University of North Texas at Dallas
Fall 2012
SYLLABUS

BCIS 3610d-090: Basic Information Systems   3 hours

Department of	Business	Division of	Urban and Professional Studies

Instructor Name:	Daniel D. Friesen, Ph.D.
Office Location:	Founders Hall (aka Building 2) Room 236
Office Phone:	972.338.1805
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Office Hours:	M: noon-4 p, W: 1 – 5 p; R: 1-4 p; And by appt
Virtual Office Hours:	NA

Classroom Location:	Dallas Building 1, Room 348
Class Meeting Days & Times:	T: 4 – 6:50 pm

Course Catalog Description:	Theory, capabilities, applications, benefits, liabilities and economics of business computer information systems. Using the computer to solve business problems. Management information systems and computer-based decision support emphasized. Use of standard support application packages.

Prerequisites:	BCIS 2610 and UNT gpa of or exceeding 2.70
Co-requisites:	none

Required Texts:	Using MIS, 5th ed, David M. Kroenke, 2013, ISBN: 978-0-13-266267-3. Skills for Success with Microsoft Access 2010 Comprehensive, Townsend & Hayes, 2011, ISBN: 978-0-13-508835-7. Microsoft Project 2010: Introductory, Bunin, 2012, ISBN: 978-0-538-74676-2.

Recommended Text and References:	none

Access to Learning Resources:	UNT Dallas Library: phone: (972) 780-3625; web: http://www.unt.edu/unt-dallas/library.htm UNT Dallas Bookstore: phone: (972) 780-3652; e-mail: 1012mgr@fheg.follett.com

Course Goals or Overview:

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.

Learning Objectives/Outcomes: At the end of this course, the student will

1	Identify how information technology impacts organizations, individuals and society.
2	List major technology components used in organizations today.
3	Distinguish between the steps of the system development life cycle.
4	Interpret information technology's role in organizations and organizational change.
5	Explain how information technology relates to their chosen field.

6	Understand managerial issues related to information technology selection and use.
7	Display fundamental database understanding through hands-on exercises and projects.
8	Understand the concept of project management through hands-on exercises and projects.

Course Outline (Tentative)

This schedule is subject to change by the instructor. Any changes to this schedule will be communicated by … *(be specific how changes will be communicated)*

TOPICS	Week
• Kroenke Chapter 1: The Importance of MIS • Course policies • MS Access and MS Project	1
• Kroenke Chapter 2: Collaboration IS • MS Project Tutorial 1: Case 2	2
• Kroenke Chapter 3: Strategy and IS • MS Project Tutorial 2: Case 2	3
• Kroenke Chapter 4: HW and SW • MS Project Tutorial 3: Case 2	4
• Kroenke Chapter 5: Database Processing • MS Project Tutorial 4: Case 2	5
• Test 1 • MS Project Tutorial 5: Case 2	6
• Kroenke Chapter 6: Data Comm & the Cloud • Review of Test 1 performance • MS Project Tutorial 6: Case 2	7
• Kroenke Chapter 7: Structured Processes • Access Chapter 1 assignment: "Assess Your Skills 1" and "Assess Your Skills 2"	8
• Kroenke Chapter 8: Social Media • MS Access Chapter 2 assignment: "Assess Your Skills 2"	9
• Kroenke Chapter 9: Business Intelligence • MS Access Chapter 3 assignment: "Assess Your Skills 1"	10
• Test 2 • MS Access Chapter 4 assignment: "Assess Your Skills 1"	11
• Kroenke Chapter 10: Business Process & IS Development • MS Access Chapter 5 assignment: "Assess Your Skills 1"	12
• Kroenke Chapter 11: IS Mgmt • MS Access Chapter 8 assignment: "Assess Your Skills 2." Note: Thanksgiving Holiday 11/22-11/25	13
• Kroenke Chapter 12: Information Security • Review for Final	14
• Final according to the university final schedule: **Tuesday 12/11, 4 –6 pm.** (IS: 1-14, Project: 15-18, Access: 27-32)	15

Course Evaluation Methods

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course.

Grading Matrix:

Component	Points
2 semester exams and final exam (200 points each, best 2 of 3)	400
6 Project quizzes (based on the assignments): 10 points each	60
6 Access quizzes (based on the assignments) : 10 points each	60
6 Access assignments: 10 points each	60
Other class activities at instructor's discretion	20
TOTAL	600

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

University Policies and Procedures

Students with Disabilities (ADA Compliance):
The University of North Texas Dallas faculty is committed to complying with the Americans with Disabilities Act (ADA). Students' with documented disabilities are responsible for informing faculty of their needs for reasonable accommodations and providing written authorized documentation. Grades assigned before an accommodation is provided will not be changed as accommodations are not retroactive. For more information, you may visit the Student Life Office, Suite 200, Building 2 or call Laura Smith at 972-780-3632.

Student Evaluation of Teaching Effectiveness Policy:
The Student Evaluation of Teaching Effectiveness (SETE) is a requirement for all organized classes at UNT. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider the SETE to be an important part of your participation in this class.

Assignment Policy:
Assignment should be submitted on time. (See Student Handbook).

Exam Policy:
Exams should be taken as scheduled. No makeup examinations will be allowed except for documented emergencies (See Student Handbook).

Academic Integrity:
Academic integrity is a hallmark of higher education. You are expected to abide by the University's code of Academic Integrity policy. Any person suspected of academic dishonesty (i.e., cheating or plagiarism) will be handled in accordance with the University's policies and procedures. Refer to the Student Code of Academic Integrity at http://www.unt.edu/unt-dallas/policies/Chapter%2007%20Student%20Affairs,%20Education,%20and%20Funding/7.002%20Code%20of%20Academic_Integrity.pdf for complete provisions of this code.
In addition, all academic work submitted for this class, including exams, papers, and written assignments should include the following statement:
On my honor, I have not given, nor received, nor witnessed any unauthorized assistance that violates the UNTD Academic Integrity Policy.

Bad Weather Policy:
On those days that present severe weather and driving conditions, a decision may be made to close the campus. In case of inclement weather, call UNT Dallas Campuses main voicemail number (972) 780-3600 or search postings on the campus website www.unt.edu/dallas. Students are encouraged to update their Eagle Alert contact information, so they will receive this information automatically.

Attendance and Participation Policy:

Class attendance and participation is expected because the class is designed as a shared learning experience and because essential information not in the textbook will be discussed in class. The dynamic and intensive nature of this course makes it impossible for students to make-up or to receive credit for missed classes. Attendance and participation in all class meetings is essential to the integration of course material and your ability to demonstrate proficiency. Students are responsible to notify the instructor if they are missing class and for what reason. Students are also responsible to make up any work covered in class. It is recommended that each student coordinate with a student colleague to obtain a copy of the class notes, if they are absent.

Diversity/Tolerance Policy:

Students are encouraged to contribute their perspectives and insights to class discussions. However, offensive & inappropriate language (swearing) and remarks offensive to others of particular nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be tolerated. Disruptions which violate the Code of Student Conduct will be referred to the Office of Student Life as the instructor deems appropriate.