

BCIS 2610: INTRODUCTION TO COMPUTERS IN BUSINESS ☞ Spring 2018 ☞ SECTION 003 (Tues. 6:30 PM – 9:20 PM, BLB 080)

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COURSE OBJECTIVES

This course examines 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.

Course objectives include:

- Learning basic computer concepts, such as cyberspace, hardware, software, privacy, security, etc.
- Learning how different parts of society use computer systems.
- Learning how to create a web site using **ADOBE DREAMWEAVER CS6 (NOT CC)**.
- Learning how to develop useful spreadsheets with MS **MS EXCEL 2016 (NOT 2013)**.
- Learning how to create power point slide presentations using **MS PowerPoint 2016 (NOT 2013)**.

REQUIRED MATERIALS FOR BCIS 2610

1. For this class you will use 2 textbooks (a custom Dreamweaver/PowerPoint/Excel book, and a custom computer-applications textbook). These materials are available for purchase in a bundle at the UNT Bookstore OR ONLINE at <http://services.cengagebrain.com/course/site.html?id=2561536> **IT IS IMPORTANT THAT YOU PURCHASE THE BUNDLE, AS THE TEXTBOOKS HAVE BEEN PREPARED SPECIFICALLY FOR THIS CLASS. OLDER EDITIONS OF 2610 TEXTBOOKS WILL NOT WORK SINCE OUR TEXTS ARE CUSTOMIZED – DO NOT BUY THEM.** Please note that, after the first week or two of school, the Bookstore will return to the publisher any unsold bundles.

2. Buy a USB data storage drive (small capacity (1Gb+) will do).

3. Buy an eraser that leaves no smudges. A very good one is the Staedtler Mars Plastic Eraser, available at the UNT Bookstore and many other places (Office Max, Office Depot, Staples, Target, etc.).



WHAT ARE INFORMATION SYSTEMS, AND WHY ARE THEY IMPORTANT?

The term Information Systems [IS] describes the combination of information and communication technologies with human activities to support the decision-making, operations, and general management of industries, government agencies, and not-for-profit organizations. **Information systems exist within an organization for the purpose of improving the effectiveness and efficiency of that organization. Access to current, complete and accurate information is vital** for success in today's competitive, and global, business environment. Therefore, a critical mission for Information Systems is **designing and operating solutions that enable humans to perform tasks for which their brains are not well suited**, such as: handling large amounts of information, performing complex calculations, and controlling many simultaneous processes. Depending on the required task, these solutions can take many forms, such as **enterprise**

information systems, transaction processing systems, database management systems, networking systems, project management systems and e-business systems.

☞ **THE BCIS 2610 BLACKBOARD SITE** (<http://learn.unt.edu>) ☞

DOWNLOAD FROM BLACKBOARD ALL DATA FILES NECESSARY TO COMPLETE YOUR HOMEWORK.

Each data file is in an “explodable” ZIP-file format; just download each file to your chosen 2610 folder and double-click on the file name to unload the file’s contents. **Avoid confusing the files -- create separate folders for each ZIP file before “exploding” them.** NOTE: Some data files will contain more items than you need this term to complete your homework – ignore them. Further, some assignments will have no data files.

☞ Blackboard also contains links to exam review documents and some lecture files.

BCIS 2610 POLICIES AND PROCEDURES

Behavior

Cheating in any form will not be tolerated. Your instructor has the right to have you removed from class for ANY BEHAVIOR THAT HE OR SHE DEEMS INAPPROPRIATE. That includes such behavior as:

1. Talking during lecture,
2. Getting up and leaving class early,
3. Disturbing other students in any manner, etc.

Attendance

1. For UNT administrative purposes, we will take attendance until the 12th-day class rolls are finalized.
2. Family events, weddings, ski trips, car trouble, car wrecks, being sick, etc. are NOT what the University considers a "university authorized absence" or a "state law exception."
3. It is the student's responsibility to execute the proper drop procedures for a grade of 'W' should s/he need to stop attending class. Failure to execute the drop procedure will result in an automatic grade of 'F' which cannot be changed.
4. **CAMPUS CLOSURES:** Should UNT close campus, it is your responsibility to keep checking your official UNT e-mail account (EagleConnect) to learn if your instructor plans any changes.
5. Take all exams with your enrolled section (unless you have obtained written permission from your instructor to do otherwise). Taking another section’s exam earns you a grade of ZERO (0).

Disabilities

The College of Business Administration complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disability. If you have an established disability as defined in the Americans with Disabilities Act and would like to request accommodation, please contact your instructor as soon as possible.

Code of Conduct and Ethics

Academic integrity must be exhibited in your academic work, methods and conduct. Course work for which you receive an individual grade must be your original, individual effort. If any evidence exists of copying, cheating, or any other forms of academic dishonesty on all, or part, of your graded course work, you (and any others involved) will be awarded a ZERO for that work. A second incident will result in a grade of F in this course and a recommendation for further action by the office of the Vice President for Student Development.

The instructor will post UNOFFICIAL grade reports using Blackboard.

If You Have a Problem or Want to Appeal a Grade

UNT and ITDS have a process for that, and you must follow it – no short cuts allowed:

1. Discuss the problem with your section’s grader. If you are not satisfied, then

2. Discuss the problem with your section's teacher. If you are not satisfied, then
3. Discuss the problem with the BCIS 2610 Course Coordinator. If you are not satisfied, then
4. Contact the UNT Center for Student Rights and Responsibilities. Do NOT contact the ITDS Chair.

☞ HOW YOU EARN YOUR GRADE ☞

1. There are three mid-term exams and an optional final exam. **All exams in this section are on Tuesdays, in BLB 080.** We will test your knowledge of ALL material assigned or taught in this course, INCLUDING THE SOFTWARE. We will post grades at the Blackboard site for your section.
2. **The final exam for this class will be Tuesday 5/8, @1:30 pm. YOU MUST TAKE THE OPTIONAL FINAL EXAM WITH YOUR OWN SECTION. IF YOU TAKE THE FINAL EXAM WITH ANOTHER SECTION YOU WILL RECEIVE A ZERO (0) FOR YOUR FINAL EXAM GRADE.**
3. **WE WILL **ONLY** USE YOUR THREE BEST EXAM GRADES.** You may take the optional, comprehensive final and SUBSTITUTE that exam's grade for your worst mid-term grade. We will substitute ONLY IF you score better on the final than on a mid-term exam. If you are satisfied with your 3 mid-term exam grades, DO NOT take the optional final exam.
4. If you MISS one of the 3 mid-term exams, take the optional final to replace the missing grade. **THERE ARE NO MAKE-UP EXAMS IN BCIS 2610.**
5. **BRING YOUR UNT PHOTO ID & ID NUMBER TO ALL EXAMS**, plus that good eraser and pencils. 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.

HOMEWORK (Don't be lazy – do the homework! Remember!) These help you learn the course material and prepare for the exams. THERE WILL BE QUESTIONS ON EACH EXAM ABOUT THE HOMEWORK. .

1. **ALL HOMEWORK ASSIGNMENTS IN THIS SECTION WILL BE DUE ON A THURSDAY BY MIDNIGHT.**
2. SUBMIT WHATEVER YOU HAVE DONE, EVEN IF IT IS NOT FINISHED, TO EARN SOME CREDIT.
3. **SUBMIT ALL ASSIGNMENTS TO THE BLACKBOARD SITE FOR THIS SECTION OF BCIS 2610.** Blackboard does NOT send receipts for student submissions. Instead, you will see a "Review Submission History" page with a confirmation number, which you should copy and save. Also, you can click on the "My Grades" link in the left-side menu for the status of any submission. **If you email homework to me, or elsewhere, there will be a 10% grade penalty (i.e., a lost letter grade).**
4. If you find that there is no grade recorded for submitted work, or if you want to dispute a grade, you must send your instructor an email about the problem **NO LATER THAN TWO WEEKS AFTER THE SUBMISSION DATE.** Beyond that date, we will no longer deal with this type of problem.

Available Points for You to Earn (Remember, there is NO extra credit in BCIS 2610)

DREAMWEAVER ASSIGNMENT	40 POINTS
MS EXCEL ASSIGNMENT	25 POINTS
MS POWER POINT ASSIGNMENT	10 POINTS
Instructor Class Quizzes (iClicker App)	30 POINTS
EXAM ONE [Dreamweaver, etc.]	140 POINTS
EXAM TWO [Excel, etc.]	140 POINTS
<u>EXAM THREE [PPT, etc.]</u>	140 POINTS
TOTAL POINTS AVAILABLE	525 POINTS

Semester grade breakdown is as follows:

A – 90-100% (472-525) C – 70-79.9% (367-419) F – Less than 59.9% (314 or less)
B – 80-89.9% (420-471) D – 60-69.9% (315-366)

STATEMENT ON RESPONSIBILITIES OF ITDS LAB TUTORS

The ITDS Department employs tutors, located BLB 011 and 012, to assist students with their course material. Therefore, a tutor's job DOES NOT require performing tasks for students or giving them specific, step-by-step instructions. Tutors are to help students solve their own problems, not do the assignments for them. We believe that solving problems yourself helps you learn information and skills better.

Accordingly, the responsibilities of the student and the tutor are as follows:

STUDENT: All ITDS tutors will expect you to have done the following BEFORE asking them for help:

1. Have read the material on which the assignment is based;
2. Have made a valid attempt to solve the problem alone;
3. Are prepared to tell the tutor what steps you took before the problem appeared;
4. Show what you have done to solve the problem (i.e., bring your textbook, homework assignment, and a copy of your work thus far); and
5. Are prepared to use the advice given to find a solution.

TUTOR: To assist the students, the tutor will:

1. Be familiar with the software and the project assignments;
2. Be punctual and courteous in their dealings with students;
3. Help the student identify the cause of their problems;
4. Make suggestions to guide the student to a solution to their problem; and
5. Note any negative or disruptive behavior by a student for possible action by the student's instructor and/or the ITDS Department.

Both parties will show courtesy and respect to each other.

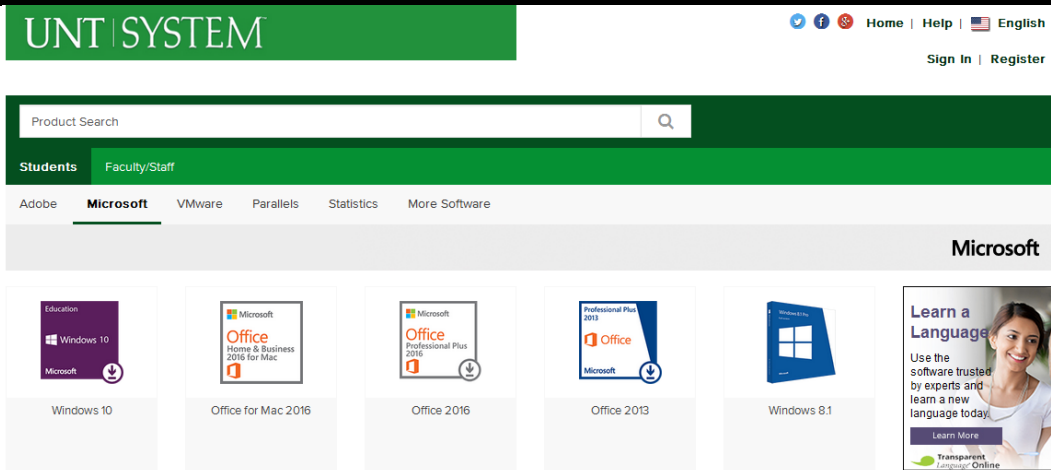
The tutor will not touch or make any changes to the hardware in the computer labs.

CLASS SCHEDULE FOR BCIS 2610 SECTION 003

<u>Week</u>	<u>Date</u>	<u>Topics / Activities</u>	<u>Textbook Readings</u>	<u>Homework Due Dates</u>
Week 1	01/16 2018	Course Overview; Into to OneNote Dreamweaver Units A, B	Dream. A, B; OneNote (in textbook)	
Week 2	1/23	Dreamweaver Units C, D, E	Dream. C, D, E	
Week 3	1/30	Dreamweaver Units E, F, G	Dream. E, F, G	Dreamweaver HW A, B Due by 2/1 by midnight
Week 4	2/06	Computers in Business & Industry Computers in Government	Vedder-Amer 1, 2	
Week 5	2/13	Computers in Medicine	Vedder-Amer 3	Dreamweaver HW C-G due 02/15 by midnight
Week 6	2/20	EXAM 1 (50 min.) on Dreamweaver & V-A Chapters 1, 2, 3 Excel Tutorials 1, 2	Excel 1, 2	
Week 7	2/27	Excel Tutorials 3, 4	Excel 3, 4	<i>03/01: Last day to ask about HW#1</i>
Week 8	3/06	Excel Tutorials 6, 11	Excel 6, 11	Excel HW 1, 2 due 3/08 by midnight
*** Spring Break *** 3/10 – 3/18				
Week 9	3/20	Computers in Science & Engineering Computers in Arts and Entertainment	Vedder-Amer 4, 5	
Week 10	3/27	Computers in Transportation Network and Internet Security	Vedder-Amer 6; Morley 4	Excel HW due 3/29 by midnight
Week 11	4/03	EXAM 2 (50 min.) on Excel & V-A. 4, 5, 6 PowerPoint Tutorial 1	PPT 1	
Week 12	4/10	PowerPoint Tutorial 2 Network and Internet Security	PPT 2 Morley 4	<i>04/12: Last day to ask about HW#2</i>
Week 13	4/17	Computer Security and Privacy Emerging Technologies	Morley 5, 8	PPT HW due 4/19 by midnight
Week 14	4/24	EXAM 3 (50 min.) on PPT & Morley 4, 5, 8		
Week 15	05/01	Q & A about the optional final exam. Moving Forward with Your Business Career		<i>05/03: Last day to ask about HW#3</i>
Week 16	05/08	✓1:30 PM in BLB 080: Optional, Comprehensive Final -- covers Dreamweaver, Excel, PPT, and Computers in Our World		

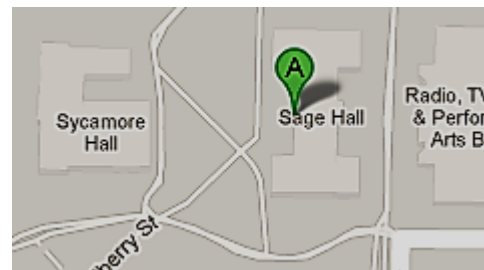
GENERAL INFORMATION ABOUT BCIS 2610 SOFTWARE

1. We will test you on your knowledge of **Adobe Dreamweaver, Microsoft Excel 2016, and Microsoft PowerPoint 2016, operating under Windows 10 – not Apple’s operating systems.** The Apple versions of Office, when available, are not identical to the Windows versions. The same problem exists with the EagleConnect OneDrive versions of Excel and PowerPoint.
2. **THE LEAST-EXPENSIVE thing to do is to use the CoB labs on BLB’s First Floor OR – if you have a Windows computer -- a virtual machine (VM) client installed on your machine** (see this web address for details on VM: <http://www.cob.unt.edu/lab/virtuallab.php>).
3. If you have a personal Windows computer, you can install a 30-day demo copy of Dreamweaver found in the “BCIS 2610” folder on the CoB “S” drive (use a CoB Lab PC to copy it). Blackboard does not have a link to this software. If you do not want a copy of Office on your PC, install a free virtual machine (VM) client program that will connect you with a CoB Lab PC image. See this web address for details: <http://www.cob.unt.edu/lab/virtuallab.php> .
4. **IF YOU HAVE AN APPLE COMPUTER ...**
 - a. If you ARE NOT a Business major, use the COB Labs. Save your time, effort, and money!
 - b. If you ARE a Business major, at some point you are going to have to take the Windows plunge because the vast majority of companies use Microsoft products, or products that depend on Windows. Your decision is when to take that plunge. Your choices are:
 - i. If you need now to save time, effort, and money, use the COB labs.
 - ii. Create a dual-boot environment on your Apple (using Boot Camp or 3rd-party program), install a copy of Windows on the second partition (Apple OS is on the first), and then install Microsoft Office 2016 and other Windows software on that second partition.
 - iii. Buy a Windows notebook PC for your business courses -- check Fry’s, Best Buy, www.logicbuy.com, www.tech4less.com for deals. Many cheap models are available!
5. As a UNT student, you can download a FREE copy of Windows 10 and a FREE copy of Office 2016. **USE THIS VERSION OF OFFICE 2016!** Go to untsystem.onthehub.com , login with your EUID & password, click on “Students” tab, click on “Microsoft”, and finally select what you need:



5. The **COB Technology Support Office in BLB 240** can help you install BootCamp, Windows 10, and Office 2016.
6. **2610 Tutors work only in BLB 011 or 012.** All BCIS tutors can help you with 2610 questions. CoB posts their office hours at the CoB labs, on hallway bulletin boards, and online at the CoB site (<https://cob.unt.edu/students/tutor-labs>).
7. The UNT Computing Support Helpdesk for general computing problems or problems with your web site account is in Sage Hall, Room 119.

<http://www.unt.edu/helpdesk>
helpdesk@unt.edu
940-565-2324



BCIS 2610 HOMEWORK – SPRING 2018

Complete all homework to earn a good grade!

For completing your assignments, you will generally need:

1. The latest edition of the big software textbook.
2. Computers with respective software packages installed (CoB labs have those)
3. Assignment data files (see below for download instructions) on a portable USB drive.
4. A copy of this syllabus. FOLLOW THE HOMEWORK INSTRUCTIONS IN THIS SYLLABUS EVEN WHEN THEY MIGHT CONFLICT WITH INSTRUCTIONS FOUND IN THE TEXTBOOK.

ALL HOMEWORK ASSIGNMENTS IN THIS CLASS WILL BE DUE ON A THURSDAY BY MIDNIGHT.

Submit whatever you have done, even if it is not finished, to earn some credit. Our graders will issue an email receipt for each homework submission they receive, and we post homework grades as quickly as possible. If you find that there is no grade recorded for submitted work, or if you want to dispute a grade, **you must send your instructor an email about the problem NO LATER THAN TWO WEEKS after the submission date. Beyond that time, we will no longer deal with this type of problem.**

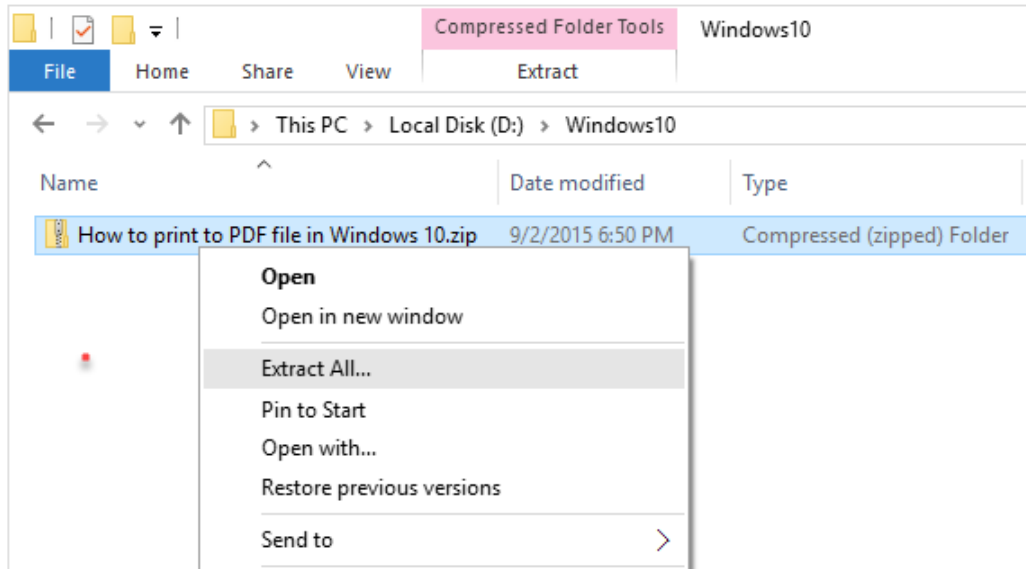
FIVE STEPS TO EASY COMPLETION OF THE HOMEWORK ASSIGNMENTS

1. **Learn the software!** Work through the hands-on tutorials in the chapter modules, paying close attention to what you are doing. All of the tutorials are EXTREMELY EASY and can be done by ANYONE with a minimum of effort.
2. Start early. Some assignments may easily take **many hours** to complete. Allow yourself plenty of time to get help.
3. Read the instructions for a specific assignment (below) completely and carefully before starting your assignment. Keep them handy, so you can refer when needed. Bring the instructions with you to the lab tutors, if you decide to seek help.
4. Submit your completed homework using the instructions found in the given assignment.
5. If you have trouble with solving case problems, go to the BCIS 2610 tutors (BLB 011, 012). You must bring your textbook and the results of your tutorial work-through or the lab tutors will not help you!

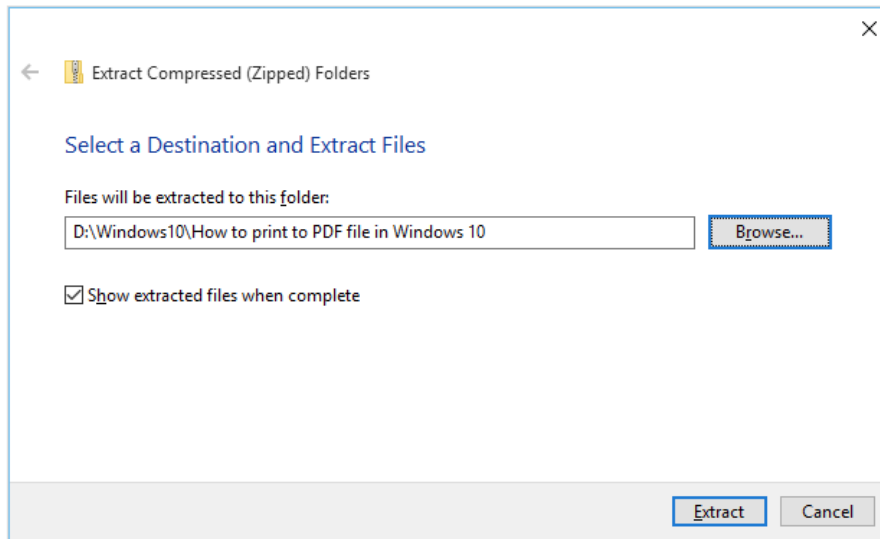
BCIS 2610 is not a difficult course if you follow these steps. The students who have a difficult time usually do not even complete the chapter tutorials. Students who follow the “5 steps” should make an A in the course. Students that do not, usually fail or drop! **Be smart - follow the steps – earn an A!**

HOW TO UNZIP THE DATA FILES USED FOR THE ASSIGNMENTS

1. Set Windows File Explorer to display file types (also called "extensions") by clicking File > Change folder and search options > View Tab > Files and Folders; find the entry "Hide extensions for known file types" and deselect it. Now you will see the .zip extension for each of the dataset files.
2. Create a new folder for each software application (1 for Dreamweaver, 1 for Excel, and 1 for PowerPoint).
3. Download from Blackboard the corresponding zipped data file.
4. Using Windows File Explorer, right-click on a zip file and select “Extract All...”



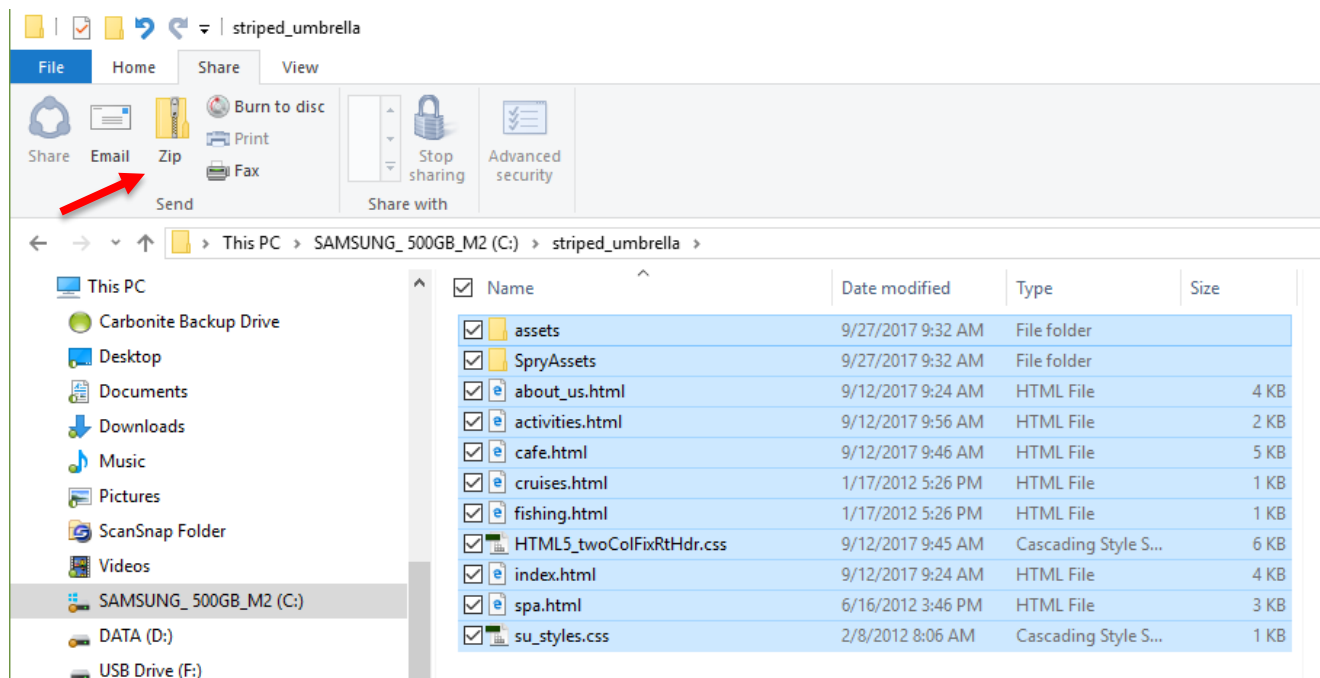
- 5. You will now see a dialog box asking for a destination; the highlighted address should match your current location, which is what you want. Click “Extract.”



HOW TO ZIP A COPY OF YOUR DREAMWEAVER HOMEWORK FOR UPLOADING TO YOUR BLACKBOARD ACCOUNT

You MUST send a zipped copy of your Dreamweaver homework to Blackboard. You may also submit zipped copies of your Excel and PowerPoint homework, but it is not required. DO NOT use any other file compression utility, such as WinRAR; if so, your grade will be ZERO.

1. Using **Windows File Explorer**, select all files and subfolders that are inside the web site folder you created for your homework assignment.
2. Click the **SHARE** tab at the upper-left corner of the Windows File Explorer ribbon. See example below using the Striped Umbrella site folder.
3. Click the large **ZIP** button. Windows will compress your selected material into one file with a .zip extension.
4. Right-click on this zip file and rename it as appropriate.
5. Inside Blackboard, submit this file for your homework assignment.



How to Save Your Work When Inside a VMWare Virtual CoB Lab PC --

1. Plug-in a USB drive. Click on the down arrow to the right of "USB" in the top-center screen menu and select it so that the client recognizes it. Save your work to that drive.



2. OR -- login to your EagleConnect account from within the virtual lab PC. Save your work to your OneDrive cloud storage.

ADOBE DREAMWEAVER ASSIGNMENT, SPRING 2018

Total 40 points (If you do not finish, submit whatever you have completed to earn some points.)

Create and use a DREAMWEAVER folder for your solutions.

What will you need to complete the assignment?

1. The big textbook containing Adobe Dreamweaver CS6.
2. Access to a computer with Dreamweaver CS6 installed (all COB computer labs have it).
3. The Dreamweaver data files downloaded from the BCIS 2610 Blackboard site.
4. Storage medium for saving your work (ex., a USB drive).

Mastering Dreamweaver can be an important skill for business students to learn. Complete all units (= chapters) IN TANDEM with working on your assignment. The units will teach you everything you need to know to complete your work. Complete each unit's hands-on tutorial before doing the assignments!

A. Description:

As a business case, you will construct part of a web site for the company **TripSmart**, a travel outfitter. You will be responsible only for the following tasks. Do not print anything.

B. How to complete this Dreamweaver Assignment:

1. Download the data files from Blackboard and save them to a storage medium of your choice.
2. Use the Windows version of Dreamweaver, not Mac. We will test your knowledge about how to work with the Windows version. Also, do not use any other software for building web sites.
3. Complete each Unit's tutorial before doing the associated homework at the end of the Unit!
4. Backup all homework to your USB storage drive.

Unit B, pg. 44: Skip Step a. Complete Steps b – i for the company **TripSmart**. Create your web site folder on your C drive. DO NOT create it on your USB drive or your Microsoft OneDrive.

Unit C, pg. 69: Complete Steps a – m to improve your site.

Unit D, pg. 99: Complete Steps a – l.

Unit E, pg. 127: Complete Steps a – j.

Unit F, pp. 160-161: Complete Steps a – k.

Unit G, pp. 196-197: Complete Steps a – u. **In Step d, change “2015” to “2018,” and after 2018 add your name and UNT ID.** Make a zip copy of your completed work (see directions in this syllabus).

C. Electronic Submission for Section 003:

1. In Blackboard, click on the name of this assignment (above) to move to the required location.
2. Locate the ASSIGNMENT SUBMISSION section.
3. Attach a ZIP copy of your **TripSmart** homework using the BROWSE MY COMPUTER button.
4. Click the SUBMIT button.

EXCEL 2016 ASSIGNMENT, SPRING 2018

Total 25 points (If you do not finish, submit whatever you have completed to earn some points).

Create and use an Excel folder for your solutions.

What will you need to complete the assignment?

1. The big textbook containing MS Excel 2016.
2. Access to a computer with Excel 2016 installed (all UNT computer labs have it).
3. The MS Excel data files downloaded from the BCIS 2610 Blackboard site.
4. Storage medium for saving your work (ex., a USB drive).

Mastering Excel is an important skill for business students to learn. Complete all modules (= chapters) IN TANDEM with working on your assignment. The modules will teach you everything you need to know to complete your work. Complete the tutorials before doing the assignments!

A. Description:

For this assignment submit ONLY the following problems from your book. Add your name and UNT Student ID to the header of all submitted worksheets. DO NOT submit any printouts.

1. Module 3 assignments (10 points):

Complete steps 1 thru 18 on pages 183-184 for Case #2, "Capshaw Family Dentistry." Add your name to the header of your worksheet. Submit Capshaw Wages.xlsx.

2. Module 6 assignment (10 points):

Complete steps 1-14 on pages 384-85 for Case #3, "Room and Groom." -- Submit RoomGroom 2017.xlsx.

3. Module 11 assignment (5 points):

Complete all steps on pages 657 thru 688, and 702 thru **710**, for "Chalcedony Fund." -- Submit ChalcedonyFund.xlsx.

Yahoo Finance has slightly changed its web address for online inquiries; you have to add the word 'download' in front of 'yahoo,' as in:

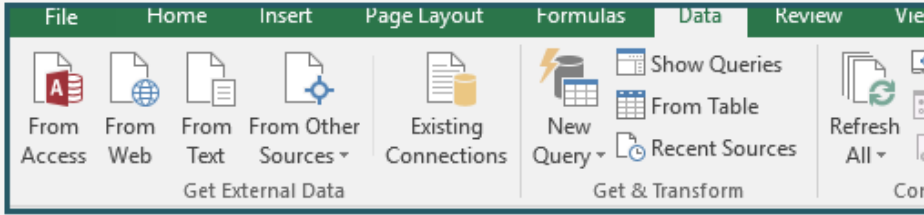
=WEBSERVICE("[http://download.finance.yahoo.com/d/?s="&A5&"&f=n](http://download.finance.yahoo.com/d/?s=)")

C. Electronic Submission for Section 003:

1. In Blackboard, click on the name of this assignment (above) to move to the required location.
2. Locate the ASSIGNMENT SUBMISSION section.
3. Attach copies of your homework files using the BROWSE MY COMPUTER button.
4. Click the SUBMIT button.

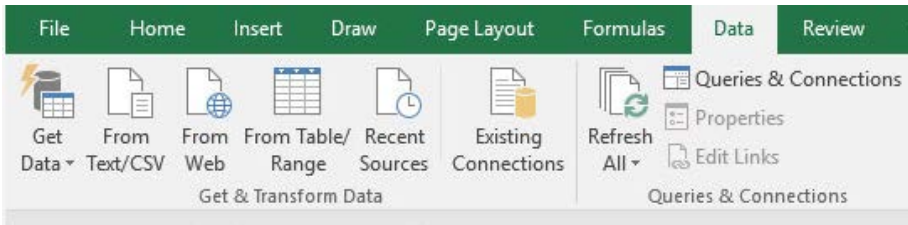
IMPORTANT TUTORIAL / MODULE 11 NOTES

1. **NOTE:** IF YOUR EXCEL DATA TAB RIBBON LOOKS LIKE THIS:



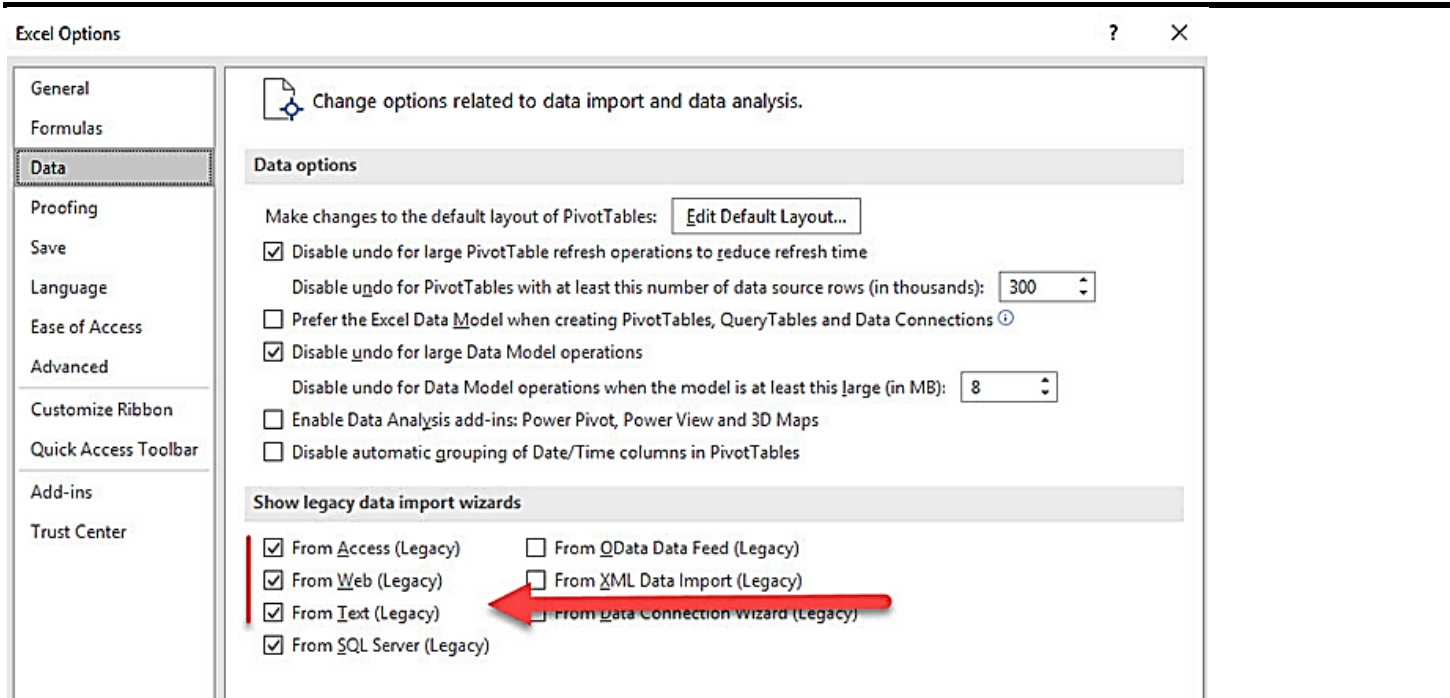
IGNORE THE REST OF THIS MATERIAL AND GO TO NOTE #2.

****BUT**** IF YOUR EXCEL DATA TAB RIBBON LOOKS LIKE THIS:

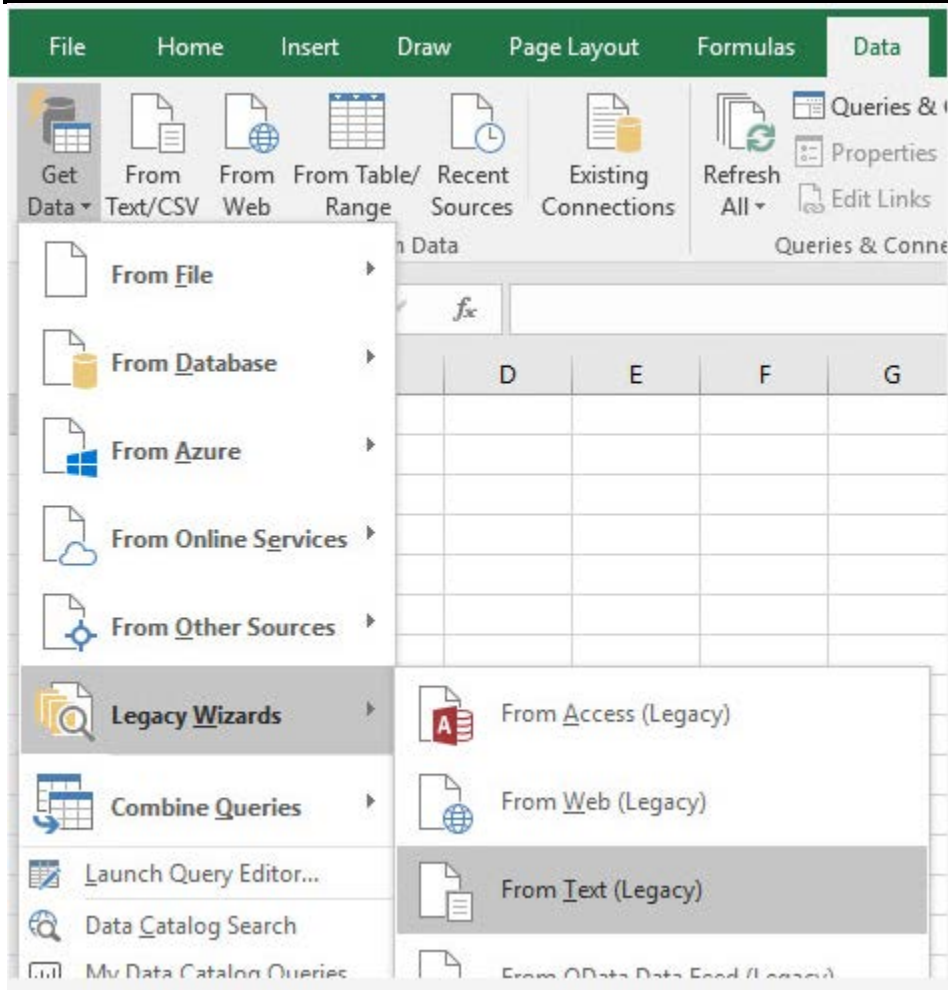


READ AND FOLLOW CAREFULLY THESE ALTERNATE INSTRUCTIONS TO COMPLETE THE TUTORIAL 11 HOMEWORK! THERE ARE FOUR STEPS.

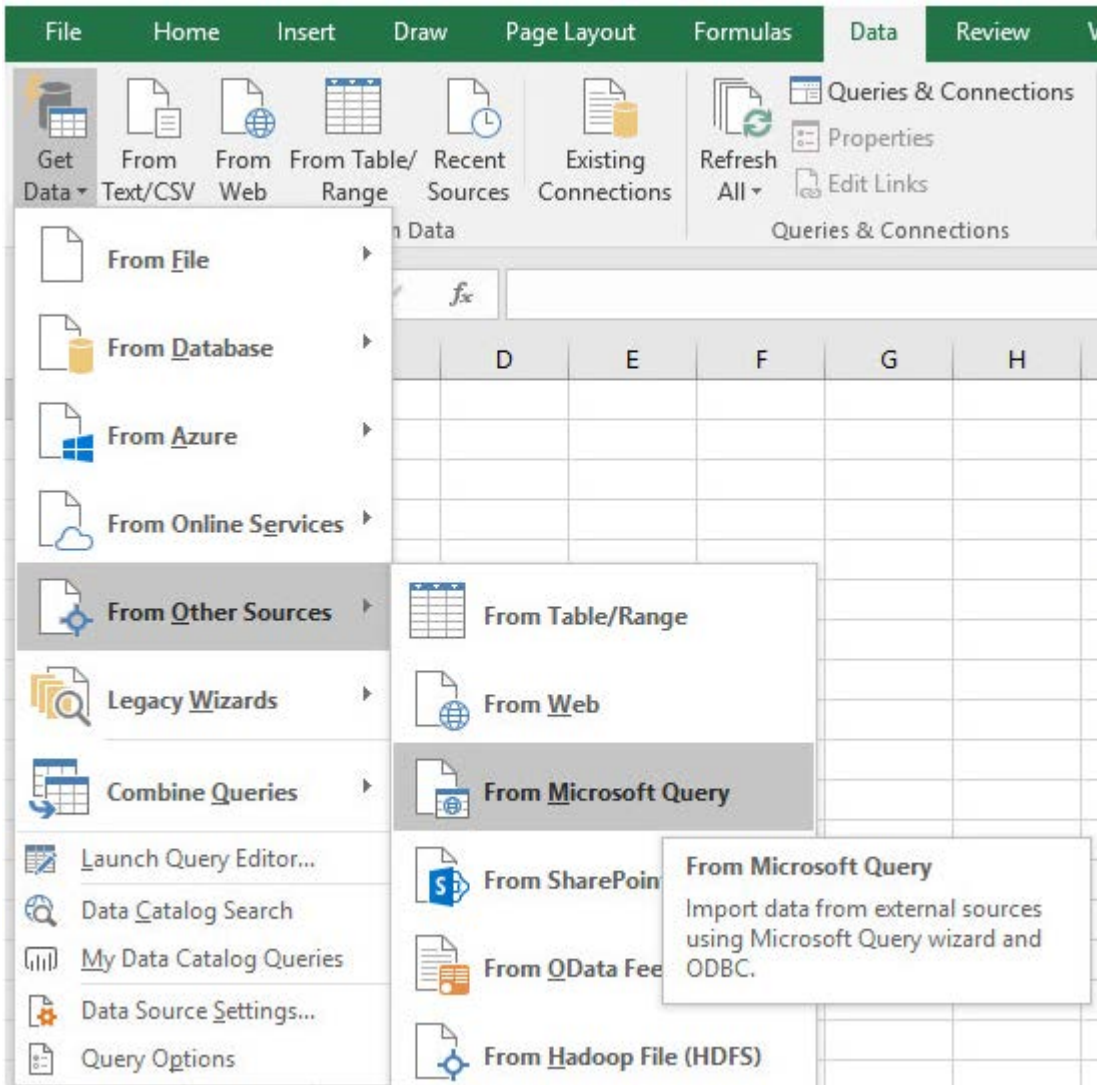
STEP 1. In Excel, FILE tab > OPTIONS > DATA > Select the following Legacy Wizards and click OK (this will make them available to you from the Ribbon):



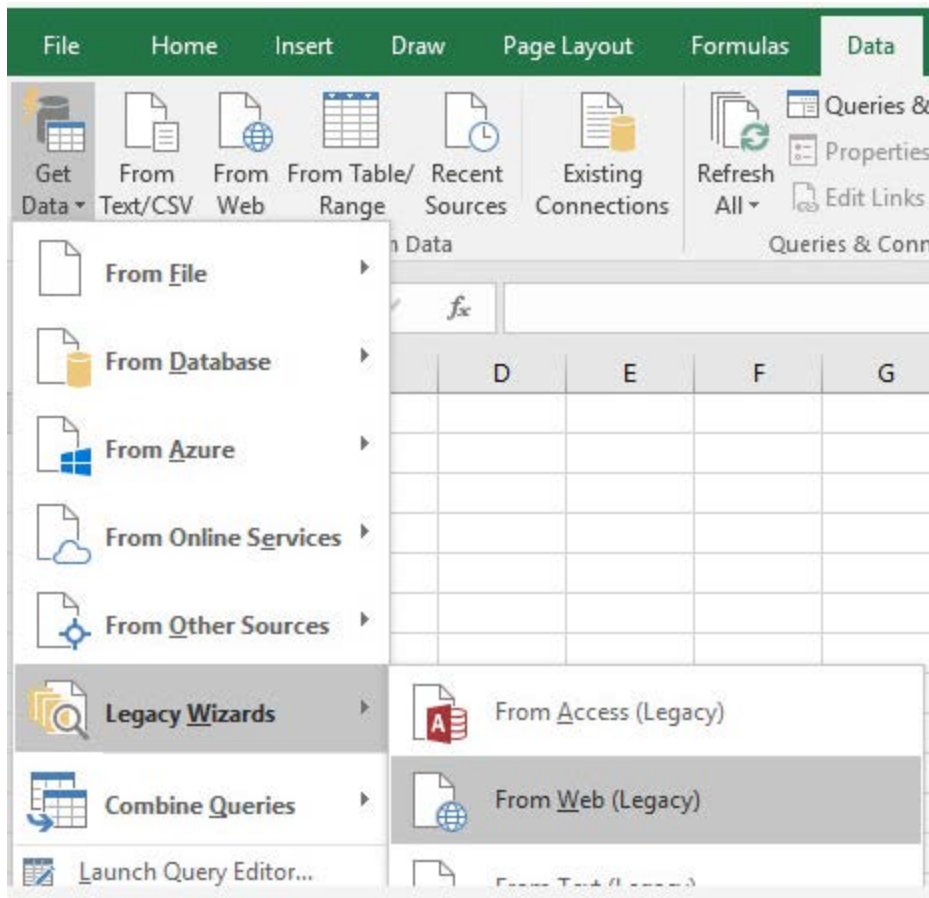
STEP 2. On page 663 of the textbook, to import the CHHistory.txt file, DATA Tab > GET DATA (on far left) > LEGACY WIZARDS > FROM TEXT (LEGACY). Continue with textbook instructions.



STEP 3. On page 680 of the textbook, to import the Access database tables: DATA Tab > GET DATA (on far left) > FROM OTHER SOURCES > FROM MICROSOFT QUERY. Continue with textbook instructions.



STEP 4. On page 702 of the textbook, to import the HTML-formatted data: DATA Tab > GET DATA (on far left) > LEGACY WIZARDS > FROM WEB (LEGACY). Continue with textbook instructions.



2. **NOTE:** Yahoo financial services has changed its web address from what is in the textbook. The correct address is now: "http://download.finance.yahoo.com".

Consequently, the parameter used by the Excel WEBSERVICE function for online requests must change from what is in the textbook, as in the following example:

=WEBSERVICE("http://**download.finance.yahoo.com**/d/?s=" & A5 & "&f=n")

POWERPOINT 2016 ASSIGNMENT, SPRING 2018

Total 10 points (If you do not finish, submit whatever you have completed to earn some points.)

Create and use a PowerPoint folder for your solutions.

What will you need to complete the assignment?

1. The big textbook containing MS PowerPoint 2016.
2. Access to a computer with PowerPoint 2016 installed (all UNT computer labs have it).
3. The MS PowerPoint data files downloaded from the BCIS 2610 Blackboard site.
4. Storage medium for saving your work (ex., a USB drive).

Mastering PowerPoint is an important skill for business students to learn. Complete the walk-thru modules (= chapters) IN TANDEM with working on your assignment. The tutorials will teach you everything you need to know to complete your work. Complete the tutorials before doing the assignments!

A. Description:

For this assignment submit ONLY the following problems from your book. **Add your name and UNT Student ID to the title page of all submitted presentations. DO NOT submit any printouts.**

1. Module 1 assignments (5 points):

Complete steps 1-24 on pages 62-63 for the Review Assignment. Submit Vendor Info.pptx and LEC Vendor Information.pptx.

2. Module 2 assignment (5 points):

Complete steps 1-26 on pages 130-131 for the Review Assignment. Submit Renewed Riverwalk.pptx.

B. How to complete the PowerPoint Assignment:

1. Download the PowerPoint data files from Blackboard, and save to a storage medium of your choice.
2. Work each module's assignments in sequence.
3. Backup all homework to your storage medium.

C. Electronic Submission for Section 001:

1. In Blackboard, click on the name of this assignment (above) to move to the required location.
2. Locate the ASSIGNMENT SUBMISSION section.
3. Attach a zip file, or copies of your individual homework files, using the BROWSE MY COMPUTER button.
4. Click the SUBMIT button.

STATEMENT OF UNDERSTANDING OF BCIS 2610 POLICIES AND PROCEDURES

I have read the COURSE SYLLABUS and BCIS 2610 Policies and Procedures, and will follow them.

PLEASE SIGN YOUR NAME BELOW EXACTLY THE WAY THAT YOU WILL SIGN ON EACH EXAM.

(your signature)

(print your name)

(today's date)

PLEASE SIGN *ONLY ONE*** OF THE FOLLOWING STATEMENTS:**

1. Mindful of my rights to privacy, I allow my instructor to post my grades by a **5-numeric-digit** SECRET CODE. If two students' IDs have the same SECRET CODE, we will agree on an alternative 5-digit code.

SECRET CODE: _ _ _ _ _

(your signature)

-- OR --

2. DO NOT use any part of my Student ID and DO NOT use a substitute identifier. I will meet with my instructor about keeping track of my own grades. I understand that until I meet with my instructor about this matter, my instructor will continue to use part of my Student ID, as per #1 above.

(your signature)

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