

# **BCIS 3610 – Basic Information Systems**

## **COURSE SYLLABUS – Spring 2014**

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**Office:** BLB 309  
**Office Hours:** M 1:00 PM-2:00 PM  
Tu 3:00 PM-5:00 PM

### **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:

- Identify how information technology impacts organizations, individuals and society.
- List major technology components used in organizations today.
- Differentiate the steps of the system development life cycle.
- Interpret information technology's role in organizations and organizational change.
- Explain how information technology relates to their chosen field.
- Understand managerial issues related to information technology selection and use.
- Display fundamental database understanding through hands-on exercises and projects.

### **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**

- Kroenke, David M., *Using MIS 6/e*, Pearson/Prentice (**Required**)
- Grauer., **Exploring Microsoft Access 2010 Comprehensive** Bundle ISBN: 9780133487121 (**Required**)
- **TurningPoint** Classroom Response Device (Clicker) (**Required**)
- Access to **Microsoft Access 2010 and Microsoft 2010**. Microsoft completely revamped the look of their software from previous version so it is best to use the 2010 versions of the software.

### **COURSE WEB SITES**

#### **BCIS Course Web Site/Blackboard**

For general information about the course follow links from main ITDS page to Courses, Undergraduate - BCIS, 3610, and click on the course title "BCIS 3610 Basic Information Systems."

#### **Instructor's Blackboard Site**

<http://learn.unt.edu>

## **BCIS 3610 POLICIES AND PROCEDURES**

### **GRADE DETERMINATION**

Your grade will be determined on the basis of your performance on the activities identified below. Two midterm exams and an optional final exam are scheduled. Students are required to complete eight Microsoft Access assignments. There are also end of chapter quizzes (assessments) for Using MIS and Microsoft Access Comprehensive.

No make-ups for exams, projects, or daily work (exercises and quizzes) will be given. No "extra work" will be assigned to individuals as a replacement for, or in addition to, these components. No late work will be accepted.

Additional quizzes or other assignments may be given with or without notice in advance at the instructor's discretion.

### Point Distribution

Component	Points
2 semester exams and final exam (200 points each, best 2 of 3)	400
8 Access Assignments (20 points each)	160
Using MIS End of Chapter Quizzes (10 points each)	120
Access End of Chapter Quizzes (10 points each)	80
Class Quizzes (Participation)	60
Others Class Activities (Instructor's Option)	30
<b>TOTAL</b>	<b>850</b>

### Grading Scale

Percent	Grade
90.0 % or above	A
80.0 - 89.9 %	B
70.0 - 79.9 %	C
60.0 - 69.9 %	D
Lower than 60.0 %	F

Your instructor will post your grades on Blackboard.

Please be advised that your grades cannot be given out over the telephone.

## EXAMS

Two midterms and one final are scheduled. All exams are closed-book. Your highest two exam grades will be used in the calculation of your course grade. If you do not take an exam, a grade of zero (0) will be recorded for that exam. **No make-up exams will be given.**

## ACCESS

### Hands-On Exercises

Each chapter has hands on exercises. The text combined with the hands on exercises prepares the student for the MS Access assignment.

### Assignments

The assignments happen much smoother if you complete the hands on exercises first. After you complete the exercises, begin the assignments for each chapter. The assignments and any necessary files are located in blackboard.

### Assessments

After you complete the work for each chapter, you will be prepared to take the assessment (quiz) for that chapter. You will do so by clicking on the Assessments tab in Blackboard. Each assessment (quiz) is worth 10 points and may only be attempted three times with a time limit of 1 hour (the highest score is reported).

## USING MIS END OF CHAPTER ASSESSMENTS

Each Chapter of your textbook has an assessment (quiz) associated with it on Blackboard. You must complete the assessment associated each chapter of the textbook prior to the in-class exam covering that chapter. You are allowed three attempts on the assessment, the highest grade is recorded, and you are limited to 1 hour for each attempt. 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 assignment are given at every class meeting through the use of the TurningPoint Classroom Response System 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.

## 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)). 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 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.

## STUDENTS WITH DISABILITIES

The College of Business Administration complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disability. If you have an established disability as defined in the Americans with Disabilities Act and would like to request accommodation, please see your instructor as soon as possible.

## MISCELLANEOUS POLICIES

**LECTURES:** All electronic devices (cell phones, pagers, tape recorder, etc.) must be turned off before lecture begins. Tape recording of class lectures is permitted only with your instructor's knowledge and consent. Please ask your instructor before using your recorder.

**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, Professor Melody White (BLB 394D, [melody.white@unt.edu](mailto:melody.white@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. Mary Jones, your instructor, and yourself to discuss the problem. Leave the Student Problem Form with Dr. Jones' secretary when you request the meeting.

## MICROCOMPUTER LABORATORY PROCEDURES

You will need to use Microsoft Access 2010. You can download a copy from [www.microsoft.com](http://www.microsoft.com). You can also visit the BLB Lab. Visit the website for hours. Also, you can use the virtual lab offered by the Business school.

### STATEMENT ON RESPONSIBILITIES OF BCIS LAB TUTORS

The BCIS Department employs tutors, located on the 1<sup>st</sup> floor of the BLB 131, 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 they 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 – Spring 2014

	Week	Topic	Assignment	
			Released	Due (Monday by 11:59 pm)
1	1/14	<ul style="list-style-type: none"> <li>The Importance of MIS – Chapter 1</li> </ul>	MIS 1-6 Access 1-4	
2	1/21	<ul style="list-style-type: none"> <li>Collaboration Information Systems – Chapter 2</li> <li>Access Chapter 1</li> </ul>		
3	1/28	<ul style="list-style-type: none"> <li>Strategy and Information Systems – Chapter 3</li> <li>Access Chapter 2</li> </ul>		
4	2/4	<ul style="list-style-type: none"> <li>Hardware and Software – Chapter 4</li> <li>Access Chapter 3</li> </ul>		
5	2/11	<ul style="list-style-type: none"> <li>Databases Processing – Chapter 5</li> <li>Access Chapter 4</li> </ul>		
6	2/18	<ul style="list-style-type: none"> <li>Data Communication and the Cloud – Chapter 6</li> </ul>		
7	2/25	<ul style="list-style-type: none"> <li>Access Chapter 5</li> <li>Exam 1 (IS: 1 - 6, Access: 1 – 5)</li> </ul>	MIS 7-12 Access 5-8	
8	3/4	<ul style="list-style-type: none"> <li>Processes, Organizations, and Information Systems – Chapter 7</li> <li>Access Chapter 6</li> </ul>		MIS 1-6 Access 1-4
<b>SPRING BREAK</b>				
9	3/18	<ul style="list-style-type: none"> <li>Social Media Information Systems – Chapter 8</li> </ul>		
10	3/25	<ul style="list-style-type: none"> <li>Business Intelligence Systems – Chapter 9</li> </ul>		
11	4/1	<ul style="list-style-type: none"> <li>Development Processes – Chapter 10</li> <li>Access Chapter 7</li> </ul>		
12	4/8	<ul style="list-style-type: none"> <li>Information Systems Management – Chapter 11</li> <li>Access Chapter 8</li> </ul>		
13	4/15	<ul style="list-style-type: none"> <li>Information Security Management – Chapter 12</li> </ul>		
14	4/22	<ul style="list-style-type: none"> <li>Access Review</li> <li>Thanksgiving</li> </ul>		
15	4/29	<ul style="list-style-type: none"> <li>Exam 2 (IS: 7 - , MS Access: 5 - 8)</li> <li>Exam/Course Review</li> </ul>		MIS 7-12 Access 5-8
	5/6	<ul style="list-style-type: none"> <li>Final according to the university final schedule</li> <li>(IS: 1-12, Access: 1-8)</li> </ul>		