

BCIS 3610 – Basic Information Systems

COURSE SYLLABUS – Summer 2024, 5W1

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And by Appointment

COURSE DESCRIPTION

Theory, capabilities, applications, benefits, risks and economics of business computer information systems. Using the computer to solve business problems. Management information systems and computer-based decision support emphasized. Use of standard support application packages.

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 web sites 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
2 exams	50 %
End of chapter quizzes	20 %
3 Tableau projects	30 %
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 (50 PERCENT)

There are two exams, midterm and final exams. If the student does not take an exam, a grade of zero (0) will be recorded for that exam. Exams are administered online via Canvas. Exams are scheduled for a set period. Please pay attention to Available and Due dates. No make-up exams will be given. Exams require Respondus Lockdown Browser and Monitor (working webcam).

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

The exams are Canvas quizzes that consist of 50 questions. You have 60 minutes to complete the exam once you start. This is sufficient time to take a MC/TF exam if you have studied the material and the exam is closed book.

The exams require Lockdown Browser and Monitor which video records you taking the exam through your webcam. To avoid any hiccups with technology you should test this setup with the Practice Quiz posted in Canvas.

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.

TABLEAU PROJECTS (30 PERCENT)

There will be 3 projects using Tableau software. 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 is learning Tableau. While many students never have issues, there are times when a topic is unclear or an assignment does not work as you expected. You may contact the Instructional Assistant, Prof. Mahati Koutha for help. Her contact information and schedule can be found in the course home page in Canvas.

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, Professor Anthony Gerth (Anthony.Gerth@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 (Module)	Topic	Note
Module 1	PART 1. INFORMATION SYSTEMS IN BUSINESS AND SOCIETY <ul style="list-style-type: none"> • CH 1. IS: People, Technology, Processes, and Structure • CH 2. Secure Information Systems • CH 3. Corp and Individual Accountability: Ethical, Legal & Social Issues • Tableau Project 1 	All assignments due May 26*
Module 2	PART 2. TECHNOLOGY INFRASTRUCTURE <ul style="list-style-type: none"> • CH 5. Database Systems and Data Management • CH 6. Business Intelligence: Big Data and Analytics • Tableau Project 2 	All assignments due June 2*
Module 3	Midterm Exam (Chapters 1, 2, 3, 5 and 6)	Midterm, Monday, June 3**
	<ul style="list-style-type: none"> • CH 8. Cloud Computing and the Internet of Things • Tableau Project 3 	All assignments due June 9*
Module 4	PART 3. BUSINESS INFORMATION SYSTEMS <ul style="list-style-type: none"> • CH 10. Enterprise Systems • CH 11. Artificial Intelligence (AI) and Automation 	All assignments due June 16*
Module 5	PART 4. PLANNING, IMPLEMENTING, AND MANAGING IS <ul style="list-style-type: none"> • CH 12. Strategic Planning and Project Management • CH 13. System Acquisition and Development 	All assignments due June 19*
	Final Exam (Chapters 8, 10, 11, 12 and 13)	Final, Thursday, June 20**

* Assignments are due midnight on the due date unless otherwise specified.

** Exams will be open for 24 hours on the date specified.