

BCIS 3610 – Basic Information Systems

COURSE SYLLABUS – Summer 2019, 5W1

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Office: BLB 319A
Office Hours: 2:00 – 4:00 pm, Mon & Wed
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

- Exploring Microsoft Office Access 2016 Comprehensive Custom Package (ISBN-13: 9781323785935) for University of North Texas. The package contains:
 - Using MIS by Kroenke & Boyle, Student Value Edition (ISBN-10: 0134126270)
 - Exploring Microsoft Office Access 2016 Comprehensive (ISBN-10: 1323764208)
- Access to Microsoft Access 2016

Dropbox Folder

Dropbox is a cloud-based data storage system. Each student will be provided a folder in Dropbox for uploading the assignment files.

BCIS 3610 POLICIES AND PROCEDURES

GRADE DETERMINATION

Your grade will be determined on the basis of your performance on the activities identified below. Two exams are scheduled. Students are required to complete five Access assignments. 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
2 semester exams (250 points each)	500
5 Access Assignments (40 points each)	200
Class Quizzes (Participation) & Other Activities	300
TOTAL **	1000

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

* Rounding is at the discretion of the instructor.

** The final total point may vary depending of the number of class quizzes actually administered

Your instructor will post your grades on Canvas. Canvas 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 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. 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 ASSIGNMENTS

There is an assignment for each chapter of the first five chapters in Access. Instructions for the assignments and any necessary materials can be found in Canvas. After the student completes the assignment, he/she will upload the required assignment work into the Dropbox folder provided in class. More information on this will be provided in class.

CLASS QUIZZES (PARTICIPATION) & OTHER ACTIVITIES

In each class, students will be quizzed on the subjects and materials covered and to be covered in class using an online polling system. Each quiz is worth 20 points and no make-up quiz is allowed. At the end of the semester, the lowest quiz score will be dropped.

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.

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/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.

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 3rd-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, 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, login with your EUID & password, click on "Students" tab, click on "Microsoft", and finally select what you need:

The screenshot shows the UNT SYSTEM website interface. At the top, there is a green header with the UNT SYSTEM logo and navigation links for Home, Help, and English. Below the header is a search bar and tabs for Students and Faculty/Staff. The Students tab is active, and the Microsoft category is selected. A grid of software tiles is displayed, including Windows 10, Office for Mac 2016, Office 2016, Office 2013, and Windows 8.1. Red arrows point to the Windows 10 and Office 2016 tiles. A sidebar on the right promotes 'Learn a Language'.

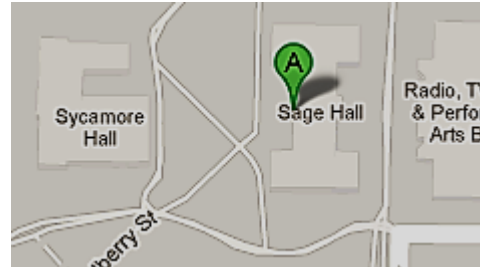
5. **3610 Tutors work only in CoB 131. All BCIS tutors can help you with 3610 questions. CoB posts their office hours at the CoB labs, on hallway bulletin boards, and online at the CoB site (<http://www.coba.unt.edu/lab>). More information about the tutors is stated below.**

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

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 ground floor of the BLB 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

	Week	Topic	Note
1	6/3	Chapter 1 – The Importance of MIS Chapter 2 – Collaboration Information Systems Chapter 3 – Strategy and Information Systems	
		Access Chapter 1 – Introduction to Microsoft Access Access Chapter 2 – Tables and Queries in Relational Database	Access Ch. 1 assignment due 6/6
2	6/10	Chapter 4 – Hardware, Software, and Mobile Systems Chapter 5 – Databases Processing Chapter 6 – The Cloud	
		Access Chapter 3 – Using Queries	Access Ch. 2 assignment due 6/11 Access Ch. 3 assignment due 6/13
3	6/17	Exam 1- Monday, June 17 Using MIS Chapters 1-6; Access Chapters 1-3	
		Chapter 7 – Processes, Organizations, and Information Systems Chapter 8 – Social Media Information Systems Chapter 9 – Business Intelligence Systems	
		Access Chapter 4 – Forms and Reports Access Chapter 5 – Data Validation and Analysis	Access Ch. 4 assignment due 6/20
4	6/24	Chapter 10 – Information Systems Security Chapter 11 – Information Systems Management Chapter 12 – Information Systems Development	
			Access Ch. 5 assignment due 6/27
5	7/1	Exam 2 - Tuesday, July 2 Using MIS Chapters 7-12; Access 4-5	