# University of North Texas at Dallas
# Spring 2013
# SYLLABUS

| BCIS 3610: Basic Information Systems | 3Hrs |
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| | Department of | | Accounting | | Division of | Urban and Professional Studies |
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| Instructor Name: | Cheryl L. Prachyl |
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| Office Location: | Founders Hall – 238 |
| Office Phone: | 972-338-1806 |
| Email Address: | cheryl.prachyl@unt.edu |

| Office Hours: | MW 11:00 – 2:30, Tue 2:00 – 7:00 or by appointment |
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| Virtual Office Hours: | Varies (I can usually be reached by email) |

| Classroom Location: | DAL 1 – 102 |
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| Class Meeting Days & Times: | Thursday 4:00 – 6:50 |

| 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. |
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| Prerequisites: | BCIS 2610 and UNT gpa of at least 2.70 |
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| Required Text: | • Using MIS, 5th ed, David M. Kroenke, 2013, ISBN: 978-0-13-266267-3.<br>• Skills for Success with Microsoft Access 2010 Comprehensive, Townsend & Hayes, 2011, ISBN: 978-0-13-508835-7.<br>• Microsoft Project 2010: Introductory, Bunin, 2012, ISBN: 978-0-538-74676-2. |
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| Access to Learning Resources: | UNT Dallas Library:<br>        phone: (972) 780-3625;<br>        web: http://www.unt.edu/unt-dallas/library.htm<br>UNT Dallas Bookstore:<br>        phone: (972) 780-3652;<br>        e-mail: 1012mgr@fheg.follett.com |
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**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:**    At the end of this course, the student will

| 1. | Identify how information technology impacts organizations, individuals and society. |
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| 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. |
| 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 in class and through announcements posted on Blackboard.

| Date | TOPICS |
| --- | --- |
| Jan 17 | ❖ Kroenke Chapter 1: The Importance of MIS <br> ❖ Course policies <br> ❖ MS Access and MS Project |
| 24 | ❖ Kroenke Chapter 2: Collaboration IS <br> ❖ MS Project Tutorial 1: Case 2 |
| 31 | ❖ Kroenke Chapter 3: Strategy and IS <br> ❖ MS Project Tutorial 2: Case 2 |
| Feb 7 | ❖ Kroenke Chapter 4: HW and SW <br> ❖ MS Project Tutorial 3: Case 2 |
| 14 | ❖ Kroenke Chapter 5: Database Processing <br> ❖ MS Project Tutorial 4: Case 2 |
| 21 | ❖ Test 1 <br> ❖ MS Project Tutorial 5: Case 2 |
| 28 | ❖ Kroenke Chapter 6: Data Comm & the Cloud <br> ❖ MS Project Tutorial 6: Case 2 |
| Mar 7 | ❖ Kroenke Chapter 7: Structured Processes <br> ❖ Access Chapter 1 assignment: "Assess Your Skills 1" and "Assess Your Skills 2" |
| 14 | ❖ Spring Break |
| 21 | ❖ Kroenke Chapter 8: Social Media <br> ❖ MS Access Chapter 2 assignment: "Assess Your Skills 2" |
| 28 | ❖ Kroenke Chapter 9: Business Intelligence <br> ❖ MS Access Chapter 3 assignment: "Assess Your Skills 1" |
| Apr 4 | ❖ Test 2 <br> ❖ MS Access Chapter 4 assignment: "Assess Your Skills 1" |
| 11 | ❖ Kroenke Chapter 10: Business Process & IS Development <br> ❖ MS Access Chapter 5 assignment: "Assess Your Skills 1" |
| 18 | ❖ Kroenke Chapter 11: IS Mgmt <br> ❖ MS Access Chapter 8 assignment: "Assess Your Skills 2." |
| 25 | ❖ Kroenke Chapter 12: Information Security |
| May 2 | ❖ Test 3 |
| May 9 | ❖ Final Exam |

## Course Evaluation Methods

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

**Exams** – There will be three exams and a comprehensive final exam.  The three best exam grades will be used to determine your final grade.

## Grading Matrix:

| Instrument | Value (points or percentages) | Total |
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| Exams | (best 3 grades of 4 exams) | 300 |
| Access | 8 assignments | 80 |
| Project | 6 assignments | 60 |
| Quizzes | Best 6 of 8 quizzes | 60 |
| **Total:** | | **500** |

**Grade Determination:**
A = 500 – 450 pts
B = 449 – 400 pts
C = 399 – 350 pts
D = 349 – 300 pts
F = 299 pts or below

## 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 the 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 Accounting 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.

**Assignment Policy:**
Homework assignments must be completed in Connect Accounting by the deadline as indicated in the system. Students will not be allowed to complete assignments after the deadline has passed.

**Exam Policy:**
Exams should be taken as scheduled.  No makeup examinations will be allowed except per University policy. (See Student Handbook). The instructor must be notified before the exam is scheduled for a makeup to be allowed. Arrangements for taking a makeup exam must be made when the student notifies the instructor that the exam will not be taken at the scheduled time.  The student is responsible for arranging the makeup exam with the instructor. The makeup exam should be taken before the class meeting following the scheduled exam.

**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.

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