

The syllabus includes instructor contact information and office hours, textbook information, course description, course objectives, grading components, and the course schedule. It also includes policies and procedures for the course.

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Office Hours: Tuesday and Thursday 3:00 - 4:00 pm and by appointment

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 websites on the Internet, a word processor, and a spreadsheet.

Course Materials

We will be using Cengage MindTap for the Microsoft Access modules as well as the textbook. Our textbook is *Principles of information systems* by Ralph Stair and George Reynolds. Cengage Learning, 2013.

New Perspectives Microsoft Office 365 & Access 2019 Comprehensive, 1st Edition by Mark Shellman and Sasha Vodnik, Cengage Publishing

- Bundle ISBN for Principles of Information System with MindTap for Access:
IAC: 9780357643259
PAC: 9780357643150

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, as well as to introduce students to the fundamentals of database concepts and development.

Course Objectives

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 fundamental database understanding using Microsoft Access.

Grading

(dates listed in the Course Schedule below)

Grading Assessment

Component	Weight
2 Exams	50%
4 Access SAM Training	8%
4 Access SAM Projects	17%
Chapter Quizzes	25%
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 (50%)

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.** Exams are administered online via Canvas. **No make-up exams will be given.**

MS ACCESS (total 25%)SAM Training (8%)

Each MS Access chapter has a simulation that follows the hands-on exercises in the book. The text, combined with the simulations (hands-on exercises), prepares the student for the MS Access SAM project.

SAM Projects (17%)

There is an assignment due for each chapter in Access. The assignments and any necessary files are located in Cengage MindTap. MindTap also contains additional study material such as video and audio PowerPoints. The assignment is to be completed offline using the Access software.

After you complete the assignment, you will upload the assignment to Cengage. The system will auto-grade the assignment and provide feedback. You will be given an additional attempt to correct and resubmit the assignments for a higher grade.

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.

END OF CHAPTER QUIZZES (25%)

Each chapter of your textbook has an assessment (quiz) associated with it on Canvas. You must complete the assessment associated with each chapter of the textbook prior to the exam covering that chapter.

Course Schedule – See Summary for Exact Dates/Times

Schedule Please note Exams dates of July 27 and Aug 12		
Date	Topic / Reading	Assessment Due Sunday 11:59 pm
Week 1 7/11 – 7/17	<ul style="list-style-type: none"> • An Introduction to Information Systems – Ch 1 • MS Access Module 1: Creating a database 	<ul style="list-style-type: none"> • Access Module 1 SAM Training • Chapter 1 Quiz
	<ul style="list-style-type: none"> • Information systems in organizations – Ch 2 	<ul style="list-style-type: none"> • Access Module 1 SAM Project 1 • Chapter 2 Quiz
	<ul style="list-style-type: none"> • Software and mobile applications – Ch 4 	<ul style="list-style-type: none"> • Chapter 4 Quiz
Week 2 7/18 – 7/24	<ul style="list-style-type: none"> • Database systems and big data – Ch 5 • MS Access Module 2: Building a database and defining table relationships 	<ul style="list-style-type: none"> • Access Module 2 SAM Training • Chapter 5 Quiz
	<ul style="list-style-type: none"> • Networks and cloud computing– Ch 6 	<ul style="list-style-type: none"> • Access Module 2 SAM Project 1 • Chapter 6 Quiz
Week 3 7/25 – 7/31	<ul style="list-style-type: none"> • Enterprise Systems – Ch 8 	<ul style="list-style-type: none"> • Chapter 8 Quiz
	Wed Jul 27 – Exam 1 – Chapters 1, 2, 4, 5, 6, and 8	
	<ul style="list-style-type: none"> • Business intelligence and analytics – Ch 9 • MS Access Module 3: Maintaining and querying a database 	<ul style="list-style-type: none"> • Chapter 9 Quiz • Access Module 3 SAM Training
Week 4 8/1 – 8/7	<ul style="list-style-type: none"> • Knowledge Management & Specialized IS – Ch 10 	<ul style="list-style-type: none"> • Chapter 10 Quiz • Access Module 3 SAM Project 1
	<ul style="list-style-type: none"> • Strategic planning and project management – Ch 11 • MS Access Module 4: Creating forms and reports 	<ul style="list-style-type: none"> • Chapter 11 Quiz • Access Module 4 SAM Training
	<ul style="list-style-type: none"> • System acquisition and development – Ch 12 	<ul style="list-style-type: none"> • Chapter 12 Quiz • Access Module 4 SAM Project 1
Week 5 8/8 – 8/12	<ul style="list-style-type: none"> • Cybercrime and info systems security – Ch 13 	<ul style="list-style-type: none"> • Chapter 13 Quiz
	<ul style="list-style-type: none"> • Ethical, legal and social issues– Ch 14 	<ul style="list-style-type: none"> • Chapter 14 Quiz
	Fri Aug 12 – Exam 2 – Chapters 9, 10, 11, 12, 13, and 14	

Course 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).

GENERAL INFORMATION ABOUT BCIS 3610 SOFTWARE

1. We will test you on your knowledge of **Microsoft Access 2019 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 2019 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!
 - iv. 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 2019. **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:
5. **3610 Tutors work 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>).**

Tutors are also available on-line via Zoom meeting. Schedules and meeting room numbers will be posted on Canvas.

6. The UNT Computing Support Helpdesk for general computing problems or problems with your web site account is in Sage Hall, Room 119.
Email: helpdesk@unt.edu, telephone 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.

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 as soon as possible.

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 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 paraphrasing or direct quotation of the published or unpublished work of another person 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 on-campus and online courses and is especially crucial for online activities.

A few 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 in the website). The course credit is for mastering the content and understanding how to apply in your career.
2. If you think you are doing something that is not right, then most probably it is not right. Ask the instructor or the tutor before proceeding on 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 much of these issues. The instructor will grade based on your contribution.
5. Remember every online activity in Canvas is monitored.

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.

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 a coordinated plagiarism. All were sanctioned, with some losing even scholarships!
2. 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 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 exams and quizzes have multiple versions, and the numbers and options are different. So, if you use your peer – the chances of choosing the wrong answer is extremely high. In worst cases (it has happened in some instances), the student would have used the numbers and details from the different version. In such instances, the student is automatically awarded a “F” grade.

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