Introduction to Computers in Business/BCIS 2610/001

Instructor Information

Instructor: Dr. Donna M. Glenn
Class meeting times: Wednesday, 11:00 a.m. – 1:50 p.m.
Class building and room: BLB 080
Office Location: BLB 379E
Phone: 940.565.3668
Email: donna.glenn@unt.edu
Office Hours: Wednesday 10:00 a.m. – 11:00 a.m. or Monday 10:00 a.m. – noon by zoom or appointment
Email: Use the Inbox in Canvas (MUST include BCIS 2610 in the Subject Line along with section number)
Normally, I will reply to an email within 24 to 48 hours.
To ensure a quick response over the weekends, please email me no later than Friday mornings.
Occasionally I will be unable to respond within that time frame but will inform the class in advance.

Course Description, Structure, and Objectives

This course is the study of the introductory concepts of computing in business, basic computer components, computer history and programming.

This is an in-person class. There are 16 weeks of content that you will move through.

Upon successful completion of this course, learners will be able to:

1. Identify generative Artificial Intelligence (AI) and ethics.
2. Apply the basics of Microsoft Copilot.
3. Recall essential computer basics.
4. Demonstrate effective use of managing file structures.
5. Describe, compare, and evaluate basic computer concepts, such as cyberspace, hardware, software, privacy, security, etc.
6. Identify how different parts of society use computer systems.
7. Apply basic computing principles to develop useful spreadsheets with Microsoft Excel 2019
8. Identify and analyze alternate approaches to solving computing problems.
9. Implement and analyze relevant algorithms in a variety of environments.
10. Employ effective and professional technical writing skills.
11. Present summary of thesis or project results using appropriate technologies
12. Collaborate with classmates.
13. Identify ethical issues and responsibilities within the computing profession.

Course Pre-requisites and/or Other Restrictions

Math 1100 or higher (MATH 1180 preferred)

F-1 Visa Holder Policy

For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's

physical attendance for classes, examination or other purposes integral to completion of the class. This course qualifies for an on-line class.

Required/Recommended Materials

MindTap for Carey/Pinard/Shaffer/Shellman/Vodnik's The New Perspectives Collection, 1 term Printed Access Card – 1st Edition

Patrick Carey, Katherine T. Pinard, Ann Shaffer, Mark Shellman, Sasha Vodnik

ISBN-13: 9780357042670 ⓘ

Platform: **MindTap**

License Type: **Student Purchase Required** ⓘ

Access and textbooks should be purchased through link in Canvas.

Hardware & Software Requirements for course

- Personal Computer (PC)
- Lockdown Browser and Respondus Monitor
  - A working Webcam for Respondus Monitor (no exceptions). This camera may be on your laptop or an external camera. A working webcam is required to take all exams and some quizzes. This is non-negotiable.
  - Exams require the use of Respondus Lockdown Browser and Monitor. Therefore you need to download Lockdown browser software (Links to an external site.)
- Microsoft 365 Excel or Excel 2019 - PC version operating under Windows 10, not Apple's operating systems. The Apple versions of Office are not identical to the Windows versions.

Technical Requirement & Skills

- Minimum Technology Requirements
- Computer
- Reliable Internet access
- Webcam
- Speakers
- Microphone
- Canvas Technical Requirements (https://clear.unt.edu/supported-technologies/canvas/requirements)
- Canvas mobile app (https://clear.unt.edu/supported-technologies/canvas/requirements#mobileresources)
- Zoom Web Conferencing Tool (https://clear.unt.edu/supported-technologies/zoom)
- Respondus Monitor & Lockdown Browser (RLDB)
- LockDown Browser + Webcam Requirement
  This course requires the use of LockDown Browser and a webcam for online exams.
- The webcam can be the type that's built into your computer or one that plugs in with a USB cable.
- Information on LockDown Browser may be found at: https://clear.unt.edu/supported-technologies/respondus-lockdown-browser
- Download and install LockDown Browser from this link:
- https://download.respondus.com/lockdown/download.php?id=165715487

How to Succeed in this Course

Success in this course is simple. Show up and start working the first day of the course. It is very important that students purchase the textbook and materials the first day of the course. The course is setup with weekly modules. Finish all work in each module each week.

The most convenient way to communicate with the instructor is through the Inbox in Canvas or by email. Download the mobile app for Canvas as soon as possible. The course will have a Tutoring Assistant (TA) and will be announced the first week of class.

Office hours offer you an opportunity to ask for clarification or find support with understanding class material. I encourage you to connect with me and/or my TA for support. Additional office hours, in person and virtually, will be offered as the semester concludes. Your success is our goal.

Connect with me through email and/or by attending office hours. During busy times, my inbox becomes rather full, so if you contact me and do not receive a response within two business days, please send a follow up email except during the weekend and after 5:00 p.m. A gentle nudge is always appreciated.

Discussion Board Communication

Please post general course or assignment questions to the General Course Questions & Answers Discussion Topic. For your convenience you may read online communication tips at: https://clear.unt.edu/online-communication-tips. Students are encouraged to respond to their fellow classmates' questions. I will read all discussion postings and add comments/suggestions/questions as necessary to keep the discussion on topic. Specific topic instructions on discussions are provided in the forums when needed.

Canvas Notifications:

Receive instant notifications about course events, such as submissions, discussion messages, and announcements through canvas. Assignments and all deliverables will be graded and returned no later than one week after the due date.

Course Philosophy

A variety of instructional techniques are used to achieve the pedagogical objectives of this course. The modules are designed to introduce the philosophies and methodologies in computers in our world. Problems and methodologies are illustrated in class with an emphasis on mixed learning techniques. Cengage MindTap provides students with simulation training for Microsoft Excel study tools and a mobile app.

ADA accommodation statement

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time; however, ODA notices of reasonable accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of reasonable accommodation for every semester and must meet with each faculty member

prior to implementation in each class. Students are strongly encouraged to deliver letters of reasonable accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information, refer to the [Office of Disability Access](http://www.unt.edu/oda) website (http://www.unt.edu/oda). You may also contact ODA by phone at (940) 565-4323.

Inclusive Learning Environment

I value the many perspectives students bring to our campus. Please work with me to create a classroom culture of open communication, mutual respect, and inclusion. All discussions should be respectful and civil. Although disagreements and debates are encouraged, personal attacks are unacceptable. Together, we can ensure a safe and welcoming classroom for all. If you ever feel like this is not the case, please stop by my office and let me know. We are all learning together.

Code of Conduct and Ethics

- Academic integrity must be exhibited in your academic work, methods and conduct. Course work for which you receive an individual grade must be your original, individual effort. If any evidence exists of copying, cheating, or any other forms of academic dishonesty on all, or part, of your graded course work, you (and any others involved) will be awarded a ZERO for that work. Sharing files also counts as academic dishonesty. A second incident will result in a grade of an "F" in this course and a recommendation for further action by the office of the Vice President for Student Development.
- A few key points to remember:
- I would like to point out some of the activities we have sanctioned (awarded "F" grade and sometimes even more, removed from dean's list, merit list etc.). I want to share this so that you know that we care integrity of the degree you receive from UNT.
- In one of the semesters, some exams where conducted using Respondus lockdown browser and video monitoring. However, some students took advantage of a loophole and had help from resources outside the screen and camera. Our instructors viewed 120 hours of video recording and found a group of students involved in a coordinated plagiarism. All were sanctioned, with some losing even scholarships!
- In one instance, a student outsourced all his assignments to a person outside this country. The assignments were flagged for abnormal activities and with the help of some technology providers we were able to trace the

How to Appeal a Grade

If You Have a Problem or Want to Appeal a Grade UNT and ITDS have a process for that; and you must follow it – no short cuts allowed:
1. Discuss the problem with your section's grader. If you are not satisfied, then
2. Discuss the problem with your section's teacher. If you are not satisfied, then
3. Discuss the problem with the BCIS 2610 Course Coordinator, Dr. Donna Glenn. If you are not satisfied, then:
    4. Contact and discuss the problem with the ITDS Chair, then
    5. Contact the UNT Center for Student Rights and Responsibilities.

Three before me rule

If you have any issues or questions about assignments, class policies and schedules, etc. and want to speak with me (the Professor), please remember the three before me rule as stated in the next sentence. You must have attempted at least three options before you come to me. For example: TA, tutor, grader, etc. You must

tell me what you tried and the results, including screen prints of errors or printed error messages.

Course requirements and grading

Your grade will be determined based on your performance on the activities identified below. No make-up for exams, simulations, or homework will be given. No "extra work" will be assigned to individuals as a replacement for, or in addition to, these components. All points will show up in Canvas. Be sure to review the grading schema below to determine your letter grade.

Excel textbook project homework [projects]

Homework assignments test a student's knowledge of the material. Students will download the necessary data file or files from the specific MindTap link to complete the project assignment. The system marks the file with the user's information, therefore be careful to work only on that file. Save the file according to the instruction and naming conventions given in the assignment. The system will not accept another file or another user's file when uploading. Once the student has completed the assignment, the student will return to the assignment in MindTap to upload their work. Students will receive immediate feedback through the SAM training of what they missed. Students will have three attempts. The highest score will count.

Quizzes

There will be one quiz for each of the Technology for Success modules. Each one is worth 20 points and you will have three attempts to take the quiz. There will be ten random questions.

Videos

There may be numerous videos throughout each module in MindTap for the Technology for Success textbook. The videos will increase your learning on the subject. You may view them as many times as you like, and they are optional.

Exams

There will be four exams. The comprehensive optional final is if you need to make up a missed exam or wish to drop the lowest of the first 3 exams. If you like your current grade after exam 3, there is no need to take the optional final. You will NOT be given a makeup exam for any missed exam. You may however take the optional final to replace that exam. You will be tested on all material assigned or taught in this course which includes the software training, software projects, quizzes, videos, etc. Respondus Lockdown Browser & Monitor is required to take all exams which require a webcam feature. Instructions are posted in canvas.

Artificial Intelligence (AI)

This module will include getting started with generative AI and Ethics. Students will complete a variety of skills training, exams and AI project to demonstrate their basic knowledge of AI.

Attendance

Regular attendance is an important factor for student success in any online course. Simply logging into canvas does not constitute participation in the course. I recommend logging in a minimum of three times a week to complete a module. Each module has an opening introduction and overview for the week. There are multiple

online readings, videos, training, projects, and practice quizzes for each week. I expect students to space the work out. For example, on Sunday, login and read the chapters, Tuesday starts your excel projects, Thursday complete your quiz, and them complete the remainder of the work as time permits. For UNT administrative purposes, attendance must be taken until the 12th day of class.

Students who will miss class work 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. 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 find that there is no grade recorded for submitted work, or if you want to dispute a grade, you must send your instructor an email about the problem NO LATER THAN 2 DAYS after the submission date. Beyond that date, we will no longer deal with this type of problem.

GRADE CRITERIA: All course work is always due at 11:59 p.m., unless otherwise noted. If you have not finished your Excel project, submit whatever you have completed. You will earn credit for what you complete.

Assignments (Subject to change)	Points Possible (Approx.)
Orientation quiz	15
Statement of Understanding BCIS 2610 Policies & Procedures	15
Meet your Classmates discussion or equivalent	20
4 Artificial intelligence assignments @ 50 points each	200
6 Excel projects @ 50points each	300
10 Technology for Success quizzes @ 20 points each	200
3 exams @ 100 points each (1 comprehensive optional final)	300
-if you take the optional final, it will replace one missed exam or low score	
Total Points Possible with no extra credit	**1,050**

Note: No extra credit and no late assignments accepted

Total Points (%)	Letter Grade
900 & above	A
800 - 899	B
700 - 799	C
600 - 699	D
599 & below	F

Note: no curve, no extra points, only what is listed in this syllabus

INCOMPLETE GRADES: A grade of "I" will be given only in *exceptional* circumstances to passing students who have completed at least 70% of the course, 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 **two days** 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. The instructor will provide the Student Problem Form if needed.

Make an appointment with the BCIS 2610 course coordinator, Dr. Donna Glenn BLB 379E, or email the course coordinator (donna.glenn@unt.edu), and bring or email the completed form, and present the problem.

EMERGENCY EVACUATION PROCEDURES FOR BUSINESS LEADERSHIP BUILDING:

For those students who find themselves on campus in the Business Leadership Building, the following evacuation procedure are provided:

Severe Weather In the event of severe weather, all building occupants should immediately seek shelter in the designated shelter-in-place area in the building. If unable to safely move to the designated shelter-in-place area, seek shelter in a windowless interior room or hallway on the lowest floor of the building.   All building occupants should take shelter in rooms 055, 077, 090, and the restrooms on the basement level. In rooms 170, 155, and the restrooms on the first floor.

Bomb Threat/Fire In the event of a bomb threat or fire in the building, all building occupants should immediately evacuate the building using the nearest exit. Once outside, proceed to the designated assembly area. If unable to safely move to the designated assembly area, contact one or more members of your department or unit to let them know you are safe and inform them of your whereabouts. Persons with mobility impairments who are unable to safely exit the building should move to a designated area of refuge and await assistance from emergency responders. All building occupants should immediately evacuate the building and proceed to the south side of Crumley Hall in the grassy area, west of parking lot 24.

Ethical Behaviour and Academic Misconduct:

This course adheres to the UNT policy on academic integrity and conduct. The policy can be found at http://vpaa.unt.edu/academic-integrity.htm. Read and acknowledge the statement on the next page. You will receive 2 pts, when you complete the **Statement of Understanding BCIS 2610 Policies & Procedures on CANVAS.**

ETHICAL ACADEMIC BEHAVIOR STATEMENT FOR ALL ITDS CLASSES

The UNT College of Business and the ITDS Department expect their students to behave at all times in an ethical manner. There are at least two reasons for this. First, ethical behavior affirms the personal value and worth of the individual. Second, professionals in all fields (but particularly in information systems, accounting, and HR) frequently handle confidential information on behalf of their employers and clients. Thus, employers of UNT College of Business graduates expect ethical conduct from their employees because that behavior is crucial to the success of the organization. Academic dishonesty is a major violation of ethical behavior.

Students are expected to read (https://policy.unt.edu/policy/06-003) UNT's Student Standards of Academic Integrity which defines academic dishonesty and sets out the consequences for unethical academic behavior. Cheating and plagiarism are the most common types of academic dishonesty.

The UNT's Student Standards of Academic Integrity policy defines cheating as: The use of unauthorized assistance in an academic exercise, including but not limited to:

1. Use of any unauthorized assistance to take exams, tests, quizzes, or other assessments.
2. Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments.
3. Acquisition, without permission, of tests, notes or other academic materials belonging to a faculty or staff member of the University.
4. Dual submission of a paper or project, or re-submission of a paper or project to a different class without express permission from the instructor.
5. Any other act designed to give a student an unfair advantage on an academic assignment.

The university's policy defines plagiarism as the "Use of another's thoughts or words without proper attribution in any academic exercise, regardless of the student's intent, including but not limited to:

1. The knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement or citation.
2. The knowing or negligent unacknowledged use of materials prepared by another person or by an agency engaged in selling term papers or other academic materials.

Examples of academic dishonesty in an ITDS class include: copying answers from another person's paper; using notes during an exam; copying computer code from another person's work; having someone else complete your assignments or take tests on your behalf; stealing code printouts, software, or exams; recycling assignments submitted by others in prior or current semesters as your own; and copying the words or ideas of others from books, articles, reports, presentations, etc. for use as your own thoughts without proper attribution (i.e., plagiarism). It does not matter whether you received permission from the owner of the copied work; claiming the material as your own is still academic dishonesty.

The ITDS Department believes it is very important to protect honest students from unfair competition with anyone trying to gain an advantage through academic dishonesty. Academic dishonesty is not tolerated in ITDS classes, and those who engage in such behavior are subject to sanctions as outlined in the UNT's policy and/or the course syllabus. You are strongly encouraged to read the policy carefully so that you are aware of what constitutes academic dishonesty and the consequences of this unethical behavior.

Please, take the <u>mandatory</u> 'Statement of Understanding of BCIS 2610 Policies and Procedures Quiz (15 points)**,** online in CANVAS. Here you will acknowledge your responsibility to read the UNT academic dishonesty policy and the Student Standards of Academic Integrity (https://policy.unt.edu/policy/06-003); and you will attest that you have read and understand the statements in this document and agree to behave ethically in this class. If you do not complete the mandatory quiz, you may be dropped from the course.

Course Requirements/Schedule (subject to change)

Three major due dates during the semester. unless otherwise noted on the first week

	Date	Topic / Reading	Assessment
Week 1	1/14	Welcome and Introduction Getting Started with Excel Getting Started with MindTap Getting Started with Technology for Success	• Meet Your Classmates (due 1/21) • Orientation Quiz (due 1/21) • Statement of Understanding of BCIS 2610 <u>Policies and Procedures Quiz</u> (1/21)
Week 2	1/21	Introduction to Technology for Success Impact of Digital Technology – Chapter 1 MS Excel Getting Started with Excel	• Chapter 1 Quiz • Excel Module 1 SAM Project
Week 3	1/28	Introduction to Artificial Intelligence (AI)	• AI Discussion Assignment #1
Week 4	2/4	The Web – Chapter 2 MS Excel Formatting Workbook Text & Data	• Chapter 2 Quiz • Excel Module 2 SAM Project
Week 5	**2/11**	Computer Hardware – Chapter 3 Operating Systems and File Management – Chapter 4	• Chapter 3 Quiz • Chapter 4 Quiz
Week 6	2/18	**Exam 1** Begin next week's module	• Chapters 1-4 • Excel 1 & 2 due
Week 7	2/25	Artificial Intelligence (AI)	• AI Discussion Assignment #2
Week 8	3/4	MS Excel Performing Calculations with Formulas & Functions Software and Apps – Chapter 5 Security and Safety – Chapter 6	• Excel Module 3 SAM Project • Chapter 5 Quiz • Chapter 6 Quiz
Week 9	3/11	SPRING BREAK	
Week 10	3/18	Artificial Intelligence (AI)	• AI Discussion Assignment #3
Week 11	3/25	Digital Media – Chapter 7 MS Excel Analyzing & Charting Financial Data	• Chapter 7 Quiz • Excel Module 4 SAM Project
Week 12	4/1	**Exam 2** Begin next week's module	• Chapters 5, 6, 7 • Excel 3 & 4 due
Week 13	4/8	Program and App Use and Development – Chapter 8 Web Development - Chapter 9	• Chapter 8 Quiz • Chapter 9 Quiz
Week 14	4/15	Artificial Intelligence (AI)	• AI Discussion Assignment #4
Week 15	**4/22**	MS Excel Generating Reports from Multiple Worksheets & Workbooks MS Excel Managing Data with Data Tools Networking – Chapter 10	• Excel Module 5 SAM Project • Excel Module 6 SAM Project Chapter 10 Quiz
Week 16	4/29	**Exam 3 (not cumulative)**	• Chapters 8, 9, 10 • Excel 5 & 6 due
Finals Week	**5/6**	**Comprehensive optional final (only if needed) lowest test score is dropped**	