

**BCIS 2610: INTRODUCTION TO COMPUTERS IN BUSINESS
SYLLABUS FOR SECTION BCIS 2610.002 - 6:30-9:20 PM
FALL 2008**

Lectures: BUSI 116, Thursday, 6:30-9:20 PM

Instructor: Dr. Anna Sidorova,

Office: BUSI 338B; **Email:** anna.sidorova@unt.edu

Office Hours: Wed., 12:30-1:30 PM; Thu. 3:30-4:30, 5:30 – 6:20, or by appointment

Course coordinator: Dr. Richard Vedder; **Email:** vedder@unt.edu

ITDS Department: BUSI 338H

COURSE OBJECTIVES

This course examines the fundamental concepts of computing in various business disciplines. It also provides an introduction to programming and to software programs you will use in later courses and in business. Course objectives include:

- Learning basic computer concepts, such as cyberspace, hardware, software, privacy, security, ethics, emerging issues, etc.
- Learning how to create electronic presentations using MS POWER POINT 2007.
- Learning how to build web pages and web sites using MS EXPRESSION WEB.
- Learning how to develop useful spreadsheets with MS EXCEL 2007.
- Learning how to build simple Windows applications using VISUAL BASIC 2008.

REQUIRED TEXTS FOR BCIS 2610

These materials are available at the Bookstore in a bundle containing 5 books, plus some software:

- Amer, Computers in our World – 2nd edition
- Zimmerman, Power Point 2007 - Brief
- Riley, Expression Web - Introductory
- Parsons, Excel 2007 - Introductory
- Shelly, Visual Basic 2008 – Introductory

IMPORTANT TEXTBOOK INFORMATION

1. **SAVE MONEY! BUY THE BUNDLE OF ALL 5 BOOKS ON THE FIRST DAY OF CLASS.** The textbooks must be bought as a bundle of 5 books -- ISBN: 1-428-391-533 for approximately \$100.00. Do not buy the books separately or they will cost over \$200.00! The bundle may be bought at the UNT bookstore OR online at <http://www.coursedirect.com/school/index.cfm?school=unt#1428391533>
2. All BCIS 2610 students must buy their textbooks by the end of the first week of class as

the bookstore will return any unsold bundles to the publisher. If any student fails to buy their books during the first week of class, they will have to purchase the texts directly from the publisher – and this will cost you a lot more money.

3. OLDER EDITIONS OF 2610 TEXTBOOKS WILL NOT WORK – DO NOT BUY THEM !!!!!!!
4. THE BCIS DEPARTMENT WILL NOT PROVIDE XEROX COPIES OF TEXT MATERIALS TO ANY STUDENT – IT IS AGAINST THE LAW! It is UNT policy that all students buy their own textbooks for the classes that they take. The University does not provide textbooks for students. Paying Tuition and buying textbooks is part of going to college.

COURSE WEB SITE

The course web site URL is: <http://www.coba.unt.edu/itds/courses/bcis2610/> . You MUST download all assignment files and data files necessary to complete your assignments from the course Web Site. Each file is in an “explodable” zip-file format; just download each file to your 2610 folder and double-click on the file name to unload the file’s contents. To keep better track of each file’s contents, you might want to create separate folders for each EXE file before “exploding” them.

Dr. Sidorova’s BCIS 2610 web site URL:

<http://www.coba.unt.edu/itds/faculty/sidorova/bcis2610.htm>. You can download lecture notes, section-specific syllabus (includes schedule), as well as section-specific announcements.

BCIS 2610 POLICIES AND PROCEDURES

Behavior

Cheating in any form will not be tolerated. You will be assigned a mid-term grade of 'F' and referred to the dean of students if your instructor deems that you have cheated in this course. Your instructor has the right to have you removed from class for ANY BEHAVIOR THAT SHE DEEMS INAPPROPRIATE. That includes such behavior as:

1. Talking during lecture,
2. Getting up and leaving class early,
3. Disturbing other students in any manner, etc.

Attendance

1. For UNT administrative purposes, attendance will be taken until the 12th-day class rolls are finalized.
2. Family events, weddings, ski trips, car trouble, car wrecks, being sick, etc. are not what the university considers a "university authorized absence" or a "state law exception". If you have any questions check with the DEAN OF STUDENTS before you miss an EXAM.
3. It is the student's responsibility to execute the proper drop procedures for a grade of 'W' should they need to stop attending class. Failure to execute the drop procedure will result in an automatic grade of 'F' which cannot be changed.

Exams

1. We will test your knowledge of ALL MATERIAL assigned or taught in this course EXCEPT for Visual Basic 2008. THERE WILL NOT BE ANY EXAM QUESTIONS ABOUT VISUAL BASIC 2008. THERE WILL BE EXAM QUESTIONS ABOUT THE POWERPOINT, EXPRESSION WEB, AND EXCEL ASSIGNMENTS.
2. There will be THREE mid-term exams and an optional, comprehensive, final exam.
3. If you MISS one of the 3 mid-term exams, you can take a make-up exam for THAT ONE test as per the syllabus. YOU CANNOT TAKE A MAKE-UP EXAM IF YOU DID POORLY ON A MID-TERM EXAM (that is what the optional final is for). On 'Exam Make-up Day' your instructor will have a different make-up exam for each of the 3 mid-term exams, each test covering the same material as before. YOU CAN ONLY TAKE ONE MAKE-UP EXAM! If a student misses two mid-term exams he/she will have earned a mid-term grade of 'F' in the course.
4. You may elect to take the final exam and SUBSTITUTE the comprehensive final exam grade for any of the mid-term exam grades. In other words, you may use any 3 exam grades to compute your final average. If you are pleased with the 3 mid-term exam grades after "Exam Make-up Day," you DO NOT have to take the final exam. If your final exam score is worse than any of your original three exam scores, we will not substitute it for any of the earlier exam grades.
5. If you take the final exam YOU MUST TAKE IT WITH YOUR OWN SECTION AND WITH YOUR OWN INSTRUCTOR.
6. THERE IS NO MAKE-UP FOR THE FINAL EXAM – if you do not take the final exam we will use the 3 mid-term exam grades as the basis for your course grade.
7. You must bring your UNT PHOTO ID TO ALL EXAMS.
8. No electronic devices can be used during the exams.
9. All exams will be CLOSED BOOKS, CLOSED NOTES. The use of any books or notes during the exams will be considered cheating and may result in an 'F' grade for the course.

Assignments

As a part of the course, you should complete and submit to the instructor ALL software assignments. These assignments are designed to help you learn the course material and to prepare for the exams. THERE WILL BE QUESTIONS ON EACH EXAM ABOUT THE SOFTWARE ASSIGNMENTS. More details on the assignments are provided separately in "exploding" zip files downloadable from the course web site.

Course Grading:

1. The mid-term grade will be computed on the following basis:

POWER POINT ASSIGNMENT	10 POINTS
VISUAL BASIC ASSIGNMENT	20 POINTS
EXPRESSION WEB ASSIGNMENT	40 POINTS
EXCEL ASSIGNMENT	10 POINTS
MID-TERM ONE [PP, etc]	140 POINTS
MID-TERM TWO [EW, etc]	140 POINTS
MID-TERM THREE [Excel, etc]	<u>140 POINTS</u>
TOTAL POINTS	500 POINTS
2. You may use the FINAL EXAM grade to replace any ONE of the 3 'attempted' mid-term exam grades.

3. Generally, grades will be assigned as follows:
- A – 90-100% (450-500 points);
 - B – 80-89.9% (400-449);
 - C – 70-79.9% (350-399);
 - D – 60-69.9% (300-349),
 - F – Less than 59.9% (299 or fewer points)

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 contact your instructor as soon as possible.

Code of Conduct and Ethics

Academic integrity must be exhibited in your academic work, methods and conduct. Course work for which you receive an individual grade must be your original, individual effort. If any evidence exists of copying, cheating, or any other forms of academic dishonesty on all, or part, of your graded course work, you (and any others involved) will be awarded 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 office of the Vice President for Student Development.

IF YOU HAVE A PROBLEM OR WANT TO APPEAL SOMETHING

UNT and ITDS have a process for that, and you must follow it – no short cuts allowed:

1. Discuss the problem with your section's grader. If you are not satisfied, then
2. Discuss the problem with your section's teacher. If you are not satisfied, then
3. Discuss the problem with the BCIS 2610 Course Coordinator. If you are not satisfied, then
4. Contact the UNT Center for Student Rights and Responsibilities.

TENTATIVE COURSE SCHEDULE

		Topics	Reading	Assignments Due
Week 1	Aug 28	Course Overview PowerPoint 2007 Tutorials 1 & 2	Amer 1 PowerPoint 1, 2	
Week 2	Sep 4	Computers in Business Lecture from Ch. 1, 2 of VB 2008 PowerPoint 2007 Tutorials Q&A	Amer 1 VB 1, 2	
Week 3	Sept 11	Lecture from Ch. 3 of VB 2008 Lecture from Ch. 4 of VB 2008 Computers in Government Computers in Science	VB 3 VB 4 Amer 2 Amer 3	PowerPoint Assign. due by 5:00 pm FRIDAY
Week 4	Sept 18	Lecture from Ch. 5 of VB 2008 Lecture from Ch. 6 of VB 2008	VB Ch. 5 VB Ch. 6	
Week 5	Sept 25	EXAM 1 (45 min.) covers PP and Amer 1, 2, 3 Computers in Entertainment Computers in Transportation Computers in Education	Amer 4 Amer 5 Amer 6	Visual Basic Assign. due by 5:00pm FRIDAY.
Week 6	Oct 2	Lecture from Ch. A,B,C of Expression Web	EW Ch. A,B,C	
Week 7	Oct 9	Lecture from Ch. D,E,F of Expression Web	EW Ch. D,E,F	
Week 8	Oct 16	Lecture from Ch. G,H of Expression Web	EW Ch. G,H	
Week 9	Oct 23	EXAM 2 (45 min.) covers Expression Web and Amer 4, 5, 6 Lecture from Ch. 1, 2 of Excel 2007	Excel Ch. 1, 2	Expression Web Assign. due by 5:00 pm FRIDAY
Week 10	Oct 30	Lecture from Ch. 3 of Excel 2007 Computer Crime	Excel Ch. 3 Amer 7	
Week 11	Nov 6	Lecture from Ch. 4 of Excel 2007 Lecture from Ch. 5 of Excel 2007	Excel Ch. 4 Excel Ch. 5	
Week 12	Nov 13	Law and Ethics Privacy and Security	Amer 8 Amer 9	
Week 13	Nov 20	EXAM 3 (45 min.) covers Excel and Amer 7, 8, 9 Final exam sign-up		Excel Assign. due by 5:00pm FRIDAY.
Week 14	Nov 27	THANKSGIVING HOLIDAY – NO CLASS		
Week 15	Dec 4	MAKE-UP EXAM (45 min.) Review for the Optional Final Exam (Students must declare if they are going to take the Final)		
Week 16	Dec 11	Optional Final Exam covers PP, EW, Excel, Amer 1 - 9		

This page is intentionally left blank

STATEMENT OF UNDERSTANDING OF BCIS 2610 POLICIES AND PROCEDURES

I have read the COURSE SYLLABUS and BCIS 2610 Policies and Procedures.

I acknowledge that I must notify my instructor IN WRITING of

- my intent to take a 'make-up' exam for a missed 'mid-term' exam AND/OR
- of my intent to take the optional final exam to replace one of my 3 mid-term exam grades.

I agree to abide by the COURSE SYLLABUS and the above acknowledgement.

PLEASE SIGN YOUR NAME BELOW EXACTLY THE WAY THAT YOU WILL SIGN ON EACH EXAM.

(your signature)

(print your name)

(today's date)

This page is intentionally left blank

ETHICAL BEHAVIOR IN ITDS CLASSES

The ITDS Department expects its students to behave at all times in an ethical and legal manner. There are at least two reasons for this. First, ethical behavior affirms the personal value and worth of the individual. Second, both IT and Decision Science professionals frequently handle confidential information on behalf of their employers and clients. Thus employers of BCIS and DSCI 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 and legal behavior. The ITDS Department defines academic dishonesty as claiming the work of others as your own, or using illegal or unapproved means to raise your grade in a class. Examples include: copying answers from another person's paper; using unapproved 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 mid-terms 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. Consequently, there will be in-class testing to validate all major assignments you complete out of class. This may be accomplished by examination, oral reports, individual interviews or any other means your professor may deem appropriate. You must pass these validation tests with a grade of "C" or better to have your out-of-class work count in your term grade. Further, the student grade for academic dishonesty in ITDS classes is an immediate "F" for the course involved and referral of the case to the COBA Academic Advising Office.

By my signature below, I attest that I understand the above policy. I will behave ethically in this class, and will encourage my classmates to behave ethically. I also understand that I have a moral responsibility to report to my instructor any suspected case of academic dishonesty in this class.

On the line above, please print your name and give your signature.

On the line above, please give your student ID number, and provide today's date.