University of North Texas at Dallas
Spring 2013
SYLLABUS

BCIS 3610D BASIC INFO SYSTEM CRE 3.0

Department of	Business	Division of	Business and Public Leadership

Instructor Name:	Subhro Mitra
Office Location:	Building 2, Room 237
Office Phone:	972 338 1808
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Office Hours:	Monday 4.00 pm to 6.00 pm Tuesday 4.00 pm to 6.00 pm Wednesday 4.00 pm to 6.00 pm And by appointment
Virtual Office Hours:	

Classroom Location:	DAL2 136
Class Meeting Days & Times:	06:00 pm-09:50 pm Tuesday, Thursday

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:	

Required Text:	Introduction to information systems, Rainer, Wiley, 3rd edition. New Perspectives on Microsoft Access 2010, Joseph J. Adamski and Kathy T. Finnegan, Cengage Learning; 1 edition *PowerPoint Slides:* PowerPoint slides are supplementary materials that support, but cannot replace, the textbook. The slides are designed to cover important, but not all, points or notes of the textbook, therefore, they are considered a guideline that you refer to when studying. However, it is required that you read all assigned chapters carefully to learn key concepts and information in each chapter. **The exam questions may or may not come from the PowerPoint slides.**

Recommended Text and References:	Additional readings may be assigned to various topics throughout the semester.

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:
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.

Course Outline

This schedule is subject to change by the instructor. Any changes to this schedule will be communicated by announcement in the blackboard.

Day	Topic	Chapter
9th July	• The Modern Organization in the Global, Web-Based Environment • Information Systems: Concepts and Management • Creating a Database	1 2 1*
10th July	• Data and Knowledge Management • Building a Database and Defining Table Relationships	4 2*
15th July	• Ethics, Privacy, and Information Security • Network Applications • Maintaining and Querying a Database .	3 5 3*
17th July	• E-Business and E-Commerce • Wireless, Mobile Computing, and Mobile Commerce • Creating Forms and Reports	6 7 4*
22th July	• Organizational Information Systems • Creating Advanced Queries and Enhancing Table Design **Exam1**	8 5*
24th July	• Customer Relationship Management • Using Form Tools and Creating Custom Forms	9 6*
29th July	• Supply Chain Management • Creating Custom Reports	10 7*
31st July	• Managerial Support Systems • Sharing, Integrating, and Analyzing Data .	11 8*
5th August	• Acquiring Information Systems and Applications	12
7th August	**Exam 2**	

* New Perspectives on Microsoft Access

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:

Instrument	Value (points or percentages)
Exam 1	35 %
Exam 2	35 %
Quiz	20%
Assignment and Class presentation	10%
Total:	100%

GRADED ELEMENTS DETAILS

1. QUIZ (20 %): A quiz will be administered during every class except on the first day of class, exams, or when previously announced. Quizzes will consist of five to ten questions covering the material assigned for the class period. Failure to prepare for the quizzes may seriously affect your grade. The quizzes are representative of the multiple choice questions, and you can expect to see similar questions on the examinations. **The quizzes will be given during the first fifteen minutes of class. If you arrive late or miss class, the quizzes cannot be made up.**

2. EXAMS (70%): Two exams will be given. The exams will consist of questions drawn from the readings, lectures, speakers, presentations, and out-of-class assignments. **You are responsible for the material even if it is not emphasized or covered during the lectures**. Past experience strongly suggests you will learn much more (and thus perform better) in the class if you have completed the reading assignment before viewing the assignment and taking the quizzes and examinations. The book chapters cover much of the material addressed in this course; however, I will cover material in addition to the text in the in-class lectures or narrated PowerPoint slides. It is strongly recommended that you take thorough notes. Exams will focus on the chapters and modules contained in the class schedule; however, due to the nature of the course and subject matter, all exams contain some comprehensive elements. *The exams will emphasize material identified in my objectives for each chapter or topic.* There will be no make-up exams except in extraordinary situations that require approval before the scheduled exam. **The exams are not cumulative; however, you must be familiar with basic concepts covered earlier in the class.**

3. ASSIGNMENT (10 %): Assignment submission must be typed, Times New Roman, 12 fonts, single-spaced with 1 inch margins on all sides. Turn in your work using blackboard drop box. Points will be removed if you do not follow these guidelines!

    GRADE DETERMINATION:
    A = 400 – 360 pts; i.e. 90% or better
    B = 320 – 359 pts; i.e. 80 – 89 %
    C = 280 – 319 pts; i.e. 70 – 79 %
    D = 240 – 279 pts; i.e. 60 – 69 %
    F = 239 pts or below; i.e. less than 60%

University Policies and Procedures

Students with Disabilities (ADA Compliance):
The University of North Texas Dallas is on record as being committed to both the spirit and letter of federal equal opportunity legislation; reference Public Law 92-112 – The Rehabilitation Act of 1973 as amended. With the passage of new federal legislation entitled Americans with Disabilities Act (ADA), pursuant to section 504 of the Rehabilitation Act, there is renewed focus on providing this population with the same opportunities enjoyed by all citizens.
As a faculty member, I am required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Student responsibility primarily rests with informing faculty of their need for accommodation and in providing authorized documentation through designated administrative channels. For more information, you may visit the Student Life Office, Suite 200, Building 2 or call 972-780-3632.
The Department of BLANK is committed to full academic access for all qualified students, including those with disabilities. In keeping with this commitment and in order to facilitate equality of educational access, faculty members in the department will make reasonable accommodations for qualified students with a

disability, such as appropriate adjustments to the classroom environment and the teaching, testing, or learning methodologies when doing so does not fundamentally alter the course.

If you have a disability, it is your responsibility to obtain verifying information from the Office of Student Life and to inform me of your need for an accommodation. Grades assigned before an accommodation is provided will not be changed. Information about how to obtain academic accommodations can be found in UNTD Policy 7.004, Disability Accommodations for Students, and by visiting Student Life, building 2, Suite 200. 972-780-3632, studentlife@unt.edu.

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.

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.

Cheating, plagiarism, or other inappropriate assistance on **examinations**, homework, or cases will be treated with **zero tolerance** and will result in a grade of "F" for the course. Any work on the assignments or cases is to be treated identically to examination: the work must be entirely yours with ABSOLUTELY NO outside help or assistance. When working on the assignments, you must not discuss your work with anyone (other faculty or other students) unless specifically approved by the instructor. You must footnote any outside sources used when preparing your assignments or cases. Copying or using material from assignments or cases previously submitted by other students (at UNT or other learning institutions) or downloaded from the Internet is plagiarism. If you quote material, you must cite your sources. **Large scale "cutting and pasting" from other sources, even if properly footnoted does not meet the criterion of submitting your own work and will result in a failing grade for the course. All team members will be held accountable for any material presented in the case analyses.** Students may only discuss the case assignments with other members within their case team. Students may research materials from outside sources; however, the use of any case analyses or any related material that have been previously submitted in another course (even if at another university or learning institution), obtained from a student outside of their team, purchased on-line, downloaded from an on-line source, or obtained in any other manner constitutes plagiarism for this course. **If any team member has plagiarized any content submitted for the case analysis, then the entire team will receive a failing grade for the entire course.** The examination instructions are very clear regarding what materials may be used on the exam. **If you use any materials other than those permitted on the exam, talk with other individuals during the exam, exchange information about an exam with an individual that has not taken the exam, or copy or use material from another individual's exam, you will receive a**

failing grade for the course. Any student discovered using an examination from a previous semester of this course will receive a failing grade. According to University policy, if you become aware of any misconduct related to academic integrity, you should inform me or another proper authority such as the department chair or associate dean.

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:
The University attendance policy is in effect for this course. 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.

Optional Policies:
- *Use of WebCT/Blackboard*
- *Use of Cell Phones & other Electronic Gadgets in the Classroom*
- *Food & Drink in the Classroom*
- *Use of Laptops*
- *Grade of Incomplete, "I"*