

# **BCIS 3610 – Basic Information Systems**

## **COURSE SYLLABUS – Summer 2021, 5W1**

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Office Hours: 2:00 – 4:00 pm, Mon & Wed  
And by Appointment

### **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) relates to their chosen field and how it is applied in organizations, as well as to introduce students to the fundamentals of database concepts and development. Database fundamentals will be learned through the use of Microsoft Access, a common database management application as part of the Microsoft Office Suite of applications.

### **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 database understanding using Microsoft Access.

### **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 TEXTS**

- Custom MindTap on Canvas
  - Principles of Information Systems by Ralph Stair, and George Reynolds. Cengage Learning, 2013.
  - Cengage MindTap for the Microsoft Access modules
- To purchase the materials
  - Select “Modules” in Canvas
  - “Course Material Getting Started”
  - ISBN for BCIS 3610 Custom MindTap: 9780357435960 ISBN for BCIS 3610 Custom MindTap: 9780357435960

## BCIS 3610 POLICIES AND PROCEDURES

### GRADING

#### Point Distribution

Component	Points
2 exams (200 points x 2)	400
Chapter Quizzes (20 points x 12)	240
8 Access SAM Training (15 points x 8)	120
8 Access SAM Projects (20 points x 8)	160
In-class quizzes and participation	80
<b>TOTAL</b>	<b>1,000</b>

#### 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 (40 PERCENT)

There are two exams; the last exam takes the place of the final exam. **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. **No make-up exams will be given.** Exams require the use of Respondus Lockdown Browser and Monitor, which requires a working webcam. You must take the exam during the designated time with no exception.

### END OF CHAPTER QUIZZES (24%)

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

### MICROSOFT ACCESS (28 PERCENT)

#### SAM Training (12%)

Each MS Access chapter has a simulation which follows the hands-on exercises in the book. The text, combined with the simulations (hands on exercises), prepares the student for the MS Access SAM project.

#### SAM Projects (16%)

There is an assignment due for each chapter in Access. The assignments and any necessary files are located in Cengage MindTap. MindTap also contains additional study material such as video and audio PowerPoints. The assignment is to be completed offline using the Access software.

After you complete the assignment, you will upload the assignment to Cengage. The system will auto grade the assignment and provide feedback. You will be given an additional attempt to correct and resubmit the assignments for a higher grade.

The system keeps a record of every assignment ever submitted and has the ability to flag integrity violations. If an integrity violation is identified, both students will receive an automatic 0 for the assignment.

### IN-CLASS QUIZZES & PARTICIPATION (8%)

In each class, students will be quizzed on the subjects and materials covered and to be covered in class using an online polling system.

### ATTENDANCE

Regular and punctual attendance for the full class period is expected. Absences and tardiness may lower your grade. In-class quizzes or other assignments are given during class meetings and cannot be made up.

Students who will miss class because of a university sponsored activity must arrange with the instructor to complete any work that will be missed *before* their absence rather than after the 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](http://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/academic-integrity.htm>

## PROFESSIONAL BEHAVIOR GUIDELINES

A student with an unprofessional and disruptive behavior will be asked to leave the class. The student may be administratively dropped from the course for repeated violations. Disruptive behaviors are, but not limited to, actions such as being late, leaving early, talking on the phone, texting during the lecture, doing homework, talking to other students at inappropriate times, etc.

## 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. Leon Kappelman, your instructor, and yourself to discuss the problem. Leave the Student Problem Form with Dr. Kappelman's secretary when you request the meeting.

**Tentative Class Schedule**  
**BCIS 3610**

	<b>Week</b>	<b>Topic</b>	<b>Note</b>
1	6/1	Chapter 1 – An Introduction to Information Systems Chapter 2 – Information Systems in Organizations Chapter 4 – Software and Mobile Devices	
		Access 1 – Creating a Database Access 2 – Building a Database and Defining Table Relationships	
2	6/7	Chapter 5 – Database Systems and Big Data Chapter 6 – Networks and Cloud Computing Chapter 8 – Enterprise Systems	
		Access 3 – Maintaining and Querying a Database Access 4 – Creating Forms and Reports	
3	6/14	Chapter 9 – Business Intelligence and Analytics Chapter 10 – Knowledge Management and Specialized IS Chapter 11 – Strategic Planning and Project Management	<b>Exam 1</b> <ul style="list-style-type: none"> <li>• Wednesday, June 17</li> <li>• Respondus + Webcam</li> <li>• Chapters 1, 2, 4, 5, 6 &amp; 8</li> </ul>
		Access 5 – Creating Advanced Queries and Enhancing Table Design Access 6 – Using Form Tools and Creating Custom Forms	
4	6/21	Chapter 12 – System Acquisition and Development Chapter 13 – Cybercrime and Information System Security Chapter 14 – Ethical, Legal, and Social Issues of IS	
		Access 7 – Creating Custom Reports Access 8 – Sharing, Integrating, and Analyzing Data	
5	6/28	Course Review	<b>Exam 2</b> <ul style="list-style-type: none"> <li>• Wednesday, July 1</li> <li>• Respondus + Webcam</li> <li>• Chapters 9 – 14</li> </ul>