

BCIS 3610 – Basic Information Systems

COURSE SYLLABUS

Instructor:
Phone:
E-mail:

Office:
Office Hours:

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. It also introduces the concept and application of project management. 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.
- Understand the concept of project management 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, *Experiencing MIS*, Prentice Hall, 2008 (ISBN: 0-13-233777-0).
- Bunin, Rachel Biheller, *New Perspectives on Microsoft Office Project 2003 - Introductory*, Thomson Course Technology, 2005 (ISBN: 0-619-21379-5).
- Shelly, Gary B., Thomas J. Cashman, Philip J. Pratt, and Mary Z. Last, *Microsoft Office Access 2003: Complete Concepts and Techniques, CourseCard Edition*, Thomson Course Technology, 2006 (ISBN: 1-4188-4362-8)

COURSE WEB SITES

BCIS Course Web Site

For general information about the course visit www.coba.unt.edu/bcis/courses/bcis3610/bcis3610.htm or follow links from main BCIS page to Courses, Undergraduate - BCIS, 3610, and click on the course title "BCIS 3610 Basic Information Systems." You may also download data files that you need to do tutorials and assignments here.

Publisher's Course Web Sites

You may visit publisher's Web sites to download PowerPoint slides and data files:

- Visit wps.prenhall.com/bp_kroenke_experiencing_1 for Kroenke Companion website.
- Visit www.course.com/studentcenter/downloads.cfm to download data files for MS Project.
- Visit www.course.com/studentcenter/downloads.cfm to download data file for Access.

Instructor's WebCT Vista Site

Your instructor may use Blackboard Vista to provide additional information on the course.

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 exam and a final exam are scheduled. Students are required to complete three Access assignments and 2 Project assignments and take a quiz on each assignment on the day the assignment is due.

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.

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
3 Access and 2 Project assignments (20 points each, best 4 out of 5)	80
Pop quizzes and others	20
TOTAL	500

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 may post your grades on the Web or WebCT.

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 regardless of reasons.**

ACCESS/PROJECT ASSIGNMENTS (QUIZZES)

Each assignment is worth 20 points. For each assignment you have to complete all the assigned work and take an in-class quiz on the materials and topics from the text, lecture and project. Some of the quiz questions will require you to look up your printout from the assignment to answer. You are advised to bring your printout well organized and documented. You have to turn in your work after the quiz and your assignment work will be verified for accuracy and completeness. Your project grade will be determined by the quiz score and the level of accuracy and completeness of the assignment work.

Student data files for the projects are available for downloading from the course web site on the Internet.

ATTENDANCE

Regular and punctual attendance for the full class period is expected. Absences and tardiness may lower your grade. A pop quiz or other assignment may be given at the instructor’s discretion and cannot be made up.

Students who will miss class because of a university sponsored activity must arrange with the instructor to complete and turn in any work scheduled *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). 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.

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, Dr. John Windsor (BA 338F, john.windsor@unt.edu), bring the completed form, and present the problem to him.
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

SCHEDULE

Monday - Thursday	8:00 am - midnight
Friday - Saturday	8:00 am - 8:00 pm
Sunday	12:00 pm - midnight

You may visit the COBA Computer Center website (<http://www.coba.unt.edu/lab/>) for the latest information.

LAB USE RULES

1. All labs operate on a first-come-first-served basis. No reservations will be made for single users. Students must present their current University ID card. One-time access may be provided with a state/federal picture ID for students who are in the lab database. The lab attendant will keep the ID card while the student is in the lab.
2. A waiting list will be maintained in the labs when necessary and terminal use will be limited to two hours per student during busy times.
3. Only one user will be allowed per station so that all users may be provided a quiet, non-distracting atmosphere in which to work.
4. There will be absolutely no loud talking, smoking, chewing tobacco, eating, or drinking in the lab areas.
5. Each user will be checked in randomly. Users that need to work with other users must use the Curry Hall team lab (see team lab policies) or the COBA General Access lab multi-user room (based on availability). Users with special needs (ex: wheelchair access, injured on crutches) will be accommodated in all labs.
6. Cell Phones and pagers must be set on silent/vibrate mode or turned off prior to entering the lab areas. The user must step out of the lab to have a phone conversation. If a person does not leave the lab while talking on the phone, lab personnel will request the user to step out of the lab.
7. Lab attendants will be happy to assist users needing assistance with “how-to” questions to the best of their knowledge related to all software on the lab stations. During busy lab hours, a lab attendant may not always be immediately available but will assist you as soon as they can.
8. Lab attendants may not touch the keyboard or mouse.
9. Users must use either the lab tutor or their instructors for assistance on classroom assignments.
10. The lab attendants cannot answer questions or solve problems directly related to homework assignments.

REGULAR PRINTING POLICIES

1. Lab Managers have the authority to restrict printing and/or lab access from any user who abuses printing policies.
2. Lab Managers have the authority to grant special printing requests.
3. Printing will be provided ONLY to UNT students as it relates to their course work.
4. Internet printing counts only as course work if the Lab Manager is made aware of the nature of the course from which the print job has been assigned.
5. Students are responsible for knowing how many pages an Internet document contains BEFORE the print job is executed.
6. Students are not allowed to make flyers or signs unless they are directly related to UNT course work. Proof is required.
7. A user is not allowed to make more than 20 pages of laser print per print job.
8. Printing should be limited to draft quality for document revisions.
9. Multiple copies of the same print job are not allowed.
10. Print jobs are considered the same if most of the original printed page is intact.
11. Large print jobs (i.e. thesis or dissertation) must be cleared with the Lab Manager and must be limited to one final copy.
12. Large print jobs should be printed during off-peak hours, evenings, or weekends.
13. Lab Managers will document printing policy abusers and share that information with other Lab Managers.

14. Users are encouraged to use double-sided printing. COBA Lab printers are set to print double-sided by default. Please ask a lab attendant for assistance changing the default settings.

COLOR PRINTING POLICIES

1. All print jobs intended for the color printer must be reviewed and approved by the lab attendant on duty before they can be printed.
2. Only documents that will be turned in as class assignments may be printed on the color printer.
3. Lab attendants must visually inspect each document on the student's computer monitor before clearing it for printing. Any print job which does not satisfy the color printing requirements, will be deleted from the print queue.
4. Any print job that remains in the print queue for more than 15 minutes will be deleted.
5. Only one copy of a document may be printed on the color printer. Students are encouraged to print a draft copy on the laser printer and carefully proof-read it for accuracy before printing to the color printer.
6. Only PowerPoint presentations with a white background color may be printed on the color printer.
7. Pages with solid-color backgrounds may not be printed on the color printer.
8. Web pages may not be printed on the color printer.
9. Students are limited in the number of pages they may print.
10. Students may not print more than 5 pages of color printouts per print job.
11. Larger documents must be printed in stages (i.e. print pages 1 - 5, then print pages 6 - 10, etc.). Please ask the lab attendant if you need assistance.
12. These jobs should not be printed during peak hours, but should instead be printed during the early mornings, evenings, or weekends.
13. Very large print jobs must be cleared in advance with the Lab Manager.

STATEMENT ON RESPONSIBILITIES OF BCIS LAB TUTORS

(See schedule for course tutors near BA 335 lab.)

The BCIS Department employs tutors 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

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Week	Class	Topic	Reading		Assignment
			IS	Access /Project	
1	1	<ul style="list-style-type: none"> • Introduction to the course • IS in the Life of Business Professionals 	1		
	2	<ul style="list-style-type: none"> • Business Processes, Information and Information Systems • MS Project I 	2	1.1-2.3	
	3	<ul style="list-style-type: none"> • Organizational Strategy, Information Systems, and Competitive Advantage • MS Project II 	3	3.1-4.4	Project assignment 1 due
	4	<ul style="list-style-type: none"> • Hardware and Software • Database Processing • Access – Creating and Using a Database 	4 5	1	
2	1	<ul style="list-style-type: none"> • Data Communications • Access – Querying a Database 	6	2	
	2	<ul style="list-style-type: none"> • Review for Exam 1 • Exam 1 (IS: 1 - 6, ID 1-2, Project: 1 – 4) 			Project assignment 2 due
	3	<ul style="list-style-type: none"> • Exam Review 			
	4	<ul style="list-style-type: none"> • Competitive Advantage with Information Systems • Access – Maintaining a Database 	7	3	Access assignment 1 due
3	1	<ul style="list-style-type: none"> • Competitive Advantage with Information Systems • Access – Reports, Form and Combo Boxes 	8	4	
	2	<ul style="list-style-type: none"> • Competitive Advantage with Information Systems • Access – Enhancing Forms 	9	5	
	3	<ul style="list-style-type: none"> • Information Systems Development 	10		
	4	<ul style="list-style-type: none"> • Access – Switchboards, PivotTables, and PivotCharts 		6	Access assignment 2 due
4	1	<ul style="list-style-type: none"> • Information Systems Management 	11		
	2	<ul style="list-style-type: none"> • Information Security Management 	12		
	3	<ul style="list-style-type: none"> • Information Systems and Counterterrorism • Managing Computer Security Risk 	CE 16 CE 22		
	4	<ul style="list-style-type: none"> • Alternative Development Techniques 	CE 19		Access assignment 3 due
5	1	<ul style="list-style-type: none"> • Review for Exam 2 			
	2	<ul style="list-style-type: none"> • Exam 2 (IS: 7 - 12, ID 3-4, Access: 1 - 6) 			
	3	<ul style="list-style-type: none"> • Exam Review 			
	4	<ul style="list-style-type: none"> • Course Review 			
5	Friday or Last Class	<ul style="list-style-type: none"> • Final according to the university final schedule (IS: 1-12, ID 3-4, CE as covered, Project, Access) 			FINAL

**Statement on understanding “BCIS 3610 Policies and Procedures”
(Summer 2008)**

I have read the COURSE SYLLABUS and “BCIS 3610 Policies and Procedures.”

I agree to abide by the COURSE SYLLABUS and the above Policies and Procedures

(Initial)

I am going to drop this course immediately.

(Initial)

Signature

Print your name

Date