

**G. Brint Ryan College of Business
University of North Texas**

**Online BCIS 3610-403
Basic Information Systems
Fall 2026**

Course Syllabus

Instructor Contact Information

Name:	Dr. Hoon S. Choi
Email Address:	hoonseok.choi@unt.edu (Best way to contact)
Phone:	940-565-3092
Office:	BLB 312K
Zoom Office Hours:	Tuesday: 12:00 - 3:00 pm or by appointment via email request at https://unt.zoom.us/j/6760651033 (meeting ID: 676 065 1033)

Instructional Assistant (IA)

See Canvas for updated information about IA contact and office hours.

Communication Preferences

Email is the best way to contact me. For faster response, please use subject line prefix “**BCIS3610-403 <your topic>**”. Please carefully review communication guidelines at Online Communication Tips (<https://clear.unt.edu/online-communication-tips>)

Prerequisites

- (1) BCIS 2610
- (2) You must have basic computer hardware, software, file structures, and processing knowledge. You are expected to have a working knowledge of Microsoft Windows, accessing websites on the Internet, using a word processor, and using a spreadsheet.

Required Course Material & Software

- (1) **Canvas:** Chapter Quizzes, exams, and other material will be posted on Canvas, so please make sure you keep up and check Canvas often.
- (2) **Required Course Material:** *Principles of Information Systems (15th edition)* by Ralph Stair/Mark Perrew/Lakeisha Magwood Vancer ISBN: 9798214000961
- (3) **Software:** Tableau 2021 (YOU MUST USE THIS VERSION – OR LATER) – Available at the CoB lab, virtual lab, or for download on your computer. Download free for students: <https://www.tableau.com/academic/students>

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 technology relates to their chosen field and how it is applied in organizations and to introduce students to the fundamentals of data analysis and visualization.

Course Goals

By the end of the course, students should be able to:

- (1) Recognize information systems usage in a business environment
- (2) Recall information systems terms and concepts in a business environment
- (3) Demonstrate a fundamental understanding of data analysis and visualization with Tableau

Success in Online Course

While the online classroom shares many similarities with the face-to-face classroom, success in online education requires certain skills and expectations that one may not be aware of. Please review this webpage, “How to Succeed as an Online Student” (<https://clear.unt.edu/teaching-resources/online-teaching/succeed-online>).

Technical Requirements & Skills

General Requirements

- Reliable connection to the internet that can support video streaming.
- Install UNT's Respondus browser on the laptop/desktop from UNT Recommended site (<https://download.respondus.com/lockdown/download.php?id=165715487>.)
- Install Zoom app on laptop/desktop and optionally on your smart phone or other suitable devices.

Laptop/Desktop Requirements

- It is preferred to have a laptop with a minimum of 8GB RAM and at least 10 GB free space.
- Operating System: Windows 10 or newer; Mac 2009 or newer.
- Ensure the Webcam, speakers, and microphones are working.

Computer Skills & Digital Literacy

- Using Canvas
- Using email with attachments
- Downloading and installing software
- Using presentation and graphics programs

Coursework and Evaluation

Instructor reserves the right to test students further on submissions during the semester. Instructor may randomly check knowledge on the topics and see how students completed the assignments. As long as it is their work, students will NOT have any issues. Remember, anything students submit to the class should be their work and hence, they should be able to explain work and repeat/show the process again when instructor questions. **If they fail to do so, instructor reserves the right to deduct credit up to “zero” grade for the submitted coursework.** In addition, course exams, quiz and other evaluation related material is copyrighted— **DO NOT RECEIVE, OR DISTRIBUTE** such material, any such incidence is a violation and you will be subject to the sanctions.

The final grade in the course will be determined as follows:

Coursework	Grade
3 Exams	45%
Labs	35%
Chapter Quizzes	20%
Total	100%

Grade	Grade Range
A	90 % or above
B	80 – 89 %
C	70 - 79 %
D	60 - 69 %
F	Lower than 60.0 %

The grading policy will be **STRICTLY applied to estimation of the final grade with NO exception. Your grade will be rounded at the first decimal place (For example, 89.4 is B while 89.5 is A, although there is just 0.1 difference).**

Chapter Quizzes

Each chapter of your textbook has an assessment (quiz) associated with it on Canvas. You must complete the assessment associated with each textbook chapter before the exam covering each chapter. You can **take the quiz 2 times**, and your highest score will be posted. Quizzes are **an open book. No chapter quizzes can be made up** if you miss them, unless the instructor allows to do so or with the exception of cases of **documented medical or family emergency (LATE = ZERO).**

Exams

There are three exams; the last exam replaces the final exam. **If the student does not take an exam, a grade of zero will be recorded for that exam unless the instructor allows to do so or with the exception**

of cases of documented medical or family emergency (LATE = ZERO). No make-up exams will be given. Exams are Multiple Choice (MC)/True or False (TF), covering only the Principles of IS text. Exams are **CLOSED BOOK / NO NOTES.** For all exams using online proctoring tools (e.g., LockDown Browser), you will be asked to show a thorough 360-degree view of your exam environment. If for any reason, you are unable or unwilling to do provide the 360-degree view of your environment, your exam results will be withheld pending 1-on-1 over zoom review of the exam with the instructor. Therefore, you must have *a working webcam (non-negotiable).*

Online Exam-Taking Rules

If you don't adhere to the following guidelines, your exam will receive *a grade of ZERO*, regardless whether there were warning flags from LockDown Browser. **If you violate one of the following rules, the instructor reserves all rights to assign a grade of zero for your exam.**

- (1) You must have a **lockdown browser + webcam** installed on your laptop and ready.
- (2) Exams are **a closed book and notes.**
- (3) Your desk area where you are taking the exam must be clean, **except for the second camera including additional cameras or handheld devices** with cameras used as the second camera
 - The space where you are taking your exam must have proper lighting. **The room cannot be dark or deemed light.**
 - When asked to show your surroundings, **you must show the entire environment.** Follow this [video](#) to ensure you are doing right. If you fail to do so, your activity will be flagged suspicious.
 - **NO cell phone and computing devices, headsets, smart glasses, and paper/note/book.**
 - **Nothing on the desk**, except your laptop, that you are using to take the exam.
- (4) **Stay in view of the webcam at all times**, with your **entire face** visible in the camera.
- (5) **Do not** leave the view of the camera.
- (6) Maintain **eye contact** with the screen.
- (7) **Do not** read the questions out loud (reading them quietly to yourself is different).
- (8) Remember you are **being recorded at all times** during the exam.

Extra Credits

There may be opportunities for extra credit throughout the semester, which will be announced via announcements.

Experiential Learning

There will be ten labs applying the concepts discussed in our class. Three of the labs will be using Tableau (more discussed later). The remaining seven labs will cover career research, web site development, engaging with a CRM, Power BI, making a software buy v. build decision, App Development, and a security lab. The class will also have an opportunity to complete an extra credit lab for obtaining UNT's AI Micro credential. The class due all the labs are determined at the beginning of the semester and **NO LATE** submission will be accepted, unless the instructor allows to do so or with the exception of cases of **documented medical or family emergency (LATE = ZERO).**

Tableau Assignments

There will be **3 projects using Tableau.** These projects will introduce you to Tableau software, how to analyze data, and how to create visualizations for management decision-making. You can access Tableau through your web browser and get a free student license during the course.

Important points on Tableau and Tableau projects:

- (1) Tableau won't be taught in coursework
- (2) Instructional Assistant (IA) holds office hours and provides guidance throughout the semester via announcements. Reading announcement emails and checking the announcement section regularly throughout the semester is crucial.
- (3) The due dates for all the tableau projects are determined at the beginning of the semester and **won't be extended under any circumstances.**
- (4) The rubric for each assignment is attached to the assignment, and your submitted project will be graded based on it. **Pay attention to the rubric before submitting your project.**

Penalty for Academic Integrity Violations

Students found to be in violation of academic integrity standards will incur penalties ranging from a failing grade of a specific assignment to a failing grade in the course. Cheating on an exam or assisting others in cheating, misrepresenting others' work as own, and severe plagiarism (over 30% similarity on the project) will result in a grade of F in the course. All academic integrity violations will be reported to the Academic Integrity Office. More specifically, **for the first violation** any coursework subject to the violation is **graded as "Zero"** and **reported to Academic Integrity Office**. **For the second violation**, regardless of accumulated course grade, **grade of "F"** will be given and **reported to Academic Integrity Office WITHOUT any exceptions**.

COLLEGE OF BUSINESS AND UNIVERSITY POLICIES AND PROCEDURES

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).

Technical Assistance

UNT has UIT Desk that students can contact for help with Canvas or other technology issues;

- (1) Website: <http://www.unt.edu/helpdesk/index.htm>
- (2) Email: helpdesk@unt.edu
- (3) Phone: 940-565-2324
- (4) In Person: Sage Hall, Room 130
- (5) Walk-In Availability: 8am-9pm
- (6) Laptop checkout: 8am-7pm
- (7) For additional support, visit Canvas Technical Help at [HERE](#)

The BLB computer labs on the first floor will open with reduced hours and reduced seating to comply with social distancing guidelines. There will be no BLB laptop checkouts due to potential contamination issues. The library has computers to check out for up to 24 hours <https://library.unt.edu/services/laptop-checkout/>. The RCOB virtual computer labs will be open for business <https://cob.unt.edu/lab/virtual-lab>.

The ITDS Tutor Lab schedule will be posted sometime during week#1 and the online labs will open week#2. Links to the ITDS tutor schedule and online tutoring are here <https://cob.unt.edu/lab/tutor> and updated tutor schedules will be posted whenever they happen.

Statement on Responsibilities of BCIS Lab Tutors

The BCIS Department employs tutors 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: Before 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 attempted 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.

ADA Accommodation

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one's specific course needs. Students may request accommodations at any time; however, ODA notices of 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 accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the ODA website at <http://disability.unt.edu>

Student Evaluation Administration Dates

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13, 14 and 15 of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IA System Notification" (no-reply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey, they will receive a confirmation email that the survey has been submitted. For additional information, please visit the SPOT website at www.spot.unt.edu or email spot@unt.edu.

Emergency Notification & Procedures

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Blackboard for contingency plans for covering course materials.

Emergency Evacuation Procedures for Business Leadership Building

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.

Academic Misconduct

This course adheres to the UNT policy on academic integrity. The policy can be found at <http://vpaa.unt.edu/fs/resources/academic/integrity>. According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to: cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University.

Additional information regarding RCOB and ITDS academic integrity policies and practices will be posted on the Canvas site. All students are expected to sign and submit a copy of ETHICAL BEHAVIOR IN ITDS CLASSES form. The UNT College of Business and the ITDS Department expect their students to behave at all times ethically. 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 another person's published or unpublished work without full and clear acknowledgment 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.

These ethical guidelines are essential to maintain the integrity of the university, college, department, faculty and most importantly the students. I view breaking the code of conduct as unfair to your peers and stealing a degree. These ethical guidelines are common to both in-campus and online courses and is especially crucial for online activities.

Key points to remember:

- (1) *If you can google, I can google.* You are not receiving course credits for being the best web crawler (looking for answers on the website). The course credit is for mastering the content and understanding how to apply it in your career.
- (2) *If you think you are doing something that is not right, then it is probably not right.* Ask the instructor or the tutor before proceeding that route.
- (3) *Individual activities must be completed individually, and group activities as a group.*
- (4) *Give credit to your sources (data, article, etc.), cite the source, and acknowledge the help you receive – it will solve many of these issues.* The instructor will grade based on your contribution.
- (5) *Remember, every online activity on Canvas is monitored.*

Any academic misconduct will be reported to the Dean of Students as outlined in UNT's policy. I want to point out some of the activities we have sanctioned ("F" grade and sometimes even more, removed from the dean's list, merit list, etc.) to ensure that we care about the integrity of the degree you receive from UNT.

- (1) In one of the semesters, some exams were 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 coordinated plagiarism. All were sanctioned, with some losing even scholarships!

- (2) In one instance, a student outsourced all his assignments to a person outside the country. The assignments were flagged for abnormal activities, and with the help of some technology providers, we could trace the IP address. The student was sanctioned (awarded a “F” grade in the course))
- (3) In multiple instances, students have had to borrow a laptop from another student in the course and posted something as them because they had not logged out of Canvas. This is considered misconduct on the part of both students. DO NOT give another student access to your UNT accounts.
- (4) Almost all exams and quizzes have multiple versions; the numbers and options differ. So, if you use your peer – the chances of choosing the wrong answer are extremely high. In worst cases (it has happened in some instances), the student would have used the numbers and details from the different versions. The student is automatically awarded a “F” grade in such instances.

Course Schedule (TENTATIVE)

Week #	Topics	Assignments & Due dates
1 – week of August 17th	Course Introduction Chapter 1 - Information Systems: People, Technology, Process, and Structure	Cengage & Syllabus surveys Due 8/23 @ 11:59pm
2 – Week of August 24th	Chapter 2 – Strategic Planning	Chapter 1 Quiz Due 8/30 @ 11:59pm Chapter 2 Quiz Due 8/30 @ 11:59pm Career Research Assignment Due 8/30 @ 11:59 pm
3 – Week of August 31st	Chapter 3 – Project Management	Chapter 3 Quiz & Tableau Project 1 Due 9/6 @ 11:59pm
4 – Week of September 7th	Tableau Project 2 / Web Site Development	Tableau Project 2 & Web Site Development labs Due 9/13 @ 11:59pm
5 – Week of September 14th	Exam 1 – Chapters 1, 2, & 3	Exam opens 9/19 to 9/20
6 – Week of September 21st	Chapter 5 – Databases & Data Management	Chapter 5 Quiz & Salesforce lab Due 9/27 @ 11:59pm
7 – Week of September 28 th	Chapter 6 - Business Intelligence: Big Data & Analytics / Power BI Lab	Chapter 6 Quiz & Power BI Lab Due 10/4 @ 11:59pm Optional Extra Credit Power BI Lab Due 10/4 @ 11:59pm
8 – Week of October 5 th	Chapter 9 – Enterprise Systems	Chapter 8 Quiz & Buy v. Build Lab Due 10/11 @ 11:59pm
9 – Week of October 12th	Chapter 11 – Cloud Computing & the Internet of Things	Chapter 11 Quiz & MIT App Inventor Due 10/18 @ 11:59pm
10 – Week of October 19th	Exam 2 – Chapters 5, 6, 9, 11	Exam opens 10/24 to 10/25
11 – Week of October 26 th	Chapter 12 – Artificial Intelligence & Automation / UNT Micro Credential EXTRA CREDIT	Chapter 10 Quiz Due 11/1 @ 11:59pm
12 – Week of November 2 nd	Chapter 13 – Secure Information Systems	Chapter 11 Quiz & Security Lab Due 11/8 @ 11:59pm
13 – Week of November 9 th	Chapter 14 - Corporate and Individual Accountability: Ethical, Legal, and Social Issues	Chapter 12 Quiz Due 11/15 @ 11:59pm
14 – Week of November 16 th	Tableau Project 3 / UNT Micro Credential EXTRA CREDIT	Tableau Project 3 & Micro Credential Extra Credit Due on 11/22 @11:59pm
15 – Week of November 23 th	Thanksgiving Break – No classes, No assignments	
16 – November 30th	Exam 3 – Chapters 12, 13, & 14	Exam opens 12/2 to 12/3