University of North Texas at Dallas
Spring 2012
SYLLABUS

BCIS 3610 – Basic Information Systems 3Hrs

Department of	General Business	Division of	Urban & Professional Studies

Instructor Name:	Richard Wallace
Office Location:	Room 305
Office Phone:	
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Office Hours:	TBA
Classroom Location:	Founders Hall, Room 308
Class Meeting Days & Times:	Thursday 4:00pm – 6:50pm

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: 2.7
Co-requisites:	You must have a basic knowledge of computer hardware, software, file structures, and processing. You are expected to have a working knowledge of Microsoft Windows, accessing web sites on the Internet, a word processor, and a spreadsheet.

Required Text:	Kroenke, David M., Using MIS fourth edition, Pearson/Prentice Hall, ISBN: 978-0-13-215818-3 or ISBN: 0-13-215818-3 New Perspectives on Microsoft® Project 2010: Introductory, 1st Edition Rachel Biheller Bunin ISBN-13: 9780538746762 New Perspectives on Microsoft® Access 2010, Introductory, 1st Edition Joseph J. Adamski | Kathleen T. Finnegan ISBN-13: 9780538798488

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:	
	As a College of Business foundation course, 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	Differentiate 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

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 3610 – Spring 2012

	Week	Topic	Assignment Home Work Due Dates – Always on Thursdays by Midnight
1	1/19	• Introductions • The Importance of MIS – Chapter 1	
2	1/26	• Information systems Development – Chapter 10 • Microsoft Project Tutorial 1	Chapter 1 Quiz Discussion Board 1
3	2/2	• Information Systems for Competitive Advantage – Chapter 3 • Microsoft Project Tutorial 2	Microsoft Project Assignment #1 Chapter 10 Quiz
4	2/9	• Hardware and Software – Chapter 4 • Microsoft Project Tutorial 3	Microsoft Project Assignment #2 Chapter 3 Quiz Discussion Board 2
5	2/16	• Database Processing – Chapter 5 • Microsoft Project Tutorial 4	Microsoft Project Assignment #3 Chapter 4 Quiz
6	2/23	• Data Communications – Chapter 6 • How the Internet Works – Appendix 6A	Microsoft Project Assignment #4 Chapter 5 Quiz Discussion Board 3
7	3/1	• Enterprise Systems – Chapter 7	Chapter 6 Quiz
8	3/8	• Exam 1 • Microsoft Access Tutorial 1	EXAM #1
9	3/15	• E-Commerce and Web 2.0– Chapter 8 • Microsoft Access Tutorial 2	Microsoft Access Assignment #1 Chapter 7 Quiz Discussion Board 4
---	3/22	• Spring Break	
10	3/29	• Business Intelligence Systems – Chapter 9 • Microsoft Access Tutorial 3	Microsoft Access Assignment #2 Chapter 8 Quiz
11	4/5	• Collaboration Information Systems – Chapter 2 • Microsoft Access Tutorial 4	Microsoft Access Assignment #3 Chapter 9 Quiz Discussion Board 5
12	4/12	• Information Systems Management – Chapter 11	Microsoft Access Assignment #4 Chapter 10 Quiz
13	4/19	• Information Security Management – Chapter 12	Chapter 11 Quiz Discussion Board 6
14	4/26	• Exam 2	EXAM #2 Chapter 12 Quiz
15	5/3	• Exam Review • Course Review • Makeup Exam	
16	5/10	• Final according to the university final schedule (Optional) • Cumulative Final: IS: 1-12	FINAL

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
Quizzes (Online)	12 Using MIS End of Chapter Quizzes (5 points each)	60
Discussions	6 Weekly Online Discussions (20 points each)	120
Assignments	Microsoft Project Assignment(s)	160
Assignments	Microsoft Access Assignment(s)	160
Assignments	In-Class Activities	100
Exams	2 semester exams and final exam (200 points each, best 2 of 3)	400
Total:		**1000**

Grade Determination:
A = 1000 – 895 pts; i.e. 90% or better
B = 894 – 795 pts; i.e. 80 – 89 %
C = 794 – 695 pts; i.e. 70 – 79 %
D = 694 – 595 pts; i.e. 60 – 69 %
F = 594 pts or below; i.e. less than 60%

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:

EXAMS

Two midterms and one final are scheduled. All exams are closed-book. Your highest two exam grades will be used in the calculation of your course grade. If you do not take an exam, a grade of zero (0) will be recorded for that exam.

PROJECT/ACCESS ASSIGNMENTS

There will be a series of assignments related to Microsoft Project and Microsoft Access. For each assignment, you have to complete all the assigned work and submit the request file(s). Further instructions will be given later in the course.

USING MIS END OF CHAPTER QUIZZES

Each Chapter of your textbook has a quiz associated with it on Blackboard. You must complete the quiz associated with each chapter of the textbook during the week it is assigned. Each quiz is worth 10 points.

Exam Policy:
Exams should be taken as scheduled. There will be one designated day for makeup examinations. You will not be able to makeup an exam If you do not take the exam on the scheduled day or you are not able to take an exam on the scheduled makeup. Makeup exams 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 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-3610" 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).