August 2026

BCIS 3610: Basic Information Systems
Syllabus, Fall 2026

General Information

Course Basic Information Systems (BCIS 3610)
Section 005

Meetings Tuesdays and Thursdays, 12:45pm – 2:05pm
BLB 170

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Office Hours TBA (see Canvas)
BLB 331D

Please see Canvas for TA contact information and office hours

Prerequisites

- BCIS 2610
- Basic knowledge of computer hardware, software, file structures, and processing
- You are expected to have a working knowledge of Microsoft Windows, accessing websites on the Internet, using a word processor, and using a spreadsheet

Course Description and Objectives

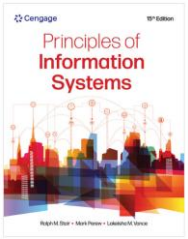
As a College of Business foundation course, this course is designed for all business majors. Key objectives include providing an understanding of how information systems and emerging technologies relate to students' chosen fields, how they are applied in organizations, and introducing the fundamentals of data analysis and visualization.

By the end of this course, students will be able to:

- Recognize information systems usage in a business environment
- Recall information systems terms and concepts in a business environment
- Demonstrate a fundamental understanding of information technology through experiential labs

Copyright Statement: Materials used in connection with this course may be subject to copyright protection. Materials may include, but are not limited to: documents, slides, images, audio, and video. Materials in this course are only for the use of students enrolled in this course, for purposes associated with this course, and may not be retained for longer than the class term. Unauthorized retention, duplication, distribution, or modification of copyrighted materials is strictly prohibited by law. For more information, visit the UNT Policy Office or Copyright.gov.

Required Materials and Software

Required	Description
Textbook 	Principles of Information Systems, 15th Edition (2025) by Ralph Stair, Mark Perew, and Lakeisha Vance. Cengage. ISBN: 9798214001098 (e-book), 9798214000961 (paperback). **The textbook is required for this course.** Course materials such as chapter quizzes and exams are based on the most recent edition of the book. It is necessary for students to read the textbook chapters, as some questions appearing in tests may not be covered in lectures. Copies of the textbook are available at the UNT bookstore, sites such as Amazon.com, and directly from the publisher at: https://www.cengage.com/c/principles-of-information-systems-15e-stair-perew-vance/9798214000961.
Canvas and UNT Email	Course materials and graded activities (lab assignments, quizzes, and exams) will be available to students on **Canvas**. A mobile version of Canvas is available from the Apple App Store and Google Play. Important notices about the course may be posted to an "announcements" area in Canvas and communicated to students via their UNT email. Please check Canvas and your UNT email regularly. **When contacting the instructor, students should use their UNT email and include "BCIS 3610" in the subject line.**
Tableau	Students will require a recent edition of Tableau, a data visualization software. Tableau is available through UNT's computer lab and can be obtained by students for free at: https://www.tableau.com/academic/students.
Microsoft Office and Additional Software	Additional software such as Microsoft Office applications (Word, Excel, etc.) may be required to complete parts of this course related to lab assignments. Students will be provided with access to any necessary software either directly or through UNT's physical/virtual computer lab. A free version of Microsoft Office 365 is available for UNT students (please see: UNT's FAQ page for Office 365).
Respondus Lockdown Browser and Monitor, Webcam	Respondus Lockdown Browser and Monitor, as well as a working webcam, are required to take the exams in this course on Canvas. For more information, please see the general course policies in a section below.
Zoom	Any course activities that are facilitated virtually (e.g., course-related meetings, virtual office hours) may require students to use Zoom. Relevant links will be provided on Canvas. For more information, please refer to UNT Online's Zoom Basics.

Grading

Grading Scale

Grade	A	B	C	D	F
Percentage	≥ 90.0%	80.0 – 89.9%	70.0 – 79.9%	60.0 – 69.9%	≤ 59.9%

Final grades are calculated based on the scale above. This is nonnegotiable. Please do not ask for any special consideration or if your grade can be rounded. Out of fairness, I will not provide individual opportunities for extensions, resubmissions, make-up work, or extra credit, etc. For more information, please see the grading policies in a section below.

Breakdown of Graded Activities and Lab Assignments

Graded Activity	Max Points	% of Grade
Exams • 3 Online Exams (50 questions, 2 pts. each)	300 (3 × 100 pts.)	**45%** (15% each)
Chapter Quizzes • 10 Online Quizzes (10 questions, 2 pts. each)	200 (10 × 20 pts.)	**20%** (2% each)
Lab Assignments • 10 Information Systems Labs	See below	**35%** (See below)
	Total:	**100%**

Notes:

- Your lowest quiz grade will be dropped
- An optional final exam will be available at the end of the semester (replaces your lowest exam grade)

Descriptions of Graded Activities

Graded Activity	Description
Exams (45%)	There are **3 online exams** during the semester (worth 15% each). Exams contain 50 questions (multiple-choice, true/false) and are based on the assigned textbook material. A study guide will be available on Canvas before each exam. In addition, an optional cumulative final exam will be available at the end of the semester. Students who complete the optional final exam may have it replace their lowest grade among the three prior exams.
Chapter Quizzes (20%)	There are **10 online quizzes** during the semester (worth 2% each). Each quiz contains 10 questions (multiple-choice, true/false) based on a particular textbook chapter. You will have 2 attempts to take each quiz and your highest score will be recorded. In addition, your lowest quiz grade will be dropped when calculating your final grade in the course.
Lab Assignments (35%)	There are **10 lab assignments** where you will apply concepts that we discuss throughout the course. Several labs involve the use of software (e.g., three projects involve Tableau, a program for data visualization). Lab topics are shown below. **Due dates are listed in the course schedule and will be posted on Canvas.**

No.	Lab Assignment	Max Points	% of Grade
1	Career Research Assignment	20	0.79%
2	Tableau Project #1: Installing Tableau	50	1.98%
3	Tableau Project #2: Superstore	100	3.97%
4	Wix Website Lab	100	3.97%
5	Salesforce Trailhead Lab	100	3.97%
6	Microsoft Power BI Lab: Brew & Beyond Coffee Co.	100	3.97%
7	Software Acquisition Lab: Buy vs. Build	100	3.97%
8	MIT App Inventor Lab	100	3.97%
9	Hospital Security Lab (Part 1): Scenario Quiz	12	0.48%
	Hospital Security Lab (Part 2): Ransomware Research	100	3.97%
10	Tableau Project #3: Better Understanding Profit	100	3.97%
		Total:	**35%**

Course Policies

General Course Policies

Policy	Statement
Syllabus and Schedule Changes	During the semester, the instructor may make reasonable changes to the syllabus or schedule. Any changes will be communicated to students as early as possible.
Student Behavior and Etiquette	Students are expected to behave in a safe, respectful, and professional manner at all times. This applies to all interactions and communications related to the course, whether in person or virtually. Please always be mindful and considerate when interacting with your peers and the instructor. Students should also practice professional online etiquette. Some guidelines for good netiquette include: (1) type like a professional writer, (2) be brief but thoughtful, and (3) think carefully before you post a message or send an email. For more information, please refer to UNT's Online Communication Tips.
Respondus Lockdown Browser and Monitor for Online Exams	Exams administered on Canvas will require the use of Respondus Lockdown Browser and Monitor. You will need a working webcam (laptop or external camera) to use this software and take the online exams in this course.
Course Evaluations (SPOT)	Every semester, UNT administers a confidential survey for students to evaluate course instruction. This is called Student Perceptions of Teaching (SPOT). SPOT is available during weeks 13–15 of the long semesters. At this time, students will receive a survey link via email from "UNT SPOT Course Evaluations via IASystem Notification" <no-reply@iasystem.org>. Please look for this email sometime around the last month of the semester. I appreciate all feedback and take all comments into consideration as I improve the quality of this course for future semesters.
Use of Artificial Intelligence (AI)	You are allowed to use AI in this course provided that your use: (1) supports your learning experience, (2) preserves your role as an independent thinker and communicator, and (3) does not constitute plagiarism. If your submitted work includes any AI-generated material, you are required to disclose this and provide adequate citation. Please be aware that AI-generated material may contain significant errors. Failure to follow these guidelines may constitute an academic integrity violation and/or result in grade penalties. **Please refer to the following blog article from the American Psychological Association: How to cite ChatGPT (Generative AI).**

Grading Policies

Policy	Statement
Late Submissions and Grace Period	Handing in your work on time is important to your success in this course. Lab assignments and quizzes submitted more than 24 hours after the due date posted on Canvas will be considered late and receive a grade of zero. Please note that the 24-hour grace period does not apply to exams, extra credit, or other graded course activities. Exams are locked and may not be started after the posted due date.
Make-up Work, Extensions, and Resubmissions	No make-up work, extensions, or opportunities for resubmission will be offered. Please plan accordingly to ensure that your work is completed and handed in on time.

Policy	Statement
Extra Credit	During the semester, the instructor may offer opportunities for earning extra credit. If so, any extra credit work will be made available to all students enrolled in the course.
Final Grades	Final grades are assigned based on the grading scale in a section above. Please do not ask for any special consideration, such as if your grade can be rounded. At the end of the term, your final grade will correspond exactly with the grading scale. Incomplete grades will only be considered under exceptional circumstances (see below). Such a request should be communicated to the instructor no later than the last day of regular class meetings.
Exceptions	Exceptions to course policies may be provided at the instructor's discretion. For exceptional circumstances that may prevent one from meeting the demands of this course (e.g., a serious family or medical emergency), students should promptly contact the instructor in writing and provide full and satisfactory documentation. The instructor may ask for documentation to be verified by the Dean of Students Office. For students with university-approved accommodations, exceptions to course policies may apply.

College and University Policies and Notices

Policy / Notice	Statement
Acceptable Student Conduct	Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. For detailed information, please consult the following university policy: • UNT Policy 07.012, Code of Student Conduct
Academic Honesty and Integrity	UNT's policy on student academic integrity states that academic dishonesty occurs when students engage in behaviors including, but not limited to: cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from UNT. More information regarding academic integrity policies and practices may be posted on Canvas. All students are expected to adhere to university, college, and department standards on ethical behavior. **Consequences for Academic Integrity Policy Violations:** Students in violation of academic integrity standards will incur penalties ranging from a failing grade on a specific assignment to a failing grade in the course. Cheating on an exam or assisting others in cheating will result in a failing grade for all parties involved. Plagiarism or any misrepresentation of others' work will result in a failing grade. Any unauthorized distribution of course materials will result in a failing grade for the entire course. The instructor is required to report all alleged violations to the Academic Integrity Office. For detailed information, please consult the following university policy: • UNT Policy 06.003, Student Academic Integrity

Policy / Notice	Statement
Disability Accommodation	The University of North Texas makes reasonable academic accommodation for students with disabilities. **Students seeking reasonable accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility.** If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time; however, ODA notices of reasonable accommodation should be provided as early as possible in the semester to avoid any delay in implementation. **Please note that students must obtain a new letter of accommodation for every semester and must also meet with each faculty member prior to implementation.** Students are encouraged to deliver letters of accommodation during office hours or by appointment. Faculty have the authority to ask students to discuss such letters outside of class to protect the privacy of the student. **UNT Office of Disability Access (ODA)** https://studentaffairs.unt.edu/office-disability-access Apply.ODA@unt.edu (940) 565-4323
Emergency Notifications and Evacuation Procedures	**Eagle Alerts:** UNT uses a system called **Eagle Alert** to quickly notify students with critical information in the event of an emergency (e.g., severe weather, campus closings, health and public safety emergencies). **Severe Weather Emergencies:** In the event of severe weather, all building occupants should immediately seek shelter in the nearest designated shelter-in-place area in the building. If unable to safely move to a designated shelter-in-place area, seek shelter in a windowless interior room or hallway on the lowest floor of the building. Shelter areas in the Business Leadership Building are as follows. On the basement level: restrooms and rooms BLB 055, 070, and 090. On the first floor: restrooms and rooms BLB 155 and 170. **Bomb Threat or Fire:** In the event of a bomb threat or fire in the building, all occupants should immediately evacuate using the nearest exit. Once outside, proceed to the designated assembly area. If unable to safely move to the designated assembly area, contact your department or unit to let them know you are safe and inform them of your whereabouts. Persons with mobility impairments who are unable to safely exit the building should move to a designated area of refuge and await assistance from emergency responders. All building occupants should immediately evacuate the building and proceed to the south side of Crumley Hall in the grassy area, west of parking lot 24. **UNT Emergency Management & Safety Services** https://emergency.unt.edu/emergency-floor-plans emergency.management@unt.edu (940) 369-6153
Technology Support	Please see below for assistance with any questions or issues related to your use of technology at UNT and in this course (software, hardware, general IT services, etc.): **UNT IT Helpdesk** https://it.unt.edu/helpdesk Sage Hall 330 helpdesk@unt.edu (940) 565-2324

BCIS 3610: Basic Information Systems
Schedule, Fall 2026

Unless otherwise noted, all work is due on Sundays by 11:59pm.

Week	Class Dates (Mon, Wed)	Lecture / Class Topic	Readings	Work Due (Sundays, 11:59pm)
1	8/18, 8/20	Syllabus Review / Introduction to Information Systems	Chapter 1	–
2	8/25, 8/27	Strategic Planning	Chapter 2	**Due 8/30:** • Ch. 1 Quiz • Ch. 2 Quiz • Career Research (Lab 1)
3	9/1, 9/3	Project Management	Chapter 3	**Due 9/7:** • Ch. 3 Quiz • Tableau Project #1 (Lab 2)
4	9/8, 9/10	Tableau Project #2 / Website Development Lab	–	–
5	**9/15, 9/17**	**Exam #1**	**Ch. 1, 2, 3**	**Exam #1 is on Thursday, 9/17** **Due 9/13:** • Tableau Project #2 (Lab 3) • Wix Website (Lab 4)
6	9/22, 9/24	Databases and Data Management	Chapter 5	**Due 9/27:** • Ch. 5 Quiz
7	9/29, 10/1	Business Intelligence: Big Data and Analytics / Power BI Lab	Chapter 6	**Due 10/4:** • Ch. 6 Quiz • Salesforce (Lab 5)
8	10/6, 10/8	Enterprise Systems	Chapter 9	**Due 10/11:** • Ch. 9 Quiz • Power BI (Lab 6) • Power BI – Extra Credit
9	10/13, 10/15	Cloud Computing and the Internet of Things	Chapter 11	**Due 10/18:** • Ch. 11 Quiz • Software Acquisition (Lab 7)
10	**10/20, 10/22**	**Exam #2**	**Ch. 5, 6, 9, 11**	**Exam #2 is on Thursday, 10/22** **Due 10/25:** • MIT App Inventor (Lab 8)
11	10/27, 10/29	Artificial Intelligence and Automation	Chapter 12	**Due 11/1:** • Ch. 12 Quiz
12	11/3, 11/5	Secure Information Systems	Chapter 13	**Due 11/8:** • Ch. 13 Quiz
13	11/10, 11/12	Corporate and Individual Accountability: Ethical, Legal, and Social Issues	Chapter 14	**Due 11/15:** • Ch. 14 Quiz • Hospital Security (Lab 9)

14	11/17, 11/19	Tableau Project #3 / UNT's AI Micro-credential	–	–
15	**No classes**	**Fall Break (11/23 – 11/29)**	–	**Due 11/30 (Monday):** • Tableau Project #3 (Lab 10) • UNT's AI Micro-credential – Extra Credit
16	**12/1, 12/3**	**Exam #3 (Chapters 12, 13, 14)**	**Ch. 12, 13, 14**	**Exam #3 is on Thursday, 12/3**
17	**12/7**	**Optional Final Exam (Cumulative)**	**Ch. 1, 2, 3, 5, 6, 9, 11, 12, 13, 14**	**The Optional Final Exam is on Monday, 12/7**