BCIS 3610 – Basic Information Systems
COURSE SYLLABUS FALL 2015

Instructor: Dr. Chang E. Koh   Office: BLB 319A
Phone: (940) 565-3625   Office Hours: 2:00 – 5:00 pm, Tuesday
E-mail: Chang.Koh@unt.edu   and by appointment

COURSE OBJECTIVES

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 technology 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. Upon completion of this course, students should be able to:

1. Understand information technology terms and concepts in the business environment.
   1.1. Identify information systems concepts
   1.2. Understand information.
   1.3. Know technology terms.
2. Know the overall structure (or components) of information technology.
   2.1. Know the difference between hardware and software.
   2.2. Know business processes.
   2.3. Know different architectures in information technology.
3. Know managerial issues in information technology.
   3.1. Explain how information technology affects business.
   3.2. Explain how information technology is used as a tool for business productivity.
4. Explain how information technology applies to their chosen field
   4.1. Explain the relevance of information technology in their chosen field.
   4.2. Understand the importance of information technology in their chosen field.
5. Demonstrate fundamental database understanding.
   5.1. Understand general database concepts.
   5.2. Understand how databases are used in the business and personal environments.
   5.3. Know how to use a database management system.

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.

TEXTBOOKS AND OTHER MATERIALS

Individually Sold

- Kroenke, David M., *Using MIS 7/e,* Pearson/Prentice ISBN: *978-0133546439* **(Required)**
- Grauer**., Exploring Microsoft Access 2013 Comprehensive** Bundle ISBN: *978-0-13-341220-8* **(Required)**

Bundled
- There are several bundles available. The bundles consist of :
  - Either the physical Using MIS book and MS Access lab manual ISBN: 9780133984200 **OR**
  - A digital copy of Using MIS and a physical copy of MS Access ISBN: 9780133984194

If you purchase a textbook bundle, you only need to purchase the turning point clicker. Response ware is also available for download on your mobile devices.

- Access to **Microsoft Access 2013.** Microsoft completely revamped the look of their software from previous version so it is best to use the 2013 versions of the software. It is available in the computer lab, VMWare, or for a free download to all BCIS students.

COURSE WEB SITES

BCIS Course Web Site/Blackboard Vista

For general information about the course follow links from main ITDS page to Courses, Undergraduate - BCIS, 3610, and click on the course title "BCIS 3610 Basic Information Systems."

Instructor's Blackboard Vista Site

Your instructor will use Blackboard to provide additional information and material in support of the course.

BCIS 3610 POLICIES AND PROCEDURES

GRADE DETERMINATION

Your grade will be determined on the basis of your performance on the activities identified below. Two midterm exams are scheduled. Students are required to complete eight Microsoft Access assignments. There are also end of chapter quizzes (assessments) for Using MIS and Microsoft Access Comprehensive.

No make-ups for exams, projects, or daily work (exercises and quizzes) will be given. No "extra work" will be assigned to individuals as a replacement for, or in addition to, these components.

Additional quizzes or other assignments may be given with or without notice in advance at the instructor's discretion.

Point Distribution **Grading Scale**

Component	Points		Percent	Grade
2 exams (200 points each)*	400		90.0 % or above	A
8 Access Assignments (20 points each)	160		80.0 - 89.9 %	B
Using MIS End of Chapter Quizzes (10 points each)	120		70.0 - 79.9 %	C
Access End of Chapter Quizzes (10 points each)	80		60.0 - 69.9 %	D
Class Quizzes (Participation)	90		Lower than 60.0 %	F
TOTAL	850			

Your instructor will post your grades on Blackboard.
Please be advised that your grades cannot be given out over the telephone.

EXAMS

Two midterms and one optional final are scheduled. All exams are closed-book. Your highest two exam grades will be used in the calculation of your course grade. If you do not take an exam, a grade of zero (0) will be recorded for that exam. **No make-up exams will be given.**

ACCESS

Hands-On Exercises

Each chapter has hands on exercises. The text combined with the hands on exercises prepares the student for the MS Access assignment.

Assignments

The assignments happen much smoother if you complete the hands on exercises first. After you complete the exercises, begin the assignments for each chapter. The assignments and any necessary files are located in blackboard.

Assessments

After you complete the work for each chapter, you will be prepared to take the assessment (quiz) for that chapter. You will do so by clicking on the Assessments tab in Blackboard. Each assessment (quiz) is worth 10 points and may only be attempted three times with a time limit of 1 hour (the highest score is reported).

USING MIS END OF CHAPTER ASSESSMENTS

Each Chapter of your textbook has an assessment (quiz) associated with it on Blackboard. You must complete the assessment associated each chapter of the textbook prior to the in-class exam covering that chapter. You are allowed three attempts on the assessment, the highest grade is recorded, and you are limited to 1 hour for each attempt. Each assessment is worth 10 points.

ATTENDANCE

Regular and punctual attendance for the full class period is expected. Absences and tardiness may lower your grade. In class quizzes or other assignment are given at every class meeting through the use of the TurningPoint Classroom Response System 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). 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 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.

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 see your instructor as soon as possible.

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 Melody White (BLB 394D, melody.white@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. Mary Jones, your instructor, and yourself to discuss the problem. Leave the Student Problem Form with Dr. Jones' secretary when you request the meeting.

MICROCOMPUTER LABORATORY PROCEDURES

You will need to use Microsoft Access 2010. You can download a copy from www.microsoft.com. You can also visit the BLB Lab. Visit the website for hours. Also, you can use the virtual lab offered by the Business school.

STATEMENT ON RESPONSIBILITIES OF BCIS LAB TUTORS

The BCIS Department employs tutors, located on the 1st floor of the BLB 131, to assist students with their course material. As the above definition indicates, a tutor's position does not entail performing tasks for students or giving them specific, step-by-step instructions. **This department defines the tutor's role as helping students solve their own problems, not doing the assignments for them**. We believe the learning process is enhanced through the problem solving process.

Accordingly, the responsibilities of the student and the tutor are as follows:

STUDENT: Prior to asking for assistance, the student must:

1. Have read the material on which the assignment is based,
2. Have made a valid attempt on the assignment,
3. Be prepared to tell the tutor what steps they took to arrive at their current predicament,
4. Have made an attempt to solve the problem on his/her own,
5. Have all the documentation associated with his/her attempt to solve the problem, and
6. Be prepared to use the advice given to find a solution.

TUTOR: To assist the students, the tutor will:

1. Be familiar with the software and the project assignments,
2. Be punctual and courteous in their dealings with students,
3. Help the student identify the cause of their problems, and
4. Make suggestions to guide the student to a solution to their problem.

The tutor does not touch or do anything to the hardware in the computer labs.

Tentative Class Schedule
BCIS 3610 – FALL 2015

	Week	Topic	Assignment	
			Released	Due
1	8/27	• The Importance of MIS – Chapter 1	MIS 1-6 Access 1-4	
2	9/3	• Collaboration Information Systems – Chapter 2 • Access Chapter 1		
3	9/10	• Strategy and Information Systems – Chapter 3 • Access Chapter 2		
4	9/17	• Hardware and Software – Chapter 4 • Access Chapter 3		
5	9/24	• Databases Processing – Chapter 5 • Access Chapter 4		
6	10/1	• Data Communication and the Cloud – Chapter 6	MIS 7-12 Access 5-8	
7	10/8	• Exam 1 (IS: 1 - 6, Access: 1 – 4)		MIS 1-6 Access 1-4
8	10/15	• Processes, Organizations, and Information Systems – Chapter 7 • Access Chapter 5		
9	10/22	• Social Media Information Systems – Chapter 8 • Access Chapter 6		
10	10/29	• Business Intelligence Systems – Chapter 9		
11	11/5	• Development Processes – Chapter 10 • Access Chapter 7		
12	11/12	• Information Systems Management – Chapter 11 • Access Chapter 8		
13	11/19	• Information Security Management – Chapter 12		
14	11/26	• Thanksgiving		
15	12/3	• Exam 2 (IS: 7 - , MS Access: 5 - 8) • Exam/Course Review		MIS 7-12 Access 5-8
	12/10	• Final exam, 1:30 pm, Thursday, Dec 10 • (IS: 1-12, Access: 1-8)		