



BCIS 1110 Fund of Information 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 decision making.

Prerequisites: Completion of MATH-096, ENGL-099, and (RDNG-096 or RDNG-099) or appropriate Accuplacer scores in Math, English, and Reading.

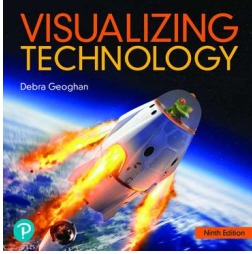
Terms offered: All Semesters

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 Texts and/or Materials



Dc: Mylab IT With Pearson Etext For Go! 2021 With Visualizing Technology
9780137680054
Gaskin

Required Technology and Software

- Canvas
- Chrome, Safari, or Firefox

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: There are labs that require the use of Windows/Office 2021 or Microsoft 365 to complete. See individual Lab links for detailed requirements.

- Lab-book/MyLab IT Projects: Each assignment includes the step-by-step instructions for the lab readings. Completed files will be submitted in MyLab IT 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 MyLab IT. The highest score will be recorded in the CANVAS gradebook. See the Course Schedule for the due dates.

- **Quizzes:** Quizzes over the chapter covered in the Visualizing Technology text are required for this course and all quizzes are taken in MyLab IT. 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 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.

Grading

Final grades are calculated based on the following...

Automatic grading (MyLab IT) 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](#)

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 password reset and and Canvas support, visit the [Student Technology Guide](#) website.

Accessibility/Privacy Policies for all Technology Tools Used

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

Student Support

At San Juan College, we are committed to supporting your academic success and overall well-being. We recognize that college life can be challenging and stressful, impacting both learning and personal health. We are here to help you succeed.

Academic Support and Resources

We provide a range of academic support services to help you stay on track on your educational journey. Free resources include tutoring, computer loans, life skills workshops, and so much more. Visit the [Academic Support and Resources](#) webpage to learn more about support and resources available through Academic Advising, the Tutoring Center, the Student Resource Center (formerly Student Achievement Center) and the Testing Center.

Student Support and Resources

If you or someone you know could benefit from counseling, accessibility services, career exploration, veteran transitional assistance, or any of our other support services, visit the [Student Support and Resources](#) webpage where you'll find detailed information about various resources available to you as an SJC student.

We encourage you to take advantage of these free resources to enhance your college experience and ensure your success.

College Policies and Resources for Current Students

The [Student Handbook](#) provides information on student support, student organizations, and student conduct policies at San Juan College.

The San Juan College catalog outlines the [Academic Policies](#) students need to know.

Healthy and Safe Practices for Being on Campus

We want a healthy and safe campus for students, faculty, staff, and guests.

Contagious diseases and your responsibility:

If you have COVID-19 symptoms, fever, flu or even the common cold, you should stay home. Do not come to campus if you are feeling sick. Contact your instructor about missing class (and review your instructor's policies on missed or late work). Being sick does not necessarily excuse you from completing your work on time.

Safety on campus and your responsibility:

If you are on campus and experience or witness an emergency, call 9-1-1 first and then the Department of Public Safety at 505-566-3333 (or just 3333 if calling from a campus phone).

When you are on campus, be aware of your surroundings. If you need an escort to your vehicle, call 505-566-4444 (DPS non-emergency line) or 505-215-3091 (officer on duty line).

The College will send information for campus emergencies through SJC AlertAware, email and the webpage. Stay informed and stay safe.

Inclement Weather Information

Students will receive notification of class delays and cancellations due to inclement weather via the SJC AlertAware and SJC student email. Face-to-face classes will not meet in person; however, students are advised to check with instructors about alternative meeting options, as some may choose to meet via zoom. Hybrid classes will meet as scheduled via zoom. For questions regarding your class delay or cancelation, please contact your instructor.

Online Course Fee

Online Courses - San Juan College requires all online courses to include some form of assessment to demonstrate the mastery of course objectives. This could include exams, capstone projects, e-portfolios, presentations, final papers or other appropriate assessments. The use of a proctoring platform, plagiarism detection software or other method to ensure that assessments are completed by the enrolled student is required.

A course fee of \$5.00 is assessed for all online courses at San Juan College to cover the cost of the above services. Students who are required to take a proctored exam and choose to use a physical

testing center outside the SJC Testing Center or SJC Disability Services will be responsible for the cost of using that center.