University of North Texas at Dallas
Spring 2015
SYLLABUS

BCIS 2610-090: Introduction to Computers in Business, 3 hours			
Department of	BCIS	Division of	Business and Public Leadership

Instructor Name:	Theodore Larson
Office Location:	By Appointment
Office Phone:	Faculty Pool, or Voicemail: 940-566-7018 (Not regularly checked)
Email Address:	theodore.larson@unt.edu

Office Hours:	By Appointment
Virtual Office Hours:	NA

Classroom Location:	DAL2, Room 136
Class Meeting Days & Times:	Tu: 10:00 Am - 12:50 Pm

Course Catalog Description:	A study of the introductory concepts of computing in business, basic computer components, computer history and programming.

Prerequisites:	Math 1100 or higher
Co-requisites:	NA

Required Text:	Complete Visualizing Technology, 3rd Edition, Debra Geoghan, ISBN: 9780133802948

Recommended Text and References:	Online Resources as Needed

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 intended to provide an analysis of the uses of information technology in a broad range of business disciplines. It also covers the use of various software programs in a task-oriented capacity.

Learning Objectives/Outcomes:	At the end of this course, the student will
1	Identify the uses of computers within several industries
2	Be able to create and use spreadsheets
3	Be able to create and use electronic presentations
4	Be able to program using standards-based web programming

Course Outline
This schedule is subject to change by the instructor. Any changes to this schedule will be communicated by in class discussion.

TOPICS	Week
Geoghan Chapter 1: What Is a Computer? Course Policies MS Excel	1
Geoghan Chapter 2: Application Software	2
Geoghan Chapter 3: File Management	3
Exam 1 (Geoghan 1-3) Excel Assignment Due	4
Geoghan Chapter 4: Hardware MS Powerpoint HTML	5
Geoghan Chapter 5: System Software	6
Geoghan Chapter 6: Digital Devices and Multimedia	7
Exam 2 (Geoghan 4-6) Powerpoint Assignment Due HTML #1 Due	8
Geoghan Chapter 7: The Internet CSS	9
Geoghan Chapter 8: Communicating and Sharing: The Social Web	10
Geoghan Chapter 9: Networks and Communication	11
Exam 3 (Geoghan 7-9) HTML #2 Due	12
Geoghan Chapter 10: Security and Privacy	13
Geoghan Chapter 11: Databases	14
Geoghan Chapter 12: Program Development	15
Exam 4 (Geoghan 10-12) CSS Due	16

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

Instrument	Value	Percentage	Grade
		90.0%+	A
Exams (100 pts each)	400	80.0% - 89.9%	B
MS Office Assignments (150 pts each)	300	70.0% - 79.9%	C
HTML/CSS Assignments (100 pts each)	300	60.0% - 69.9%	D
		< 60.0%	F
Total	1000		

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:
All assignments must be submitted on the required due date. No make-ups will be allowed except for documented emergencies.

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.