

## **BCIS 3610 – Basic Information Systems**

### **COURSE SYLLABUS – Fall 2016**

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**Office:** BLB 319A  
**Office Hours:** 3:00 – 5:00 pm, Tuesday  
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**

- The bundle consists of Using MIS 9/e, Microsoft Access Comprehensive 2016, and a MyITLab access key: ISBN-13: 9781323466230
- The course uses REEF Polling. Students register for REEF Polling in blackboard.
- Access to Microsoft Access 2016. Microsoft completely revamped the look of their software from previous versions so it is best to use the 2016 version of the software.

Your instructor may have additional required materials.

#### **Instructor's Blackboard 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. Three exams are scheduled. Students are required to complete eight Microsoft Access tutorial simulations and assignments. There are also end of chapter quizzes (assessments).

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

Component	Points
3 semester exams (150 points each)	450
8 Access Assignments (100 points each)	800
Using MIS End of Chapter Quizzes (10 points each)	120
Access Simulations	96
MyITLab Orientation	15
Class Quizzes (Participation, group and other activities)	219
<b>TOTAL</b>	<b>1700</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

Your instructor will post your grades on Blackboard. Blackboard grades are for informational purposes; the instructor gradebook is the final authority on student’s grades.

Please be advised that your grades cannot be given out over the telephone or email due to FERPA restrictions.

You have one week after a grade has been posted to discuss it.

### EXAMS

There are three 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. The exam will be held in the Sage Hall Testing Center, Rooms 331,334, and 335. Exams are administered online via blackboard. If there is an attempt to take the exam outside of the testing center, a grade of zero will be given. Do not open the exam until the exam time. Be sure to have your student ID. **No make-up exams will be given.**

### ACCESS

#### Hands-On Exercises

Each 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 assignment.

#### Assignments

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

After the student completes the assignment, he/she will upload the assignment into MyITLab. The system will auto grade the assignment and provide feedback. The student will be given an additional attempt to correct and resubmit the assignments for a higher grade.

## 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. 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 assignments are given at 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. Additional information is provided below.

1. For UNT administrative purposes, we will take attendance until the 12th-day class rolls are finalized.
2. Family events, weddings, ski trips, car trouble, car wrecks, being sick, etc. are NOT what the University considers a "university authorized absence" or a "state law exception." If you have any questions check with the UNT DEAN OF STUDENTS before you miss an exam.
3. It is the student's responsibility to execute the proper drop procedures for a grade of 'W' should s/he need to stop attending class. Failure to execute the drop procedure will result in an automatic grade of 'F' which cannot be changed.
4. CAMPUS CLOSURES: Should UNT close campus, it is your responsibility to keep checking your official UNT e-mail account (EagleConnect) to learn if your instructor plans any changes.
5. Take all exams with your enrolled section (unless you have obtained written permission from your instructor to do otherwise). Taking another section's exam earns you a grade of ZERO (0).

## GROUP ASSIGNMENTS

Groups (or teams) are used in corporate America. It is rare a person works on a project alone. It is important to understand how to successfully complete tasks in groups. Therefore, this course will use groups. You will be assigned a group in blackboard. There will be group assignments in class. You must be present to receive credit for the group assignments. Each student will complete peer reviews on their team mates. This grade that can affect a student's overall group grade.

## 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).

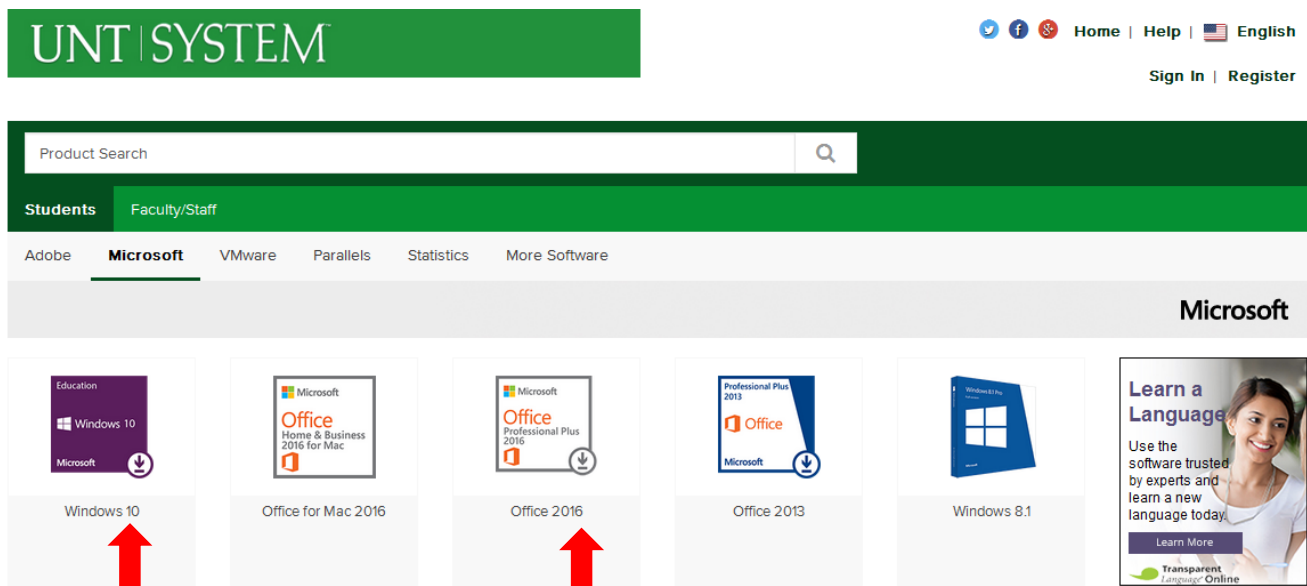
**PROBLEMS:** You have **one week** after the return of an assignment or exam to request a review of its grade. The instructor has final authority to determine the credit for an assignment or examination.

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 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.

### GENERAL INFORMATION ABOUT BCIS 3610 SOFTWARE

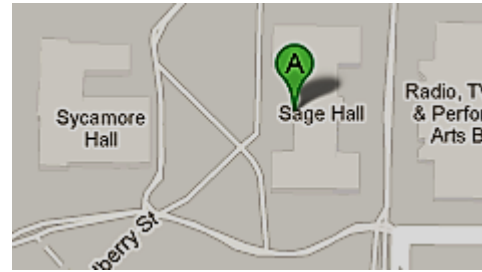
1. We will test you on your knowledge of **Microsoft Access 2016 as operating under Windows 10 – not Apple's operating systems.** The Apple versions of Office, when available, are not identical to the Windows versions.
2. **THE LEAST-EXPENSIVE THING TO DO is to use the CoB labs on BLB's First Floor or a virtual machine (VM) client installed on your computer** (see this web address for details on VM: <http://www.cob.unt.edu/lab/virtuallab.php>).
3. **If you have an Apple computer, you have the following options:**
  - a. If you are NOT a Business major, follow Item #2 above. Save your time, effort, and money!
  - b. If you ARE a Business major, at some point you are going to have to take the Windows plunge because the vast majority of companies use Microsoft products, or products that depend on Windows. Your decision is when to take that plunge:
    - i. If you need now to save time, effort, and money, follow item #2 above.
    - ii. Create a dual-boot environment on your Apple (using Boot Camp or 3<sup>rd</sup>-party program), install a copy of Windows on the second partition (Apple OS is on the first), and then install Microsoft Office 2016 and other Windows software on that second partition.
    - iii. Buy a Windows notebook for your business courses -- check Fry's, Best Buy, [www.logicbuy.com](http://www.logicbuy.com), [www.tech4less.com](http://www.tech4less.com) for deals. Many cheap models are available!
4. As a UNT student, you can download a FREE copy of Windows 10 and a FREE copy of Office 2016. **USE THIS VERSION OF OFFICE 2016!** Go to [untsystem.onthehub.com](http://untsystem.onthehub.com), login with your EUID & password, click on "Students" tab, click on "Microsoft", and finally select what you need:



5. **3610 Tutors work only in CoB 131. All BCIS tutors can help you with 3610 questions. CoB posts their office hours at the CoB labs, on hallway bulletin boards, and online at the CoB site** (<http://www.coba.unt.edu/lab>). More information about the tutors is stated below.

6. The UNT Computing Support Helpdesk for general computing problems or problems with your web site account is in Sage Hall, Room 119.

<http://www.unt.edu/helpdesk>  
[helpdesk@unt.edu](mailto:helpdesk@unt.edu)  
940-565-2324



7. If you do not have a DVD drive for your laptop or PC, take your disk to the CoB Labs, get a Lab PC, and copy the disc contents to your USB storage device. Install to your personal computer from the USB copy.

#### STATEMENT ON RESPONSIBILITIES OF BCIS LAB TUTORS

The BCIS Department employs tutors, located on the 1<sup>st</sup> 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 he/she 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 2016**

	<b>Date</b>	<b>Topic</b>	<b>Due</b>
1	Sep 1	<ul style="list-style-type: none"> <li>• Introduction to BCIS 3610</li> <li>• The Importance of MIS – Chapter 1</li> </ul>	
2	Sep 8	<ul style="list-style-type: none"> <li>• Collaboration Information Systems – Chapter 2</li> <li>• Access Chapter 1</li> </ul>	
3	Sep 15	<ul style="list-style-type: none"> <li>• Strategy and Information Systems – Chapter 3</li> <li>• Access Chapter 2</li> </ul>	
4	Sep 22	<ul style="list-style-type: none"> <li>• Hardware, Software, and Mobile Systems – Chapter 4</li> </ul>	
5	Sep 29	<i><b>Exam 1</b></i>	MIS 1-4 Access 1-2
6	Oct 6	<ul style="list-style-type: none"> <li>• Databases Processing – Chapter 5</li> <li>• Access Chapter 3</li> </ul>	
7	Oct 13	<ul style="list-style-type: none"> <li>• The Cloud – Chapter 6</li> <li>• Access Chapter 4</li> </ul>	
8	Oct 20	<ul style="list-style-type: none"> <li>• Processes, Organizations, and Information Systems – Chapter 7</li> <li>• Access Chapter 5</li> </ul>	
9	Oct 27	<ul style="list-style-type: none"> <li>• Social Media Information Systems – Chapter 8</li> </ul>	
10	Nov 3	<i><b>Exam 2</b></i>	MIS 5-8 Access 3-5
11	Nov 10	<ul style="list-style-type: none"> <li>• Business Intelligence Systems – Chapter 9</li> <li>• Access Chapter 6</li> </ul>	
12	Nov 17	<ul style="list-style-type: none"> <li>• Information Systems Security – Chapter 10</li> <li>• Access Chapter 7</li> </ul>	
13	Nov 24	Thanksgiving Day	
14	Dec 1	<ul style="list-style-type: none"> <li>• Information Systems Management – Chapter 11</li> </ul>	
15	Dec 8	<ul style="list-style-type: none"> <li>• Information Systems Development– Chapter 12</li> <li>• Access Chapter 8</li> </ul>	
16	Dec 15	<p style="text-align: center;"><i><b>Exam 3</b></i>            (NOTE: Exam starts at 1:30 pm)</p>	MIS 9-12 Access 6-8