University of North Texas at Dallas
Spring 2012
SYLLABUS

BCIS 2610 – Introduction to Computers in Business 3Hrs

Department of	General Business	Division of	Urban & Professional Studies

Instructor Name:	Richard Wallace
Office Location:	Room 305
Office Phone:	
Email Address:	Richard.Wallace@unt.edu

Office Hours:	TBD

Classroom Location:	Founders Hall, Room 339
Class Meeting Days & Times:	Tuesday & Thursday 10:00am – 11:20pm

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:	none

Required Text:	Custom Bundle: Custom New Perspectives on Microsoft® Excel® and PowerPoint 2010 + Computers in Our World, 2nd + Microsoft® Expression Web 3: Illustrated Introductory + Microsoft® Expression Web, 60-Day Direct Trial Software 1st Edition Parsons/Oja/Ageloff/Carey ISBN-10: 1-111-87936-2, ISBN-13: 978-1-111-87936-5

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:	
	The goal of this course is to examine 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.

Learning Objectives/Outcomes:	At the end of this course, the student will
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 web pages and web sites using MS EXPRESSION WEB 3.

Course Outline

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

Tentative Class Schedule
BCIS 2610 – Spring 2012

	Week of	Topic	Home Work Due Dates – Always on Thursdays by Midnight
1	1/17	Course Overview Computers in Business	
2	1/24	• PowerPoint 2010 Tutorials 1 & 2 • Computers in Business	**Discussion Board 1**
3	1/31	• PowerPoint 2010 Tutorial 3 • Computers in Government & Science	
4	2/7	• Lecture from Ch. 1, 2 and 3 of Excel 2010	**PPT HW due 2/9 by midnight** **Discussion Board 2**
5	2/14	• **EXAM 1 (50 min.) covers PPT and Amer 1, 2, 3** • Lecture from Ch. 4 of Excel 2010	
6	2/21	• Lecture from Ch. 6, Ch. 11 of Excel 2010	**Discussion Board 3**
7	2/28	• Lecture from Ch. 11 of Excel 2010 • Computers in Entertainment	
8	3/6	• Computers in Transportation, Education	**Excel HW due 3/8 by midnight** **Discussion Board 4**
9	3/13	• **EXAM 2 (50 min.) on Excel and Amer 4, 5, 6** • Lecture from Chapters A, B of Expression Web 3	
	3/20	• Spring Break	
10	3/27	• Lecture from Ch. C, D, E of Expression Web 3	
11	4/3	• Lecture from Ch. F, G of Expression Web 3	**Discussion Board 5**
12	4/10	• Computer Crime, Law and Ethics	
13	4/17	• Law and Ethics; Privacy and Security	**EWeb HW due 4/12 by midnight** **Discussion Board 6**
14	4/24	**EXAM 3 (50 min.) on Expression Web 3 and Amer 7, 8, 9**	
15	5/1	• **MAKE-UP: ONE MID-TERM EXAM (50 min.)** • Review for the Optional Final • (Students must declare if they are going to take the Final)	
16	5/8	• **Final according to the university final schedule (Optional)** • **Final Exam -- covers PP, EW, Excel, Amer 1 - 9**	

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
Power Point Assignment	15 points	15
Excel Assignment	25 points	25
Expression Web Assignment	40 points	40
Online Discussions	60 points	60
Exam One [PPt, etc.]	120 points	120
Exam Two [Excel, etc.]	120 points	120
Exam Three [Ex Web, etc.]	120 points	120
Total:		**500**

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 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 HOMEWORK ASSIGNMENTS in this class will be DUE on THURSDAYS by MIDNIGHT in Blackboard. 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. More details on the assignments are provided separately in "exploding" zip files downloadable from Blackboard and as an independent handout.

Exam Policy

There will be three mid-term exams and an optional, comprehensive, final exam. We test your knowledge of ALL material assigned or taught, including the software.

If you miss one of the 3 mid-term exams, you can take a make-up exam for that ONE TEST as per this 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). If you miss two mid-term exams, you will have to take the Final Exam to replace the second zero.

You may elect to take the optional, comprehensive final exam and SUBSTITUTE that exam's grade for your worst mid-term exam grade. We will substitute ONLY IF you score better on the final than on a midterm exam. If you are satisfied with your 3 mid-term exam grades, DO NOT take the final exam.

THERE IS NO MAKE-UP FOR THE OPTIONAL FINAL EXAM – if you do not take the final exam we will use the 3 exam grades you already have on record.

All exams will be 50 minutes, and multiple-choice. All exams will be CLOSED BOOKS, CLOSED NOTES. The use of any books or notes or electronic devices during the exams will be considered cheating and may 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 conduct and Academic Dishonesty 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 hat violates the UNT 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:
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. In class exams or other assignments are given at every class meeting and cannot be made up.

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 Center for Student Rights and Responsibilities as the instructor deems appropriate.

Other Policies:

Mutual respect and courtesy.

Professional quality in the organization, completeness, neatness, and timeliness of any material submitted will be expected.

Late assignments will not be accepted! However, the professor realizes that exceptional situations (such as justified emergencies or medical situations) do occur. In such cases, please inform your professor via e-mail to obtain special permission for late submission, prior to the deadline.

A student may not do additional work or repeat an examination to raise a final grade.

Instructor's Blackboard Site
Your instructor will use Blackboard to provide additional information and material in support of the course.

Lectures:
All electronic devices (cell phones, pagers, tape recorder, etc.) must be turned off before lecture begins. Tape recording of class lectures is permitted only with your instructor's knowledge and consent. Please ask your instructor before using your recorder.

E-mail Communication:
Send me all correspondence to Richard.Wallace@unt.edu. When sending me e-mail, please make sure to:

Send me e-mail from your UNT e-mail address ONLY (Also note that e-mails sent from non-UNT e-mail address maybe detected as spam and will not be received or answered!)

Type "BCIS-2610" in the subject line.

Type your full name in the message.

E-mails will be usually answered within 24 hours on weekdays and within 48 hours on weekends or official holidays, although in most cases, I will answer you even before. If I'm out of town and have posted a note to the site about it, you will get an automated respond and I will answer it when I get back or have access to the Internet from that location.

Incomplete Grades:
A grade of "I" will be given only in *exceptional* circumstances to **passing** students, and only for circumstances occurring during the last week of regular class meetings. That is, only emergency situations such as an illness or death in your immediate family constitute exceptional circumstances (and these must be fully documented).