BCIS 3610.501 – Basic Information Systems   
COURSE SYLLABUS – Spring 2019  
Mondays 06:30 pm-09:20 pm FRSC 133

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| Instructor: | Kashif Saeed | Office: 312E |  |
| Phone: | (940) 565-4769 | Office Hours: Mondays 5:00-6:00pm |  |
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### 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. Identify information systems concepts
   2. Understand information.
   3. Know technology terms.
2. Know the overall structure (or components) of information technology.
   1. Know the difference between hardware and software.
   2. Know business processes.
   3. Know different architectures in information technology.
3. Know managerial issues in information technology.
   1. Explain how information technology affects business.
   2. Explain how information technology is used as a tool for business productivity.
4. Explain how information technology applies to their chosen field
   1. Explain the relevance of information technology in their chosen field.
   2. Understand the importance of information technology in their chosen field.
5. Demonstrate fundamental database understanding.
   1. Understand general database concepts.
   2. Understand how databases are used in the business and personal environments.
   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 Experiencing MIS 8th edition by Kroenke & Boyle, Microsoft Access Comprehensive 2016, and a MyITLab access key.
* 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.
* ICLICKER Polling

**ICLICKER Polling - Participation**

Engagement, participation and interaction are important elements of the learning process. To that end, we will be using ICLICKER Polling, so each student must be registered to ICLICKER and have a device (computer, smartphone or tablet) for polling responses for this course.

Because ICLICKER is flexible across devices, you may participate by choosing one of the two options below:

1. ICLICKER Polling app: You may use your own smartphone or tablet by downloading the ICLICKER app – available for iOS and Android
2. ICLICKER Polling website – app.iClicker-education.com – for browser-based use

With either option, you will create an account with ICLICKER, enter your EUID (your Canvas login ID) in the *Student ID (optional)* space, select University of North Texas as your institution, and search for each course in which you will use ICLICKER. Licenses for ICLICKER at UNT-Denton are provided for your use at no cost to you.

This course is listed as follows:

**SP19 BCIS 3610.051 - Saeed**

Add this course to your ICLICKER course list. Click on the course and JOIN when we are in session. Connecting via wifi in UNT classrooms is highly recommended.

You may not make up missed questions, regardless whether you have forgotten to bring a response device, you are late to class, or you miss class. Again, **there is no makeup for missed questions.** (If you have extenuating circumstances, please notify me so that we may work together to ensure your success in learning the material.)

**Academic Integrity**:  *\*Please note that the misuse of ICLICKER will be considered a violation of proper student conduct and will be treated as cheating. For this class, ICLICKER is to be used as a learning tool****by you in the classroom****. Misuse would include submitting answers for a friend who is not in attendance in class, submitting answers when you are absent, having someone else submit answers for you when you are absent, or any other use of ICLICKER by which you are not submitting your own work in class.*

For additional information on ICLICKER, please check Canvas

Your instructor may have additional required materials.

#### Instructor’s Canvas Site

Your instructor will use Canvas to provide additional information and material in support of the course.

# BCIS 3610 POLICIES AND PROCEDURES

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| **Grading Criteria** | The course uses RANK based grading. Please see the Point Distribution section. Rounding is at the discretion of the instructor – DO NOT ask the instructor to round the grade. |
| **Make-up Exams** | There will be no make-up exams. However, I will work with you if you have a date conflict and would like to change the date of your exam. |
| **Extra Credit** | None |
| **Late Work** | Penalty on late assignments will be listed on the Assignment itself. |
| **Software Installation** | It is your responsibility to install the software. The instructor and the teaching assistant are available to help, however, you MUST NOT assume that the instructor and/or teaching assistant till install the software for you. |
| **Assignments** | It is your responsibility to complete the assignments with or without the teaching assistant help. Remember that the teaching assistant is NOT responsible to solve your assignments for you – he/she can only guide you and provide high-level support to get past the obstacle that you may be experiencing. |
| **Classroom Citizenship** | Your behavior interferes with my ability to teach and student’s ability to learn; unacceptable behavior will not be tolerated in my class. Students engaging in disruptive behavior will be asked to leave the classroom and will be referred to the center of student rights and responsibilities.  Chatting, giggling, laughing, use of cell phone or other hand-held devices, texting, using a laptop while the instructor is teaching, making noises, etc. are examples of disruptive behavior.  Penalty for Disruptive Behavior:   * You will lose 25 Grade Points per offense of disruptive behavior for the first two offenses. The instructor will note down your name and will deduct the points at the end of the semester. * After two offenses of disruptive behavior, you will lose 50 points per offense – these points will be deducted from your Exam and Assignment total.   In addition, the instructor reserves the right to move you to a different seat during exams if the instructor believes that you are involved in cheating, plagiarism, or disrupting others. |
| **Exam Reviews** | Exam Reviews DONOT mean that I will provide highlighted text the exam will be from or provide sample question for the exam. Exam Reviews mean that you will have class time to clear any doubts you may have from the previous classes; it is my responsibility to ensure that I explain to clear your doubts, but it is your responsibility to come prepared to the exam review class to ask questions.  If you have not attended classes prior to the exam review, do not assume that I can cover the material from all previous classes in the exam review class. |
| **Additional Topics** | The instructor plans to cover additional topics which are not covered in detail in your textbook: Database Design (ER models), SQL, and Tableau. The instructor will provide detailed class lectures and slides for these topics. These topics are heavily tested on your semester exams. |
| **Class Attendance** | Strongly recommended. There will be classroom activities in several classes – if you miss the class, you CANNOT make up for the missed points for classroom activities. |

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| **Point Distribution** | |  | **Grading Scale\*** | |
| ****Component**** | **Points** |  | **Percent** | Grade |
| 3 semester exams (120 points each) | 360 |  | Top 30% students in class | A |
| 8 Access Assignments (25 points each)  *Using MIS* End of Chapter Quizzes (10 points each)  Access Simulations  Group Activities/ Projects (Below is the breakdown):   * SQL Project – 80 points * Tableau Project – 80 points * In-class Group Activities/Quizzes – 80 points | 200  120  80  240 |  | Next 30% students in class  Next 30% students in class  50.0%-59.9% Lower than 50.0 %  \*You must score above 60% in the class to avoid a D or F | B  C  D F |
| TOTAL | 1000 |  |  |  |

\* Rounding is at the discretion of the instructor.

### POLICIES AND PROCEDURES – ADDITIONAL DETAILS

**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.

In addition to the MyITLab assignments, the instructor will give you two additional projects which are counted towards the 240 points for class activities/assignments. These projects will be posted on Canvas.

The system keeps a record of every assignment ever submitted and has the ability to flag integrity violations. If an integrity violation is identified, both students will receive an automatic 0 for the assignment.

### *Using MIS* END OF CHAPTER assessments

Each chapter of your textbook has an assessment (quiz) associated with it on Canvas. 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 activities 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).

### 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/index.html)). 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.

**ADA Accommodation Statement**

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 [disability.unt.edu](http://disability.unt.edu/).

### MISCELLANEOUS POLICIES

**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).

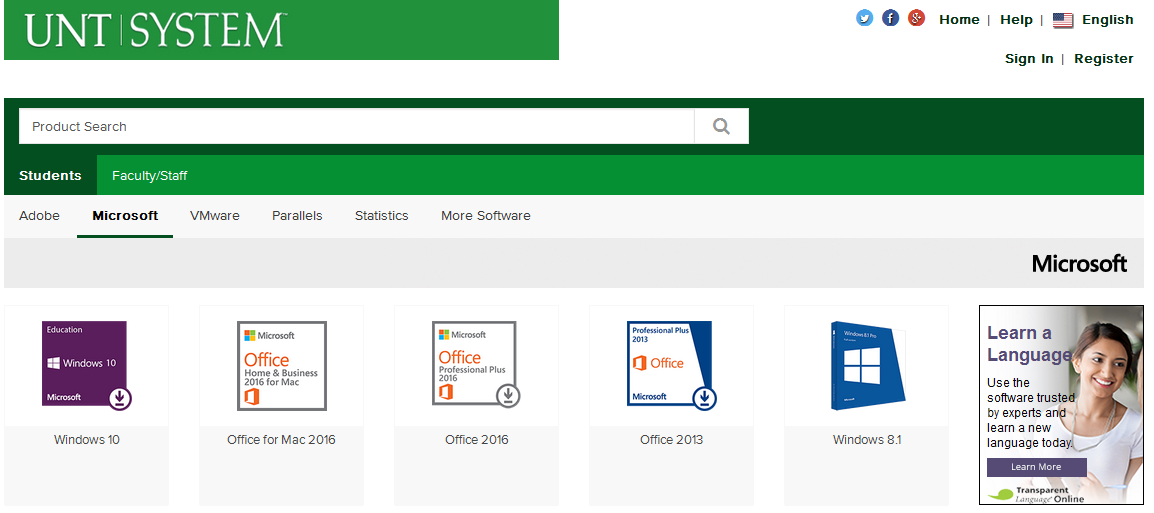
**PROBLEMS**: You have **one week** after the return of an assignment or exam to request a review of its grade. The instructor has final authority to determine the credit for an assignment or examination.

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, Dr. Tony Gerth (BLB 312K, 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.

**THREE BEFORE ME RULE**: If you have any issues or questions about assignments, class policies and schedules, etc. and want to speak with the instructor following is the policy. You must have attempted at least three different options before you come to me. You must tell me what you tried and the results before I will answer any questions.

# 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:**
   1. If you are NOT a Business major, follow Item #2 above. Save your time, effort, and money!
   2. 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:
      1. If you need now to save time, effort, and money, follow item #2 above.
      2. 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.
      3. 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. VMWare is no longer available for Apple products.
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](https://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.  The tutors are located on the bottom level of the BLB. 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.**

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

1. **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 3610.501  
Mondays 06:30 pm-09:20 pm FRSC 133

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|  | Week | Topic | Assignment | |
| Released | Due (Monday by 11:59 pm) |
| 1 | 1/14 | * Introduction to course * The Importance of MIS – Chapter 1 | MIS 1-12  Access 1-8 |  |
| 2 | 1/21 | MLK Day – No class |  |  |
| 3 | 1/28 | * Business Processes, Information Systems, and Information – Chapter 2 * Organizational Strategy, Information Systems, and Competitive Advantage – Chapter 3 |  |  |
| 4 | 2/04 | * Hardware, Software, and Mobile Systems – Chapter 4 * Additional Topic 1 – Relational Databases and ER Models |  |  |
| 5 | 2/11 | * ***Exam 1* Location**: FRSC 133 **Requirements**: Bring your laptop to class. You must install Lockdown browser on your laptop before the exam. |  | **Exam Topics:** MIS 1-4 Additional Topic 1 |
| 6 | 2/18 | * Databases Processing – Chapter 5 * Additional Topic 2 – Structured Query Language |  | SQL Project Posted on Canvas |
| 7 | 2/25 | * SQL Refresher * The Cloud – Chapter 6 |  |  |
| 8 | 3/4 | * Processes, Organizations, and Information Systems – Chapter 7 * Social Media Information Systems – Chapter 8 |  |  |
| 9 | 3/11 | Spring Break (No class) |  |  |
| 10 | 3/18 | * ***Exam 2***   **Location**: FRSC 133 **Requirements**: Bring your laptop to class. You must install Lockdown browser on your laptop before the exam. |  | **Exam Topics:** MIS 5-8 Additional Topic 2 |
| 11 | 3/25 | * Business Intelligence Systems – Chapter 9  (Use Instructor provided slides for exam preparation) * Additional Topic 3 – Tableau + Hands-on |  | Tableau Project Posted on Canvas |
| 12 | 4/1 | * Tableau Remaining topics * Information Systems Security – Chapter 10 |  |  |
| 13 | 4/8 | * Information Systems Management – Chapter 11 * Thanksgiving |  |  |
| 14 | 4/22 | * Information Systems Development– Chapter 12 |  |  |
| 15 | 4/29 | * ***Exam 3***   **Location**: FRSC 133 **Requirements**: Bring your laptop to class. You must install Lockdown browser on your laptop before the exam. |  | **Exam Topics:** MIS 9-12 Additional Topic 3 |
|  | 5/6 | * Exam three takes the place of the final exam – No class |  |  |