FERPA)

Your personal information and grade are confidential. Aside from routine reporting to the college required for this course, I will not share such information with anyone unless I have your permission.

3. Academic Honesty Rules

San Juan College expects all students to adhere to the [Academic Honesty Rules](#) as posted online. These are the official guidelines for all classes at San Juan College (July 2006).

4. Student Conduct Statement

College is preparation for professional opportunities, and professional conduct is expected in courses, including online classes, as well as any written communications, and interactions with members of the college community. As part of our learning community, students are expected to interact and communicate in a mature, respectful, thoughtful, and supportive manner. Students who demonstrate disrespectful, hostile, belittling, bullying or other disruptive behavior will be subject to potential consequences and possible dismissal from the college. The college will take appropriate action when students demonstrate threatening behavior (to others or self). Students should refer to the Code of Conduct in the Student Handbook for additional information.

5. Student Safety

Keeping students safe is a priority, and part of that is ensuring that we have the ability to communicate emergency messages – whether for school closures due to weather or for more or urgent situations. Rave is San Juan College’s emergency messaging system. Through your SJC student email, you will automatically receive email messages, however, it is also vital that you receive text messages. In order to receive the messages, you must register in a simple process with [Rave](#). When registering, please make sure that your mobile status is “confirmed.”

The Department of Public Safety is available 24 hours per day. In an emergency, they can be accessed by calling 215-3091 or 566-3333.

In the event of an emergency, a Rave message will be sent, and depending on the situation, you will be instructed to do one of the following:

- Evacuate the building
- Shelter in place (Campus doors are locked, and operations continue as normal. During this situation, no one other than law enforcement is allowed in or out of the campus.)

- Lockdown (Campus doors are locked. All operations cease, and you should take cover in your immediate area. No one other than law enforcement is allowed in or out of the campus.

6. **Non-Discrimination, Sexual Harassment, and Retaliation.**

San Juan College does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, genetic, veteran's status, or on the basis of any other category protected under federal, state and local laws. If you have experienced sexual harassment, sexual assault, or any other form of protected class discrimination, we encourage you to make a report. If you report to a faculty member, she/he/they are obligated by policy to share knowledge, notice, and/or reports of harassment, discrimination, and/or retaliation with the Title IX Coordinator. These disclosures include but are not limited to reports of sexual assault, dating/domestic violence, and stalking. You may also make a confidential report to a SJC Counselor. Please refer to San Juan College's [Title IX](#) site for further details.

San Juan College's Title IX Coordinator is Stacey Allen, Assistant Director of Human Resources/Equity, Diversity, and Inclusion Officer. The office is located at the Educational Services Center Building, 2nd Floor, Human Resources, Room 4243 at (505) 566-3515 or allens@sanjuancollege.edu.

7. **Drop for Non-Attendance and/or Non-Participation**

Class Attendance and Participation Expectation:

Face-to-Face -- Students are expected to attend and participate in class regularly. Any student missing more than 10% of consecutive class time, (For example, in a regular 15-week class that meets twice a week, this equates to the student missing 3 consecutive classes) without consultation with the instructor may be considered as having abandoned the course.

On-line -- Students are expected to participate regularly and submit all course assignments, based on the course guide definition. A student who does not submit any assignments during a consecutive 10% of the course (1.5 weeks of a 15-week semester) without consulting the instructor, may be considered as having abandoned the course. Logging in does not meet the attendance standard.

Competency-Based Education Classes -- Students are expected to have regular and substantive interactions with their instructor and to actively work on course content. A student who has not submitted coursework, nor had substantive

interactions with the instructor over a consecutive 10% of the term, without the instructor's prior approval, will be considered to have abandoned the competency progression. Last date of attendance will be recorded as the last date that coursework was submitted or that the student met with the instructor. For on-line learners, logging in does not meet the attendance standard.

8. Failure to Meet Class Participation Expectation:

Students who fail to meet participation expectations will have their last date of attendance recorded. This date will be used to recalculate any financial aid received/veteran's benefits received, and the student may be required to repay the institution/government. If the student does not drop the course, an 'X' grade will be recorded. An 'X' grade impacts the grade point average the same as an 'F'.

9. Grading Policies

Incomplete: Incomplete Grade Assignment ([Incomplete Grades Information](#))

The grade of I (Incomplete) is given for passing work that could not be completed during the semester because of circumstances beyond the student's control. Ordinarily, the assignment of an I is given by the course instructor at the time final grades are due

In no case is an I grade to be used to avoid assignment of D or F grades for marginal or failing work or to require a student to enroll in the class the next semester because work was not completed on time. Circumstances warranting the issuance of an I grade must be beyond the student's control and must be documented on the appropriate form prior to approval.

I grades can be removed only during the subsequent 16 weeks from the end of term, or within the time limit set by the instructor. Removal of an I is accomplished by completing the work in a manner acceptable to the instructor. Re-enrollment in the course under the repeat option does not remove the prior grade of I. Students should not re-enroll for the course. An I not made up within 16 weeks or within the time limit set by the instructor will change to an F grade thereafter and cannot be changed by work completion.

10. Grade Appeals

The policy for grade appeals is in the Academic Catalog. ([Grade Appeal Policy](#))

Student Handbook

The Student Handbook provides information on Student support, student organizations, and San Juan College policies.

[Student Handbook](#)