Basic Information System (BCIS 3610) – in-person

Fall 2025

Instructor Contact

Name: Farzad Kamalzadeh

Office Location: Online

Office Hours: By Appointment

Email: Hossein.kamalzadeh@unt.edu

Instructional Assistance Contact

Name: TBD

Office Location: TBD

Office Hours: TBD

Email: TBD

Prerequisites

- BCIS 2610
- 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

- **Canvas:** Chapter Quizzes, exams, and other material will be posted on Canvas, so please make sure you keep up and check Canvas often.
- **Required Course Material:** Principles of Information Systems (14th edition) by George W. Reynolds and Ralph M. Stair ISBN: 9780357112410
- **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.

Goals

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

- Recognize information systems usage in a business environment
- Recall information systems terms and concepts in a business environment
- Demonstrate a fundamental understanding of data analysis and visualization with Tableau / Power BI

Grading

Grading Assessment

Component	Weight
3 Exams	45%
Labs	33%
In-class activities / participation	2%
Chapter Quizzes	20%
TOTAL	100%

Grading Scale*

Percent	Grade
90.0% or above	A
80.0 - 89%	B
70.0 - 79%	C
60.0 - 69%	D
Lower than 60.0%	F

Exams

There are three exams; the last exam replaces the final exam. **If the student does not take an exam, a grade of zero (0)** will be recorded for that exam. Exams are administered **in person (in the same classroom where the course is being taught)** via Canvas. **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.

Exams require the use of Respondus Lockdown Browser and a working webcam. See the section on Technology Requirements for details. Ensure you read and adhere to the rules for taking the online exam in the syllabus. Exam study guides will be available a week before each exam.

End of 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 in-class exam covering that chapter. You can take the quiz 2 times, and your highest score will be recorded. As a courtesy to students, the lowest quiz score recorded will be dropped.

Extra Credit

There might be opportunities for extra credit throughout the semester, which will be announced in the classroom and via announcements.

LABS

Experiential Learning

There will be six labs applying the concepts discussed in our class. Three of the labs will be using Tableau (more discussed later). The remaining three labs will practice security, Power BI, and an extra credit lab for obtaining UNT's AI Micro credential. The class due date for all the labs are determined at the beginning of the semester and are subject to a **50% late penalty if turned in after the due date**. For those assignments, you may submit them up to a week late and still receive reduced credit. After the week grace period, there will be no submissions accepted.

TABLEAU

There will be 3 projects using Tableau software. 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:

- Tableau won't be taught during class hours
- 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.
- 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.

Course Schedule

Week #	Topics	Assignments & Due dates
1 – week of August 18th	Course introduction **Chapter 1** - Information Systems: People, Technology, Process, and Structure	Cengage & Syllabus surveys **Due 8/24 @ 11:59pm**

2 – Week of August 25th	**Chapter 2** - Secure Information Systems – Chapter 2	Chapter 1 Quiz **Due 8/31 @ 11:59pm** Chapter 2 Quiz **Due 8/31 @ 11:59pm** Security Lab Hospital Attack - **Due 8/31 @ 11:59pm** Security Lab Ransomware Research – Due **8/31 @ 11:59PM**
3 – Week of September 1st	**Chapter 3** - Ethical, Legal, and Social Issues	Chapter 3 Quiz & Tableau Project 1 **Due 9/8 @ 11:59pm**
4 – Week of September 8th	**Tableau Project 2**	Tableau Project 2 **Due 9/14 @ 11:59pm**
5 – Week of September 15th	**Exam 1 – Chapters 1, 2, & 3**	**Exam opens 9/20 to 9/21**
6- Week of September 22nd	**Chapter 5** - Data Systems and Data Management	Chapter 5 Quiz **Due 9/28 @ 11:59pm**
7 – Week of September 29th	**Chapter 6** - Business Intelligence / Power BI Lab	Chapter 6 Quiz & Power BI Lab **Due 10/5 @ 11:59pm**
8 – Week of October 6th	**Chapter 8 -** Cloud Computing and the Internet of Things	Chapter 8 Quiz **Due 10/12 @ 11:59pm**
9 – Week of October 13th	**Chapter 9** - E-commerce	Chapter 9 Quiz **Due 10/19 @ 11:59pm**
10 – Week of October 20th	**Exam 2 – Chapters 5, 6, 8, 9**	
11 – Week of October 27th	**Chapter 10** - Enterprise Systems	Chapter 10 Quiz **Due 11/2 @ 11:59pm**
12 – Week of November 3rd	**Chapter 11** - Artificial Intelligence and Automation / **UNT Micro Credential EXTRA CREDIT**	Chapter 11 Quiz **Due 11/9 @ 11:59pm**
13 – Week of November 10th	**Chapter 12** - Strategic Planning and Project Management	Chapter 12 Quiz **Due 11/16 @ 11:59pm**
14 – Week of November 17th	**Tableau Project 3 / UNT Micro Credential EXTRA CREDIT**	Tableau Project 3 & Micro Credential Extra Credit **Due on 11/23 @11:59pm**
15 – Week of November 24th	**Thanksgiving Break – No classes, No assignments**	
16 – December 1st	**Exam 3 – Chapters 10, 11, & 12**	

Course Policies and Procedures

Communication with the instructor
All course-related emails must include BCIS 3610 <subject> in the subject line, or you can use your course Canvas email, which indicates your course number and section (3610). This triggers an alert to draw your instructor's attention to your email. You should expect a response within 48 hours. Emails that don't follow the convention will be missed.

If you wish to register a complaint, you should first discuss your complaint with your instructor. If you wish to carry it further, contact the course coordinator and then the ITDS Department Chair but only after discussing it with your instructor.

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).

General Information About BCIS 3610 Technology Requirement
Exams require the use of Respondus Lockdown Browser and Monitor. Therefore, you need to download the Lockdown browser software here (download the Student Version) https://clear.unt.edu/supported-technologies/respondus-lockdown-browser

You must also have a working webcam. This can be the camera on your laptop or an external camera. A working webcam is required to take the exams. This is non-negotiable.

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.

ODA Accommodations

The Ryan College of Business Administration complies with the Americans with Disabilities Act (ADA) in making reasonable accommodations for qualified students with disability. If you have an established disability as defined in the ADA and would like to request accommodation, please notify me immediately.

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

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.

A few key points to remember:

1. If you can google or use ChatGPT or AI, I can do so also. 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 with 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.

I want to point out some of the activities we have sanctioned (awarded "F" grade and sometimes even more, removed from the dean's list, merit list, etc.). I want to share this so that you know 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.

Any academic misconduct will also be reported to the Dean of Students as outlined in UNT's policy.