University of North Texas at Dallas
Fall 2024
SYLLABUS

BCIS 1305.0003 – Business Computer Applications, 3 Hrs.

Department of Business Analytics	**School of Business**
Instructor Name: Dr. Ramos (you can drop the "Dr." but please call me by my last name: Ramos)	
Office Location: FH302 (Founders Hall, aka DAL2)	
Office Phone: all class communication must be via Canvas inbox	
E-mail Address: all class communication must be via Canvas inbox	
Office Hours: 12:00pm (noon) – 1:00pm on Wednesday	
Classroom Location:	FH136
Class Meeting Days & Times:	Thursday, 1:00 PM – 3:50 PM
Course Catalog Description:	3 hours. 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:	N/A
Recommended Co-requisite:	N/A
Required Text:	**Text:** The New Perspectives Collection, Microsoft Office 365 & Office 2019, with MindTap. **Authors:** Carey/Pinard/Shaffer/Shellman/Vodnik's. **Publisher:** Cengage ISBN-13: 978-0357026205 Note: We will use Cengage's MindTap so make sure to Register for your MindTap Course (i.e. DO NOT GET THE PHYSICAL COPY OF THE BOOK AND WAIT TO GET ACCESS ONLINE VIA OUR CANVAS COURSE LINKS TO HOMEWORK to be discussed first day of clases)

Access to Learning Resources:	UNT Dallas Library:
	    phone: (972) 780-3625;
	    web:
	    http://www.unt.edu/untdallas/library.htm
	
	UNT Dallas Bookstore:
	    phone: (972) 780-3652;
	    e-mail: 1012mgr@fheg.follett.com

Canvas Resources	**Canvas Help for Students:**
	Browser and Computer Requirements for Canvas:
	https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-the-browser-and-computer-requirements-for-Instructure/ta-p/66
	Access Canvas via untdallas.instructure.com
	· **Username**: your EUID #
	· **Password**: your password
	Canvas 24/7 Phone Support for Students: 1-833-668-8634
	Canvas Help Resources:
	Web: Canvas Student Guide
	Contact Distance Learning & Instructional Technology (DLIT) Email: distancelearning@untdallas.edu

Course Goals or Overview:
Learning Objectives/Outcomes: At the end of this course, the student 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.

Course Outline

This schedule is subject to change by the instructor. Any changes to this schedule will be communicated by class announcement as well as posting on Canvas and MindTap (specially as "due dates") as soon as the change is determined.

Note: Weeks 5 (AFTER Exam 1) to Week 8, which are about 3.5 classes, must cover 5 important assignments so we will continue as much as possible to cover "next class" schedule material (ie if we finish Week 5 planned content we will continue with Week 6 instead of "finish class early")

TOPICS	TIMELINE
Week 1 **Getting Started Activities|Course Overview** • **Review** Student Orientation Materials • **Review** Microsoft Word	8/25 – 8/31

Week 2 **Impact of Digital Technology|Microsoft PowerPoint** • **Reading:** Module 1: Impact of Digital Technology • **In-Class:** PowerPoint Module 1: Creating a Presentation • **Homework:** PowerPoint Module 1: Apply Case Problem 1	9/1 – 9/7 (Labor Day Holiday, 9/2 – UNTD Closed)
Week 3 **The Web|Microsoft PowerPoint** • **Reading:** Module 2: The Web • **In-Class:** PowerPoint Module 2: Adding Media and Special Effects • **Homework:** PowerPoint Module 2: Apply Case Problem 1	9/8 – 9/14
Week 4 **Computer Hardware|Microsoft PowerPoint** • **Reading:** Module 3: Computer Hardware • **In-Class:** PowerPoint Capstone	9/15 – 9/21
Week 5 **Exam Week|Microsoft Excel** • **In-Class:** Exam 1 (PowerPoint [& Word]) – In Class • **ALSO, In-Class:** Excel Module 1: Getting Started with Excel **Once In-class discussion is over (may finish in Week6)** • **Homework** Excel Module 1 Apply Case Problem 1	9/22 – 9/28
Week 6 **Software and Apps|Microsoft Excel** • **Reading:** Module 5: Software and Apps • **In-Class:** Excel Module 2: Formatting Workbook Text and Data **Once In-class discussion is over (may finish in Week7)** • **Homework:** Excel Module 2 Apply Case Problem 1	9/29 – 10/5
Week 7 **Software and Apps|Microsoft Excel** • **Reading:** Module 6: Security and Safety • **In-Class:** Excel Module 3: Performing Calculations with Formulas and Functions • **ALSO, In-Class:** Excel Module 4: Analyzing and Charting Financial Data **Once In-class discussion is over (may finish in Week8)** • **Homework:** Excel Module 3 Apply Case Problem 1	10/6 – 10/12
Week 8 **Digital Communication|Microsoft Excel** • **Reading:** Module 11: Digital Communication • **In-Class:** Excel Module 4: Analyzing and Charting Financial Data • **ALSO, In-Class:** Excel Modules 1-4 Capstone	10/13 – 10/19

Note: Regardless of our ability to discuss Excel Modules 1-4 Capstone in class or not, it will be assigned as Homework due BEFORE Exam 2 (Excel PART 1: M1-M4) • **Homework:** Excel Module 4 Apply Case Problem 1 • **ALSO, Homework:** Excel Modules 1-4 Capstone	
Week 9 **Exam Week|Microsoft Excel** • **In-Class:** Exam 2 (Excel Module 1- M4) – In Class	10/20 – 10/26
Week 10 **Networking|Microsoft Excel** • **Reading:** Module 10: Networking • **In-Class:** Excel Module 5 Generating Reports with Multiple Worksheets • **Homework:** Excel Module 5 – SAM Project	10/27 – 11/2
Week 11 **Digital Transformation: Cloud, E-commerce, and AI|Microsoft Excel** • **Reading:** Module 12: Digital Transformation: Cloud, E-commerce, and AI • **In-Class:** Excel Module 6: Managing Data with Data Tools • **Homework:** Excel Module 6 – SAM Project	11/3 – 11/9
Week 12 **Databases|Microsoft Access|Microsoft Excel** • **Reading:** Module 13: Databases/Microsoft Access • **In-Class:** Excel Module 7: Summarizing Data with PivotTables • **Homework:** Excel Module 7 – SAM Project	11/10 – 11/16
Week 13 **Digital Ethics and Lifestyle|Microsoft Excel** • **Reading:** Module 14: Digital Ethics and Lifestyle • **In-Class:** Excel Module 8: Performing What-If Analysis • **Homework:** Excel Module 8 – SAM Project	11/17 – 11/23
Week 14 **Fall Break**	11/24 – 11/30 (Fall Break, 11/28 & 11/29 – UNTD Closed)

Week 15
Final Exam Review Week
   • **In-Class:** Excel Module 10: Analyzing Data with Business Intelligence Tools (In MindTap) AND Excel Module 10 Apply Case Problem 1
   • **AND REVIEW (we may skip Excel M10 and focus on review)**
	12/1 – 12/7

Final Exam Week • Exam 3 (Excel PART 2 Modules 5-M8 [& M10 see above note in week 15)	12/8 – 12/14

The last day of the Fall 2024 semester is Saturday, 12/14/2023
Final grades will be available by end of day, Monday, 12/16/2023

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

Week's Activities – Each week has 3 main components called: **Reading, In-Class** and **Homework**.

    Reading: Several "Concept Videos", reding sections, and quizzes will be assigned as Reading ON YOUR OWN and may not be discussed in class. They provide a wide discussion about technology and its application on business.

    In-Class: Graded activities will be discussed every day in our face-to-face in-person class. Every work done during class will count towards in-class work. While attendance is not mandatory, the work we do in-class is for grade (mostly as "by completion"). Removing some Exam days and holidays, there are 13 regular days of class from which 10 will count towards in-class grade (ie you have 3 free strikes).

    Homework: After our in-class discussion, homework will be assigned from the book/MindTap platform that may range from quick reviews of the module to more applied assignments like case studies, Capstones and/or SAM Projects. These assignments demonstrate an understanding of the module activity concepts and are able to apply them.

Exams – There are three (3) exams in this course that are designed to measure knowledge of presented course material and the ability to apply appropriate concepts in practical settings.

Grading Matrix:

Instrument	Value (points or percentages)	Total Points	% of Total
Reading Activities	10 @ 10 points each	100	6.666%
In-Class Activities	10 @ 20 points each	200	13.333%
[Homework] Apply Case Problems	6 @ 50 points each	300	20%
[Homework] Capstones	2 @ 100 points each	200	13.333%
[Homework] SAM Project	4 @ 100 points each	400	26.666%
Exams	3 @ 100 points each	300	20.0%
Total:		**1,500**	**100.0%**

Grade Determination:
A = 90% or better
B = 80 – 89.9 %
C = 70 – 79.9 %
D = 60 – 69.9 %
F = Less than 60%

Incomplete Policy

In order to receive an incomplete in this course, the Grade of Incomplete Form posted on the Registrar forms site must be completed, signed, and returned to the Office of the Registrar by the deadline posted in the Academic Calendar. For other questions related to grade of incomplete, contact Dr. Dawn Sales, Assistant Provost, at dawn.remmers@untdallas.edu. The deadline to file for an incomplete for the course is the last day in which there is regular instruction for the session (not including finals). The deadline to file an incomplete for this course is November 30, 2023.

Canvas Gradebook

The Canvas grade book is the master grade book. The Connect grade book is integrated into the Canvas grade book. Refer to the Canvas grade book when reviewing your course status.

Communicating with Professor

The only way students should communicate with the professor is through Canvas inbox messages, or the Q&A Discussion Board thread on Canvas (aka Canvas Discussions). I DO NOT answer to class related e-mails.

All Canvas messages should contain the 3 basic parts of a message: Greetings, Body, and Signature. In the body of your e-mail, please be as detailed as possible about your question(s). If calculations are involved, show your work and the resulting answers, attach screenshots and/or files (word, excel, PowerPoint) as needed. This approach will eliminate unnecessary e-mails and get you back on track quicker.

Example of Canvas (inbox) Message

Subject: Quiz 2, BCIS 1305.0003

Dear Dr. Ramos,

I have a question about Quiz 2. Question 3 stated, "Insert Question Here." I answered C, "insert answer c here," but it was marked wrong. Could you please double-check that for me because in the book, on page 210, it states that C would be the correct answer.

Thank you for your time,
Student's Full Name
BCIS 1305.0003

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 accommodations for students with disabilities. Students seeking accommodation 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 accommodation 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 972-338-1787; by e-mail at [UNTDdisability@untdallas.edu](), or in UNT Dallas Student Center, Suite 1104

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. [A 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.

Disruptive Behavior in an Instructional Setting:

Students are expected to engage with the instructor and other students in this class in a respectful and civil manner at all times 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 absence 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 (Policy 7.001) 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.

Course Evaluation Policy: Student evaluations of teaching effectiveness is 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: All assignments for this course **MUST** be completed and submitted within the unit due dates. No makeup assignments will be allowed except for documented emergencies (See Student Handbook).

Exam Policy: There are three (3) exams in this course. All exams should be taken as scheduled. No makeup examinations 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 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.

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, hybrid or Hy flex 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

Classroom Attendance/Participation:
The University attendance policy is in effect for this course. Class attendance and participation in the course is expected because the class is designed as a shared learning experience, and because essential information not in the textbook will be discussed.

Attendance for this course is considered when you arrive at class on time, participate in the classroom activities, and stay for the entire class period. 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.

NO E-mails All Class communication must be via Canvas Inbox.
Canva inbox messages (Note: I may say "canvas E-mails") to the instructor should be professional. Canvas Inbox messages are not a forum to vent and should not be written like a text message to your friends. Canvas Messages [E-mails] to the instructor should be well thought out and written in a professional, business-like manner. Students should ask about how to use Canvas Inbox for this course. I will reply within 24 hours.

Classroom Disruption:
Students are expected to always 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 absence 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 **(UNTD 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.

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 experience difficulty 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

Full Disclosure

This syllabus is a guide, and every attempt is made to provide an accurate overview of the course. However, circumstances and events may make it necessary for the instructor to modify the syllabus during the semester and may depend, in part, on the progress, needs, and experiences of the students. Changes to the syllabus will be made with advance notice.

The professor reserves the right to change anything for the class as deemed appropriate.