

**University of North Texas at Dallas**  
**Fall 2016**  
**SYLLABUS**

<b>BCIS 2610: Introduction to Computers in Business 3Hrs</b>	
<b>Department of</b>	Business
<b>School of</b>	Business
<b>Instructor Name:</b>	Richard Wallace
<b>Office Location:</b>	Founders Hall, 300F
<b>Office Phone:</b>	972.780.3668
<b>Email Address:</b>	Richard.Wallace@untdallas.edu
<b>Office Hours:</b>	By Appointment Only
<b>Course Format/Structure:</b>	100% Face to Face.
<b>Classroom Location:</b>	Founders Hall 136
<b>Class Meeting Days &amp; Times:</b>	
<b>Course Catalog Description:</b>	A study of the introductory concepts of computing in business; basic computer components, computer history and programming.
<b>Prerequisites:</b>	MATH 1100 or higher
<b>Co-requisites:</b>	none
<b>Required Text:</b>	Parsons, Oja New Perspectives on Computer Concepts 2014: Comprehensive, 16th Ed 2013 978-1285096926
	Parsons, Oja, Ageloff, Carey, Des Jardins New Perspectives on Microsoft Excel 2013, Introductory 1 <sup>st</sup> Ed 2013 978-1285169361
	Zimmerman, Zimmerman, Pinard New Perspectives on Microsoft PowerPoint 2013, Introductory 1 <sup>st</sup> Ed 2013 9781285161822
<b>Access to Learning Resources:</b>	UNT Dallas Library: (Founders Hall) phone: (972) 780-1616 web: <a href="http://www.untdallas.edu/library">http://www.untdallas.edu/library</a> e-mail: <a href="mailto:Library@untdallas.edu">Library@untdallas.edu</a> UNT Dallas Bookstore: (Building 1) phone: (972) 780-3652 web: <a href="http://www.untdallas.edu/bookstore">http://www.untdallas.edu/bookstore</a> e-mail: <a href="mailto:untdallas@bkstr.com">untdallas@bkstr.com</a>
<b>Course Goals or Overview:</b> The goals of this course are as follows -	
	The goal of this course is to examine the fundamental concepts of computing in various business disciplines. It also introduces programming and to software programs you will use in later courses and in business.
<b>Learning Objectives/Outcomes:</b> (Align with professional standards and/or core curriculum objectives)At the end of this course, students will be able to:	
1	Demonstrate the ability to use basic computer concepts, such as cyberspace, hardware, software, privacy, security, ethics, emerging issues, etc.
2	Demonstrate the ability to create electronic presentations using MS POWER POINT.
3	Be able to develop useful spreadsheets with MS EXCEL.
4	Be able to build a business class website.

## Course Outline

This schedule is subject to change by the instructor. Any changes to this schedule will be communicated by the instructor in class and on Blackboard.

## 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)	Total
Software Assignments (Power Point, Excel, Web Assignment)	60 points	60
Exam One	130 points	130
Exam Two	130 points	130
Exam Three	130 points	130
Participation Credit	50 points	50
<b>Total:</b>		<b>500</b>

### Grade Determination:

- 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)

Your instructor will post your grades on Blackboard.

Please be advised that your grades cannot be given out over the telephone.

## **University Policies and Procedures**

**Students with Disabilities (ADA Compliance):** The University of North Texas at Dallas makes reasonable academic accommodation for students with disabilities. Students seeking accommodations must first register with the Disability Services Office (DSO) to verify their eligibility. If a disability is verified, the DSO will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, DSO notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet/communicate with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Disability Services Office website at <http://www.untDallas.edu/disability>. You may also contact them by phone at 972-338-1777; by email at UNTDdisability@untDallas.edu or at Founders Hall, room 204. (UNTD Policy 7.004)

**CoursEval Policy:** Student's evaluations of teaching effectiveness is a requirement for all organized classes at UNT Dallas. 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 students' evaluations to be an important part of your participation in this class.

**Assignment Policy:** ALL HOMEWORK ASSIGNMENTS in this class will be DUE by MIDNIGHT in Blackboard on the due date. Submit whatever you have done, even if it is not finished, to earn some credit. No late assignments will be accepted.

As a part of the course, you should complete and submit for grading 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.

**Exam Policy:** We will test your knowledge of all material assigned or taught in this course. THERE WILL BE EXAM QUESTIONS ABOUT THE LECTURE MATERIAL, MS Project, EXCEL, AND POWERPOINT ASSIGNMENTS.

There will be THREE semester exams and an optional, comprehensive, final exam.

If you miss one of the 3 semester exams, you **MAY TAKE THE OPTIONAL COMPREHENSIVE FINAL EXAM TO SUBSTITUTE FOR ONE LOW [or missed] SEMESTER EXAM GRADE.**

You may elect to take the **OPTIONAL** comprehensive final exam and **SUBSTITUTE** the optional comprehensive final exam grade **for any low semester exam grades** or to **replace a 0 on a missed semester exam.** **YOU MUST TAKE THE OPTIONAL COMPREHENSIVE FINAL EXAM WITH YOUR OWN SECTION. IF YOU ATTEMPT TO TAKE THE FINAL EXAM WITH ANOTHER SECTION, YOU WILL RECEIVE A ZERO '0' ON THE EXAM.**

If you are pleased with the 3 semester exam grades, you DO NOT have to take the final exam.

**THERE IS NO MAKE-UP FOR THE OPTIONAL FINAL EXAM – If you do not take the optional final exam, we will use the 3 semester exam grades as the basis for your course grade.**

No electronic devices can be used during the exams.

All exams will be **CLOSED BOOKS, CLOSED NOTES.** The use of any books or notes during the exams will be considered cheating and will result in an 'F' grade for the course

**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 (Policy 7.002) at

[http://www.untdallas.edu/sites/default/files/page\\_level2/pdf/policy/7.002%20Code%20of%20Academic\\_Integrity.pdf](http://www.untdallas.edu/sites/default/files/page_level2/pdf/policy/7.002%20Code%20of%20Academic_Integrity.pdf)

Refer to the Student Code of Student Rights, Responsibilities and Conduct at

[http://www.untdallas.edu/sites/default/files/page\\_level2/hds0041/pdf/7\\_001\\_student\\_code\\_of\\_conduct\\_may\\_2014.pdf](http://www.untdallas.edu/sites/default/files/page_level2/hds0041/pdf/7_001_student_code_of_conduct_may_2014.pdf)

Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabrication of information or citations, facilitating acts of dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students. In addition, all academic work turned in for this class, including exams, papers and written assignments must 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:** Campus facilities will close and operations will be suspended when adverse weather and/or safety hazards exist on the UNTD campus or if travel to the campus is deemed dangerous as the result of ice, sleet or snow. In the event of a campus closure, the Marketing and Communication Department will report closure information to all appropriate major media by 7 a.m. That department will also update the UNTD website, Facebook and Twitter with closing information as soon as it is possible. For more information please refer to <http://www.untdallas.edu/police/resources/notifications>

**Attendance and Participation Policy:** (*Discuss your attendance and participation policy.*)

The University attendance policy is in effect for this course. Please refer to Policy 7.005 Student Attendance at <http://www.untdallas.edu/hr/upol>

**Diversity/Tolerance Policy:** Students are encouraged to contribute their perspectives and insights to class discussions. However, offensive and 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 Dean of Students as the instructor deems appropriate. (UNTD Policy 7.001)