



Basic Information System | BCIS 3610-004

Thursday 3-5:50 pm – BLB 180

Instructor Contact

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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

Grading

Grading Assessment

Component	Weight
3 Exams	45%
Labs	33%
Chapter Quizzes	20%
In class participation	2%
Extra Credit (possibility)	2%
TOTAL	102%

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. Exams are Multiple Choice (MC)/True or False (TF), covering only the Principles of IS text. Exams are CLOSED BOOK / NO NOTES. All three exams will be taken **in-person**, in the same classroom where the course is being taught and at the same time, except for Exam 3, which follows UNT's final exam schedule. **If the student does not take an exam, a grade of zero (0) will be assigned, and no make-up exams.**

Exams require the use of Respondus Lockdown Browser and a working webcam. See the section on Technology Requirements for details. 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 evaluation 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 posted. Quizzes are open-book.

Extra Credits

There might be opportunities for extra credit throughout the semester, which will be announced in the classroom and via announcements. The mandatory surveys (Cengage, Syllabus, Lockdown browser test) are also counted as extra credit. The sum of all the extra credits will add 2% to your final grade.

LABS

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 dates for all the labs are determined at the beginning of the semester and are subject to the **late submission policy: For every day past the submission due date, 10% is deducted.** After a 10-day 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 due dates for all the tableau projects are determined at the beginning of the semester and **won't be extended under any circumstances.**
- 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 Policies and Procedures

Communication with the instructor

- All course-related emails must include **BCIS 3610-004 <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 (Dr. Ted Peterson, Ted.Peterson@unt.edu) and then the ITDS Department Chair (Dr. Anna Sidorova, anna.sidorova@unt.edu), 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, 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.

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 an “F” grade in such instances.

Course Schedule

Week #	Topics	Assignments & Due dates
1 – August 21 st	Course introduction Chapter 1 - Information Systems: People, Technology, Process, and Structure	Cengage Terms of Use, Syllabus Confirmation Quiz – Due 8/28 @ 2:59pm Chapter 1 Quiz – Due 8/28 @ 2:59pm
2 – August 28 th	Chapter 2 - Secure Information Systems – Chapter 2 Tableau Project 1 opens	Chapter 2 Quiz – Due 9/4 @ 2:59pm Security Lab Hospital Attack – Due 9/4 @ 2:59pm Security Lab Ransomware Research – Due 9/4 @ 2:59pm
3 – September 4 th	Chapter 3 - Ethical, Legal, and Social Issues	Chapter 3 Quiz & Tableau Project 1 – Due 9/11 @ 2:59pm
4 – September 11 th	Tableau Project 2 opens	Tableau Project 2 – Due 9/25 @ 2:59pm
5 – September 18th	Exam 1 – Chapters 1, 2, 3	In person Exam
6- September 25 th	Chapter 5 - Data Systems and Data Management	Chapter 5 Quiz – Due 10/2 @ 2:59pm
7 – October 2 nd	Chapter 6 - Business Intelligence	Chapter 6 Quiz & Power BI Lab – Due 10/9 @ 2:59pm
8 – October 9 th	Chapter 8 - Cloud Computing and the Internet of Things	Chapter 8 Quiz – Due 10/16 @ 2:59pm
9 – October 16 th	Chapter 9 - E-commerce	Chapter 9 Quiz – Due 10/23 @ 2:59pm
10 – October 23rd	Exam 2 – Chapters 5, 6, 8, 9	In person Exam
11 – October 30 th	Chapter 10 - Enterprise Systems Tableau Project 3 opens	Chapter 10 Quiz – Due 11/6 @ 2:59pm
12 – November 6 th	Chapter 11 - Artificial Intelligence and Automation UNT Micro Credential (Extra Credit) opens	Chapter 11 Quiz – Due 11/13 @ 2:59pm
13 – November 13 th	Chapter 12 - Strategic Planning and Project Management	Chapter 12 Quiz – Due 11/20 @ 2:59pm
14 – November 20 th	Tableau Project 3 / UNT Micro Credential (Extra Credit)	Tableau Project 3 & UNT Micro Credential – Due 11/27 @ 2:59pm
15 – November 27 th	Thanksgiving Break – No classes, No assignments	Happy Thanksgiving
16 – December 4th	Exam 3 – Chapters 10, 11, 12	In person Exam

