BCIS 3610- Basic Information System-3W1 summer 2021

CLASS (DAY/TIME/LOCATION): TBA
INSTRUCTOR: Dr. Mahdi Fathi
ROOM: Remote
E-MAIL: mahdi.fathi@unt.edu
OFFICE HRS: Tuesday and Thursday 2– 3 PM (online), Schedule a meeting at: calendly.com/mahdi-fathi with Zoom Meeting ID: 6293155320
Tutor hours: Posted shortly

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, 2014.


- 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

GRADING
(dates listed in Course Schedule below)
**Grading Assessment**

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
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<tbody>
<tr>
<td>2 Exams</td>
<td>40%</td>
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<tr>
<td>6 Access SAM Training</td>
<td>15%</td>
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<tr>
<td>6 Access SAM Projects</td>
<td>20%</td>
</tr>
<tr>
<td>Chapter Quizzes</td>
<td>25%</td>
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<td><strong>TOTAL</strong></td>
<td>100%</td>
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**Grading Scale***

<table>
<thead>
<tr>
<th>Percent</th>
<th>Grade</th>
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<tbody>
<tr>
<td>90.0 % or above</td>
<td>A</td>
</tr>
<tr>
<td>80.0 - 89 %</td>
<td>B</td>
</tr>
<tr>
<td>70.0 - 79 %</td>
<td>C</td>
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<tr>
<td>60.0 - 69 %</td>
<td>D</td>
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**EXAMS (40%)**

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.** Exam require the use of Respondus Lockdown Browser and Monitor, which requires a working webcam. Exams will also only be available for a 24-hour period. You must take the exam during that time, there are no exceptions. These conditions are important to the online administration of exams to discourage academic misconduct.

All exam questions are multiple choice or true/false and they cover the Principles of IS textbook chapters as assigned. Exam instructions confirm the chapters covered for each exam. MS Access is not covered in the exams.

The exams are Canvas quizzes that consist of 60 questions (10 from each chapter). You have 50 minutes to complete the exam once you start. This is sufficient time to take a MC/TF exam if you have studied the material and the exam is closed book.

The exams require Lockdown Browser and Monitor which video records you taking the exam through your webcam. To avoid any hiccups with technology you should test this set up with the Practice Quiz that I’ve posted in Canvas.

There are several resources you can use to study for the exam. They are:

- I hope this is obvious, but read the chapter in the textbook, then...
- Chapter quizzes. The exam will pull questions from the same question bank as the chapter quizzes. Although there are many questions in the bank, you might get the question again in the exam. Plus, you get to know the level of detail of the questions.
- At the end of each chapter there are Key Terms you can study
- At the end of each chapter there is a Self-Assessment Test
- For each chapter there is a STUDY section in MindTap which consists of:
  - Chapter PowerPoint slides if those are helpful
  - Flash cards you can use to study key terms
  - A crossword puzzle that covers terms and concepts

There is no other "study guide". If you have questions about any of the Principles of IS concepts, etc. you can also drop into office hours or simply email me your questions.

**MS ACCESS (total 35%)**

SAM Training (15%)
Each MS Access 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 SAM project.

SAM Projects (20%)

There is an assignment due for each chapter in Access. The assignments and anynecessary 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 each chapter of the textbook prior to the in-class exam covering that chapter. You can take the quiz 3 times and it will post your highest score.

COURSE SCHEDULE

The course schedule can be viewed on the Modules tab and in the Course Summary below.

A NOTE ABOUT ASSIGNMENT DATES

There are three dates for assignments in Canvas, Available, Due and Available Until. The dates for the assignments are established with the following objective:

Available Date: All assignments are available for you to work on as soon as the course starts June 6, 2020

Due Date: This is the date that the assignment is due based on the schedule I've established for you. My objective is to give you due dates that enable you to do the coursework over a 5-week period.

Available Until Date: This is the date that the assignment actually closes so that you cannot work on it. Chapter Quizzes are available until the night before the exam that covers those chapters. Microsoft Access assignments are available the entire 5-week term until August 7, 2020. Therefore, if you get a little behind you can do the assignment "late". There are no penalties for late submissions. The due dates are set for your planning purposes. However, you cannot do an assignment after it is closed.
<table>
<thead>
<tr>
<th>Date</th>
<th>Delivery</th>
<th>Due</th>
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<tbody>
<tr>
<td>Week 1</td>
<td>Chapter 1 Quiz&lt;br&gt;Chapter 2 Quiz&lt;br&gt;Chapter 4 Quiz&lt;br&gt;Access Module 1 SAM Project 1&lt;br&gt;Access Module 1 SAM Training&lt;br&gt;Access Module 2 SAM Project 1&lt;br&gt;Access Module 2 SAM Training</td>
<td>May 15</td>
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<tr>
<td>Week 2</td>
<td>Chapter 5 Quiz&lt;br&gt;Chapter 6 Quiz&lt;br&gt;Chapter 8 Quiz&lt;br&gt;Access Module 3 SAM Project 1&lt;br&gt;Access Module 3 SAM Training&lt;br&gt;Access Module 4 SAM Project 1&lt;br&gt;Access Module 4 SAM Training</td>
<td>May 21</td>
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<tr>
<td>Week 3</td>
<td>Chapter 9 Quiz&lt;br&gt;Chapter 10 Quiz&lt;br&gt;Chapter 11 Quiz&lt;br&gt;Access Module 5 SAM Project 1&lt;br&gt;Access Module 5 SAM Training&lt;br&gt;Access Module 6 SAM Project 1&lt;br&gt;Access Module 6 SAM Training</td>
<td>May 27</td>
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<td></td>
<td>Chapter 12 Quiz&lt;br&gt;Chapter 13 Quiz&lt;br&gt;Chapter 14 Quiz&lt;br&gt;Access Module 7 SAM Project 1 (optional for practice-0 point)&lt;br&gt;Access Module 7 SAM Training (optional for practice-0 point)&lt;br&gt;Access Module 8 SAM Project 1 (optional for practice-0 point)&lt;br&gt;Access Module 8 SAM Training (optional for practice-0 point)</td>
<td>May 27</td>
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<td><strong>Exam 1- Required Respondus LockDown Browser+Webcam</strong></td>
<td>May 21</td>
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<td><strong>Exam 2- Required Respondus LockDown Browser+Webcam</strong></td>
<td>May 27</td>
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**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](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 Windowsplunge 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.

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!** Go to your UNT webmail and install Office from there.

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](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

**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 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. 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, 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 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 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!

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.

**COVID-19 INFORMATION**

If you are experiencing any symptoms of COVID-19 (https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider PRIOR to coming to campus. UNT also requires you to contact the UNT COVID Hotline at 844-366-5892 or COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure. While attendance is an important part of succeeding in this class, your own health, and those of others in the community, is more important.

**CLASS RECORDINGS & STUDENT LIKENESSES:** Synchronous (live) sessions in this course will be recorded for students enrolled in this class section to refer to throughout the semester. Class recordings are the intellectual property of the university or instructor and are reserved for use only by students in this class and only for educational purposes. Students may not post or otherwise share the recordings outside the class, or outside the Canvas Learning Management System, in any form. Failing to follow this restriction is a violation of the UNT Code of Student Conduct and could lead to disciplinary action.

This class is listed as remote. On Monday, I will publish either a recorded lecture for the material or a written lecture. This will also include an optional discussion group for that week’s material. I will monitor the discussion forum for questions. Feel free to discuss the material or visit.