

University of North Texas at Dallas
Fall 2024
SYLLABUS for Distance Learning

BCIS 1305: Business Computer Applications, 3 hours			
Department of	Business	School of	Business
Instructor Name:	Richard Wallace		
Office Location:	(Online)		
Office Phone:	972.780.3668		
Email Address:	Richard.Wallace@untDallas.edu (preferred method)		
Office Hours:	By Appointment		
Classroom Location:	Founders Hall 307/Online - Hybrid		
Class Meeting Days & Times:	Monday 7:00 PM - 9:50 PM		
Course Catalog Description:	Introduction and development of business computing and technology skills utilizing software tools such as web browsers, e-mail clients, operating systems, word processors, presentation software, spreadsheets, and database applications. Current topics of relevance to the IT industry will also be discussed.		
Prerequisites:			
Required Text:	MindTap for Carey/Pinard/Shaffer/Shellman/Vodnik's The New Perspectives Collection, Microsoft Office 365 & Office 2019 ISBN-13: 978-0357026205 Course Key: MTPP9GJ3DKZ5		

Access to Learning Resources:	UNT Dallas Library: phone: (972) 780-1616 web: http://www.untdallas.edu/library email: library@untdallas.edu UNT Dallas Bookstore: phone: (972) 780-3652 web: http://www.untdallas.edu/bookstore e-mail: untdallas@bkstr.com
Supported Browsers: Chrome 67 & 68 Firefox 60 & 61 Flash 29, 30 (for audio/video) Respondus Lockdown Browser Safari 10, 11 Supported Devices: iPhone Android Chromebook <i>(Tablet users can use the Canvas app)</i> Screen Readers: VoiceOver (Safari) JAWS (Internet Explorer) NVDA (Firefox) <i>Note: There is no screen reader support for Canvas in Chrome</i>	Getting Help with Canvas: Canvas 24/7 Phone Support for Students: 1-833-668-8634 Canvas Help Resources: Web: Canvas Student Guide For additional assistance, contact Student Assistance (Distance Learning): DAL1, Room 157 phone: (972) 338-5580 email: distancelearning@untdallas.edu <i>If you are working with Canvas 24/7 Support to resolve a technical issue, make sure to keep me updated on the troubleshooting progress.</i> <i>If you have a course-related issue (course content, assignment troubles, quiz difficulties) please contact me during office hours or by email.</i>
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.	
Learning Objectives/Outcomes: At the end of this course, students will be able to:	
1	Discuss fundamental IT concepts such as hardware, software, and security
2	Use a computer in a business-appropriate and security-conscious manner
3	Utilize office productivity software such as web browsers, e-mail clients, word processors, presentation software, and spreadsheets.
4	Create tables, fields, relationships, indices, and forms in a database management system
5	Solve business problems using what-if analysis

Online/Hybrid Course Outline

The schedule is posted on Canvas. The schedule is subject to change by the instructor. Any changes to this schedule will be communicated in class or via class email or Canvas announcement. Additional readings and activities may be added, these will be noted in the Readings and Activities/Assignments sections.

Week Of	Week	Topic	Activities	Due Date
8/26/2024	1	Orientation	Student Orientation Materials	
9/2/2024	2	Impact of Digital Technology Microsoft PowerPoint Module 1: Creating a Presentation	Lecture Module 1: Impact of Digital Technology Lab: PowerPoint Module 1 SAM Project 1	9/8/2024
9/9/2024	3	The Web Microsoft PowerPoint Module 2: Adding Media and Special Effects	Lecture Module 2: The Web Lab: PowerPoint Module 2 SAM Project 1	9/15/2024
9/16/2024	4	Computer Hardware Microsoft PowerPoint Module 1 & 2	Lecture Module 3: Computer Hardware Lab: PowerPoint Modules 1-2: SAM Capstone Project	9/22/2024
9/23/2024	5	Exam 1 Microsoft Excel Module 1: Getting Started with Excel	Exam 1 on Canvas (Modules 1, 2, and 3) Lab: Excel Module 1 SAM End of Module Project 1	9/29/2024
9/30/2024	6	Software and Apps Microsoft Excel Module 2: Formatting Workbook Text and Data	Lecture Module 5: Software and Apps Lab: Excel Module 2 SAM End of Module Project 1	10/6/2024
10/7/2024	7	Security and Safety Microsoft Excel Module 3 Performing Calculations with Formulas and Functions	Lecture Module 6: Security and Safety Lab: Excel Module 3 SAM End of Module Project 1	10/13/2024
10/14/2024	8	Digital Communication Microsoft Excel Module 4: Analyzing and Charting Financial Data	Lecture Module 11: Digital Communication Lab: Excel Module 4 SAM End of Module Project 1	10/20/2024
10/21/2024	10	Exam 2 Microsoft Excel Modules 1-4: SAM Capstone Project B	Exam 2 on Canvas (Modules 5, 6, 11) Microsoft Excel Modules 1-4: SAM Capstone Project	10/27/2024
10/28/2024	11	Networking Microsoft Excel Module 5: Generating Reports from Multiple Worksheets and Workbooks	Lecture Module 10: Networking Lab: Excel Module 5 SAM End of Module Project 1	11/3/2024
11/4/2024	12	Digital Transformation: Cloud, E-commerce, and AI Microsoft Excel Module 8: Performing What-If Analyses	Lecture Module 12: Digital Transformation: Cloud, E-commerce, and AI Lab: Excel Module 8 SAM End of Module Project 1	11/10/2024
11/11/2024	13	Databases Discussion Board 1	Lecture Module 13: Databases Discussion Board 1 on Canvas	11/17/2024
11/18/2024	14	Exam 3 Discussion Board 2	Exam 3 (Modules 10, 12, 13) Discussion Board 2 on Canvas	11/24/2024
11/25/2024	15	Digital Ethics and Lifestyle Discussion Board 3	Lecture Module 14: Digital Ethics and Lifestyle Discussion Board 3 on Canvas	12/8/2024
12/2/2024	16	Review Week		12/8/2024
12/9/2024	Final	Optional (Final Exam)		12/14/2024

Course Evaluation Methods

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

Office Product Module Activities

There are graded and non-graded activities in each module of PowerPoint and Excel. While graded activities are mandatory, you are encouraged to complete the non-graded ones.

Module Activities

Each module consists of multiple activities that are either graded or non-graded. The graded activities are compulsory and include both brief reviews and more practical assignments. It is recommended that you complete the non-graded activities as well, as they can assist you in retaining the information and performing well on the exams.

Exams

There will be four exams on Canvas, covering content from each module. All exams are multiple-choice and true/false.

Grading Matrix

Activities/Assignments	Value Percentages
Module Activities	40%
Office Product Module Activities	23%
Exams	37%
Total	100%

Grade Determination

A = 90% or better

B = 80 – 89 %

C = 70 – 79 %

D = 60 – 69 %

F = less than 60%

University Policies and Procedures

Students with Disabilities (ADA Compliance):

Chapter 7(7.004) Disability Accommodations for Students:

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 [Disability Services Office](#). You may also contact them by phone at 972-338-1777; by email at UNTDDisability@untDallas.edu on the first floor of the Student Center.

Canvas Instructure Accessibility Statement:

University of North Texas at Dallas is committed to ensuring its online and hybrid courses are usable by all students and faculty including those with disabilities. If you encounter any difficulties with technologies, please contact our ITSS Department. To better assist them, you would want to have the operating system, web browser and information on any assistive technology being used. [Canvas Instructure Accessibility Statement is also provided.](#)

NOTE: Additional instructional technology tools, such as Turnitin, Respondus, Panopto, and publisher cartridge content (i.e. MyLab, Pearson, etc.) may NOT be fully ADA compliant. Please contact our Disability Office should you require additional assistance utilizing any of these tools.

Course Evaluation Policy:

Student's evaluations of teaching effectiveness are 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: (According to the instructor's discretion while working in concert with the division/program's guidelines).

Exam Policy: (Online exams and the ability to retake is solely at the instructor's discretion). NOTE: Online exams may be proctored on campus per instructor's discretion.

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 [UNT Dallas' Student Code of Academic Integrity](#) for complete provisions of this code.

1. 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.

Web-based Plagiarism Detection: Please be aware in some online or hybrid courses, students may be required to submit written assignments to Turnitin, a web-based plagiarism detection service, or another method. If submitting to Turnitin, please remove your title page and other personal information.

Classroom Policies

Online Attendance and Participation:

The University attendance policy is in effect for this course. Class attendance in the Canvas classroom 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 the discussion board. Online presence and participation in all class discussions is essential to the integration of course material and your ability to demonstrate proficiency.

Attendance for this online or hybrid course is considered when you are logged in and active in Canvas, i.e., posting assignments, taking quizzes, or completing Discussion Boards. To maintain financial aid award eligibility, activity must occur before the census date of the session or term of the course. Refer to [UNT Dallas' Registrar](#) for specific dates. If you are absent/not active in the course shell, it is YOUR responsibility to let the instructor know immediately, upon your return, the reason for your absence if it is to be excused. All instructors must follow university policy 7.005 covering excused absences; however, it is the instructor's discretion, as outlined in the course syllabus, of how unexcused absences may or may not count against successful completion of the course.

Classroom Disruption:

Students are always expected to engage with the instructor and other students in this class in a respectful and civil manner to promote a classroom environment that is conducive to teaching and learning. Students who engage in disruptive behavior will be directed to leave the classroom. A student who is directed to leave class due to disruptive behavior is not permitted to return to class until the student meets with a representative from the Dean of Students Office. It is the student's responsibility to meet with the Dean of Students before class meets again and to provide the instructor confirmation of the meeting. A student who is directed to leave class will be assigned an unexcused absent for that class period and any other classes the student misses as a result of not meeting with the Dean of Students. The student is responsible for material missed during all absences and the instructor is not responsible for providing missed material. In addition, the student will be assigned a failing grade for assignments, quizzes or examinations missed and will not be allowed to make up the work.

The Code of Student's Rights, Responsibilities, and Conduct (UNT Policy 7.001 found at <https://www.untDallas.edu/hr/upol>) describes disruption as the obstructing or interfering with university functions or activity, including any behavior that interferes with students, faculty, or staff access to an appropriate educational environment. Examples of disruptive behavior that may result in a student being directed to leave the classroom include but are not limited to: failure to comply with reasonable directive of University officials, action or combination of actions that unreasonably interfere with, hinder, obstruct, or prevents the right of others to freely participate, threatening, assaulting, or causing harm to oneself or to another, uttering any words or performing any acts that cause physical injury, or threaten any individual, or interfere with any individual's rightful actions, and harassment. You are encouraged to read the Code of Student's Rights, Responsibilities, and Conduct for more information related to behaviors that could be considered disruptive.

Inclement Weather and Online Classes: Online classes may or may not be affected by campus closures due to inclement weather. Unless otherwise notified by your instructor via e-mail, online messaging, or online announcement, students should assume that assignments are due as scheduled.

Online “Netiquette”:

In any social interaction, certain rules of etiquette are expected and contribute to more enjoyable and productive communication. Emails, Discussion Board messages and/or any other forms of written communication in the online environment should use proper “netiquette” (i.e., no writing in all caps (usually denotes yelling), no curse words, and no “flaming” messages (angry, personal attacks)).

Racial, ethnic, or gender slurs will not be tolerated, nor will pornography of any kind.

Any violation of online netiquette may result in a loss of points or removal from the course and referral to the Dean of Students, including warnings and other sanctions in accordance with the University’s policies and procedures. Refer to [UNT Dallas Student Code of Conduct](#). Respect is a given principle in all online communication. Therefore, please be sure to proofread all your written communication prior to submission.

Diversity/Tolerance Policy:

Students are encouraged to contribute their perspectives and insights to class discussions in the online environment. 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 Dean of Students as the instructor deems appropriate.

Technology Assistance: In order to successfully access the materials in an online or hybrid course, UNT Dallas advises that your computer be equipped with the minimum system requirements listed on the first page of the syllabus.

If you have trouble accessing or using components of the course, try using Google Chrome browser. If you still experience technical difficulties, first, notify your instructor.

If the problem is still not resolved, call Student Assistance (Distance Learning) at the phone number listed on the first page of the syllabus. Also, no matter what browser you use, always enable pop-ups. For more information see:

- [UNT Dallas Canvas Technical Requirements](#)
- [Canvas Instructure Supported & Unsupported Operating Systems](#)