

BCIS 3610 – Basic Information Systems

COURSE SYLLABUS – Spring 2026

Instructor:	Dr. Chang Koh	Office:	BLB 319A
Phone:	(940) 565-3625	Office Hours:	1:00 – 2:00 pm, Tue & Wed
E-mail:	Chang.Koh@unt.edu		And by Appointment
Zoom:	374-801-7379		

COURSE DESCRIPTION

As a College of Business foundation course, this course is designed for all business majors. One of the key objectives is to give students an understanding of how information systems (IS) relate to their chosen field and how they are applied in organizations, as well as to introduce students to the fundamentals of data visualization with the use of Tableau and Power BI. Keep in mind that Tableau is the de facto standard for data visualization in corporate settings.

COURSE OBJECTIVES

Upon successful completion of this course, learners will be able to:

1. Recognize information systems (IS) usage in the business environment.
2. Identify the terms and concepts of information systems (IS) used in a business environment.
3. Apply fundamental data visualization understanding using Tableau.

PREREQUISITES

- BCIS 2610
- You must have a 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, a word processor, and a spreadsheet.

REQUIRED TEXT AND COURSE MATERIALS

- **Textbook:**
Principles of Information Systems (14th edition) by George W. Reynolds and Ralph M. Stair,
ISBN: 9780357112410

You can purchase the book from the UNT bookstore, Amazon, or directly from Cengage in printed or e-text formats.

- **Software:**
You access Tableau for free with a student subscription via your web browser.

BCIS 3610 POLICIES AND PROCEDURES

GRADING

Point Distribution

Component	Weight
3 exams	50 %
End-of-chapter quizzes	20 %
Labs (Tableau and other assignments)	30 %
Extras:	
<ul style="list-style-type: none"> • Attendance and participation • AI micro-credential 	
TOTAL	100%

Grading Scale

Percent	Grade
90.0 % or above	A
80.0 - 89.9 %	B
70.0 - 79.9 %	C
60.0 - 69.9 %	D
Lower than 60.0 %	F

EXAMS (45 PERCENT)

There are three exams. If the student does not take an exam, a grade of zero (0) will be recorded for that exam. Exams are scheduled during the regular class hours. No make-up exams will be given.

All exam questions are multiple-choice or true/false and they cover the Principles of IS textbook chapters as assigned. Tableau is not covered in the exams.

The exams are Canvas quizzes that consist of 50 questions. You have 70 minutes to complete the exam once you start. The exams are closed-book and closed-note.

The exams require Lockdown Browser and Monitor, which video records you taking the exam through your webcam. Test your device to ensure it operates properly before each exam.

END OF CHAPTER QUIZZES (20 PERCENT)

Each chapter of your textbook has an assessment (quiz) associated with it on Canvas. You must complete the assessment associated with each chapter of the textbook before the in-class exam covering that chapter. You can take the quiz 3 times and it will post your highest score.

LABS (35 PERCENT)

There will be 3 projects using Tableau software and other lab-based assignments. These projects will introduce you to Tableau software, how to analyze data and create visualizations for management decision-making.

You access Tableau through your web browser and can get a free student license to use during the course. Instructions are provided in Tableau Assignment 1.

A significant portion of the grade in this course involves learning Tableau and working with it. While many students never have issues, there are times when a topic is unclear or an assignment does not work as you expected. The ITDS department provides significant resources to you in the form of BCIS tutors.

You may visit these tutors in the tutor room (BLB012) for their assistance.

EXTRAS

Class Attendance and Participation

- Your attendance is required and will be recorded.
- Your attendance and participation will be recognized and rewarded with extra points added to the quiz score.

AI Microcredential (Up to 100 extra credit bonus lab points)

UNT offers a robust micro-credential program that gives students the opportunity to explore topics of personal and professional interest. One such opportunity is the Learning with AI: Critical Literacy for College Students course, which provides a valuable micro-credential upon completion.

ATTENDANCE

- Regular and punctual attendance for the full class period is expected. Absences and tardiness may lower your grade. (20 percent of unexcused absence may lower one letter grade.)
- Students who will miss class due to a university-sponsored activity must arrange with the instructor to complete any missed work before their absence.

CODE OF CONDUCT AND ETHICS

The policies stated here were derived from the University of North Texas *Student Handbook* (www.unt.edu/csrr/student_conduct). You are responsible for information published by the University.

Scholastic integrity *must* be exhibited in your academic work, conduct, and methods. Course work for which you receive an individual grade *must* be your original, individual effort. If there is any evidence of copying, cheating, or any other form of academic dishonesty on all or part of any of your graded course work, you (and any others involved) will be given a zero for that work. A second incident will result in a grade of F in this course and a recommendation for further action by the Dean of Students. This course adheres to the UNT policy on academic integrity. The policy can be found at <http://vpaa.unt.edu/ss/integrity.htm>.

STUDENTS WITH DISABILITIES

The College of Business Administration complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disability. If you have an established disability as defined in the Americans with Disabilities Act and would like to request accommodation, please visit the office of disability (ODA). The ODA office will provide you with the proper documentation to submit to your instructor.

MISCELLANEOUS POLICIES

LECTURES: All electronic devices (cell phones, pagers, tape recorder, etc.) must be turned off before lecture begins. Tape recording of class lectures is permitted only with your instructor's knowledge and consent. Please ask your instructor before using your recorder.

INCOMPLETE GRADES: A grade of "I" will be given only in *exceptional* circumstances to **passing** students, and only for circumstances occurring during the last week of regular class meetings. That is, only emergency situations such as an illness or death in your immediate family constitute exceptional circumstances (and these must be fully documented).

PROBLEMS: You have **one week** after the return of an assignment or exam to request a review of its grade. The instructor has final authority to determine the credit for an assignment or examination.

Any problems experienced with the administration of this course must follow the procedure outlined below.

1. Make an appointment and discuss the issue with your instructor.
2. If the problem cannot be resolved at this meeting, you and your instructor complete and sign the Student Problem Form.
3. Make an appointment with the BCIS 3610 course coordinator, Dr. Ted Peterson (Ted.Peterson@unt.edu), bring the completed form, and present the problem.
4. If a resolution is not reached, schedule a conference with the ITDS Department Chair, Dr. Anna Sidorova, your instructor, and yourself to discuss the problem. Leave the Student Problem Form with Dr. Sidorova's administrative staff members when you request the meeting.

TENTATIVE CLASS SCHEDULE BCIS 3610

Week	Date	Topic	Note
1	1/13	Module 1 <ul style="list-style-type: none"> • Chapter 1 – Information Systems: People, Technology, Processes, and Structure 	
2	1/20	Module 2 <ul style="list-style-type: none"> • Chapter 2 – Secure Information Systems • Hospital Security Lab Scenario • Security Lab Part 2 (Ransomware Research) 	
3	1/27	Module 3 <ul style="list-style-type: none"> • Chapter 3 – Corporate and Individual Accountability: Ethical, Legal, and Social Issues • Tableau 1 – Successful Installation of Tableau 	
4	2/3	Module 4 (Lab) <ul style="list-style-type: none"> • Tableau 2 - Superstore 	
5	2/10	Exam 1	
6	2/17	Module 5 <ul style="list-style-type: none"> • Chapter 5 – Database Systems and Data Management 	
7	2/24	Module 6 <ul style="list-style-type: none"> • Chapter 6 – Business Intelligence: Big Data and Analytics • Power BI Lab 	
8	3/3	Module 7 <ul style="list-style-type: none"> • Chapter 8 – Cloud Computing and the Internet of Things 	
9	3/10	Spring Break	
10	3/17	Module 8 <ul style="list-style-type: none"> • Chapter 9 – E-Commerce 	
11	3/24	Exam 2	
12	3/31	Module 9 <ul style="list-style-type: none"> • Chapter 10 – Enterprise Systems 	
13	4/7	Module 10 <ul style="list-style-type: none"> • Chapter 11 – Artificial Intelligence (AI) and Automation 	
14	4/14	Module 11 <ul style="list-style-type: none"> • Chapter 12 – Strategic Planning and Project Management 	
15	4/21	Module 12 (Lab) <ul style="list-style-type: none"> • Tableau 3 – Better Understanding Profit • AI Micro-credential (Extra Credit) 	
16	4/28	Exam 3	