

# University of North Texas at Dallas

Summer 2025 – 5W1

## SYLLABUS

### BCIS 3610.0072 – Basic Information Systems – 3 Credit Hours

<b>Department of</b>	Business
<b>Instructor Name</b>	Cathy J. Scott, Ph.D.
<b>Office Location</b>	FH315
<b>Office Phone</b>	972-338-1357
<b>Email Address</b>	cathy.scott@untDallas.edu
<b>Virtual Office Hours</b>	Use the following link to schedule an appointment: <a href="https://calendly.com/cathy-scott/15min">https://calendly.com/cathy-scott/15min</a>
<b>Course Format/Structure</b>	100% Online
<b>Classroom Location</b>	Online
<b>Class Meeting Days &amp; Times</b>	Online
<b>Course Catalog Description</b>	3 hours (3;0;0). 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.
<b>Prerequisites</b>	Prerequisite(s): BCIS 1305 (formerly BCIS 2610).
<b>Corequisites</b>	N/A
<b>Required Reading</b>	Principles of Information Systems by George W. Reynolds and Ralph M. Stair. Edition: 14th. Publisher: Cengage Learning. Buy or Rent the Hardcover Textbook: ISBN 9780357112410. Access the eTextbook: ISBN 9780357392775.
<b>Recommended Reading &amp; References</b>	N/A

<b>Access to Learning Resources</b>	<b>UNT Dallas Library:</b> Phone: (972) 338-1616; Website URL: <a href="http://www.untdallas.edu/library">http://www.untdallas.edu/library</a> <b>UNT Dallas Bookstore:</b> Phone: (972) 780-3652; Website URL: <a href="http://www.untdallas.edu/bookstore">http://www.untdallas.edu/bookstore</a> Email: <a href="mailto:untdallas@bkstr.com">untdallas@bkstr.com</a>
<b>Canvas Resources</b>  <b>Supported Browsers:</b> <ul style="list-style-type: none"> <li>• Chrome</li> </ul> <b>Supported Devices:</b> <ul style="list-style-type: none"> <li>• iPhone</li> <li>• Android</li> <li>• Chromebook</li> </ul> <i>Note: Tablet users can use the Canvas app</i>  <b>Screen Readers:</b> <ul style="list-style-type: none"> <li>• VoiceOver (Safari)</li> <li>• JAWS (Internet Explorer)</li> <li>• NVDA (Firefox)</li> </ul> <i>Note: There is no screen reader support for Canvas in Chrome</i>  <b>Cengage Support:</b>	<b>Getting Help with Canvas:</b>  <b>Canvas 24/7 Phone Support for Students: 1-833-668-8634</b>  <b>Canvas Help Resources:</b>  <b>Canvas Student Guide -</b> <a href="https://community.canvaslms.com/docs/DOC-10701">https://community.canvaslms.com/docs/DOC-10701</a>  For additional assistance, contact UNT Dallas Distance Learning: DAL1, Room 157 Email: <a href="mailto:distancelearning@untdallas.edu">distancelearning@untdallas.edu</a>  <b>If you are working with Canvas 24/7 Support to resolve a technical issue, please keep me updated on the troubleshooting progress.</b>  <b>If you have a course-related issue (e.g., course content, assignment trouble, quiz difficulties), please contact me during office hours or by email.</b>  <a href="https://help.cengage.com/student/">https://help.cengage.com/student/</a>

## Course Overview

### Course Goals/Overview:

The goal of this course is to provide students with an understanding of how technology relates to their chosen field including, how it is applied in organizations and to introduce students to the fundamentals of database concepts and development.

## Learning Objectives/Outcomes:

At the end of this course, the student will

1. Identify how technology impacts organizations, individuals, and society.
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. Demonstrate improvement to practical and theoretical database applications.
8. Survey programming languages.

## Course Outline and Discussion Topics

This schedule is subject to change by the instructor.

Timeline	Topic	Readings/Activities/Assignments	Due Date
Week 1 6/9 – 6/16	Getting Started  Chapter 1 – Information Systems: People, Technology, Processes, and Structure  Chapter 2 – Secure Information Systems  Chapter 3 – Corporate and Individual Accountability: Ethical, Legal, and Social Issues	Welcome to Class Getting Started Activities  <b><u>Canvas</u></b> Post to DB1a & DB1b (Graded) Complete the Getting Started Quiz (Graded)  <b><u>MindTap</u></b> Welcome to Your Course (Recommended) Getting Started with MindTap Video (Recommended)  <b>Read</b> Module 1,2,3 <b>Review</b> Module 1, 2, 3 PPT <b>Module 1, 2, 3 Study</b> Review   Reinforce (Recommended)  <b>Watch</b> Concept Clip Video: Strategic Planning (Recommended) <b>Watch</b> Concept Clip Video: Biometric Authentication (Recommended) <b>Watch</b> Concept Clip Video: GDPR (Recommended)	DB1a: Getting Started – Due Thursday, 6/12 by 11:55 PM.  DB1b: Introductions Initial post Due Thursday, 6/12 by 11:55 PM Reply posts to two classmates Due Monday, 6/16 by 11:55 PM  Module 1, 2, 3 Quiz Due Monday, 6/16 by 11:55 PM  Assignment 1, 2, 3 Due Monday, 6/16 by 11:55 PM

Timeline	Topic	Readings/Activities/Assignments	Due Date
		<p><b>Watch</b> Career Connection Video: Product Manager, Mongo DB (Recommended)</p> <p><b>Complete</b> Module 1, 2, 3, Quiz  <b>Complete</b> Assignment 1: Module 1 Use It (Graded)  <b>Complete</b> Assignment 2: Module 2 Use It (Graded)  <b>Complete</b> Assignment 3: Module 3 Use It (Graded)</p> <p><b>Start Case Study 1:</b> The Equifax Data Breach (Graded)</p> <p><b><u>DataCamp</u></b></p> <p><b>Register</b> for DataCamp</p> <p><b>Start DataCamp Activity 1:</b> Introduction to Excel Certificate of Completion.</p>	
<p>Week 2 6/16 – 6/23 (UNTD Closed 6/19 for Juneteenth Holiday)</p>	<p>Chapter 4 – Hardware and Software</p> <p>Chapter 5 – Database Systems and Data Management</p> <p>Chapter 6 – Business Intelligence: Big Data and Analytics</p>	<p><b><u>Canvas</u></b></p> <p><b>Post</b> to DB2  <b>Review</b> Mid-Term Exam Information</p> <p><b><u>MindTap</u></b></p> <p><b>Read</b> Module 4, 5, 6  <b>Review</b> Module 4, 5, 6 PPT  <b>Module 4, 5, 6 Study Review</b>   Reinforce (Recommended)</p> <p><b>Watch</b> Concept Clip Video: Green Computing (Recommended)  <b>Watch</b> Career Connection Video: Director of Data Science, Facebook (Recommended)  <b>Watch</b> Concept Clip Video: SQL (Recommended)</p>	<p>DB2: Initial post is Due Friday, 6/20. (Extended due date for the Juneteenth Holiday). <b>Reply posts</b> Due Monday, 23 by 11:55 PM</p> <p>Assignment 4, 5, 6 Due Monday, 6/23 by 11:55 PM</p> <p>Module 4, 5, 6 Quiz Due Monday, 6/23 by 11:55 PM</p>

Timeline	Topic	Readings/Activities/Assignments	Due Date
		<p><b>Watch</b> Career Connection Video: Application Architect, Systems Software Projects (Recommended)</p> <p><b>Watch</b> Concept Clip Video: Data Science and Big Data (Recommended)</p> <p><b>Watch</b> Career Connection Video: IT Specialist for the Centers for Medicare and Medicaid Services (Recommended)</p> <p><b>Complete</b> Module 4, 5, 6 Quiz</p> <p><b>Complete</b> Assignment 4: Module 4 Use It (Graded)</p> <p><b>Complete</b> Assignment 5: Module 5 Use It (Graded)</p> <p><b>Complete</b> Assignment 6: Module 6 Use It (Graded)</p> <p><b>Submit Case Study 1:</b> The Equifax Data Breach (Graded)</p> <p><b><u>DataCamp</u></b></p> <p><b>Submit DataCamp Activity 1:</b> Introduction to Excel Certificate of Completion.</p>	<p>Case Study 1: The Equifax Data Breach due by Monday, 6/23 at 11:55 PM</p> <p>Datacamp Activity <b>1:</b> Due Monday, 6/23 by 11:55 PM.</p>
Week 3 6/23 – 6/30	<p>Mid-Term Exam Week</p> <p>Chapter 7 – Networks: An Interconnected World</p> <p>Chapter 8 – Cloud Computing and the Internet of Things</p> <p>Chapter 9 – E-Commerce</p>	<p><b><u>Canvas</u></b></p> <p><b>Post</b> to DB3</p> <p><b><u>MindTap</u></b></p> <p><b>Read</b> Module 7, 8, 9</p> <p><b>Review</b> Module 7, 8, 9 PPT</p> <p><b>Module 7, 8, 9 Study Review   Reinforce</b> (Recommended)</p> <p><b>Watch</b> Concept Clip Video: 5G (Recommended)</p> <p><b>Watch</b> Career Connection Video: Systems Analyst, Accenture (Recommended)</p>	<p>DB3: Initial post is Due Thursday, 6/26. Reply posts Due Monday, 6/30 by 11:55 PM</p> <p>Assignment 7, 8, 9 Due Monday, 6/30 by 11:55 PM</p> <p>Module 7, 8, 9 Quiz Due Monday, 6/30 by 11:55 PM</p>

Timeline	Topic	Readings/Activities/Assignments	Due Date
		<p><b>Watch</b> Concept Clip Video: Cloud Computing Services (Recommended)</p> <p><b>Watch</b> Career Connection Video: Business Analyst and ScrumMaster (Recommended)</p> <p><b>Watch</b> Concept Clip Video: Omnichannel (Recommended)</p> <p><b>Watch</b> Career Connection Video: Senior Business Analyst (Recommended)</p> <p><b>Complete</b> Module 7, 8, 9 Quiz</p> <p><b>Complete</b> Assignment 7: Module 7 Use It (Graded)</p> <p><b>Complete</b> Assignment 8: Module 8 Use It (Graded)</p> <p><b>Complete</b> Assignment 9: Module 9 Use It (Graded)</p> <p><b>Take</b> Mid-Term Exam (CH 1-6)</p> <p><b>Start</b> Case Study 2: The Internet of Things (Graded)</p> <p><b><u>DataCamp</u></b></p> <p><b>Start</b> Datacamp Activity 2: Introduction to SQL</p>	<p>Mid-Term Exam opens on Monday, 6/23 at 12:00 AM and closes on Monday, 6/30 at 11:55 PM</p>
<p>Week 4 6/30 – 7/7 (UNTD Closed 7/4 for July 4<sup>th</sup> Holiday)</p>	<p>Chapter 10 – Enterprise Systems</p> <p>Chapter 11 Artificial Intelligence (AI) and Automation</p> <p>Chapter 12 – Strategic Planning and Project Management</p>	<p><b><u>Canvas</u></b></p> <p><b>Post</b> to DB4</p> <p><b><u>MindTap</u></b></p> <p><b>Read</b> Module 10, 11, 12</p> <p><b>Review</b> Module 10, 11, 12 PPT</p> <p><b>Module 10, 11, 12 Study Review</b>   Reinforce (Recommended)</p> <p><b>Watch</b> Concept Clip Video: CRM (Recommended)</p>	<p>DB4: Initial post is due Thursday, 7/3. Reply posts Due Monday, 7/7 by 11:55 PM</p> <p>Assignment 10, 11, 12, Due Monday, 7/7 by 11:55 PM</p> <p>Module 10, 11, 12 Quiz Due Monday, 7/7 by 11:55 PM</p>

Timeline	Topic	Readings/Activities/Assignments	Due Date
		<p><b>Watch</b> Concept Clip Video: Neural Networks (Recommended)</p> <p><b>Watch</b> Concept Clip Video Module 12: Innovation (Recommended)</p> <p><b>Watch</b> Concept Clip Video Module 12: Data-Driven Decision Making (Recommended)</p> <p><b>Complete</b> Module 10, 11, 12 Quiz</p> <p><b>Complete</b> Assignment 10: Module 10 Use It (Graded)</p> <p><b>Complete</b> Assignment 11: Module 11 Use It (Graded)</p> <p><b>Complete</b> Assignment 12: Module 12 Use It (Graded)</p> <p><b>Submit</b> Case Study 2: The Internet of Things (Graded)</p> <p><b><u>Datacamp</u></b></p> <p><b>Submit</b> Datacamp Activity 2</p> <p><b>Start</b> Datacamp Activity 3: AWS Cloud Concepts (Graded)</p>	<p>Datacamp Activity 2: Due Monday, 7/7 by 11:55 PM.</p> <p>Case Study 2: The Internet of Things. Due Monday, 7/7 by 11:55 PM.</p>
Week 5 7/7 – 7/12	Chapter 13 – System Acquisition and Development  Final Exam Week	<p><b><u>Canvas</u></b></p> <p><b>Post</b> to DB5</p> <p><b><u>MindTap</u></b></p> <p><b>Read</b> Module 13</p> <p><b>Review</b> Module 13 PPT</p> <p><b>Module 13 Study</b> Review   Reinforce (Recommended)</p> <p><b>Watch</b> Concept Clip Video Module 13: Agile Making(Recommended) Chapter 13</p>	<p>DB5: Initial post is Due Thursday, 7/10 by 11:55 PM. Reply posts to classmates are optional until 7/12.</p> <p>Assignment 13 Due Saturday, 7/12 by 11:55 PM</p> <p>Module 13 Quiz Due Saturday, 7/12 by 11:55 PM</p>

Timeline	Topic	Readings/Activities/Assignments	Due Date
		<b>Complete</b> Module 13 Quiz <b>Complete</b> Assignment 13: Module 13 Use It (Graded) <b>Review</b> Final Exam Information (CH 7 -13)  <b>Take</b> Final Exam (CH 7 – 13)  <b>Submit:</b> DataCamp Extra Credit (Optional)  <b>Submit:</b> EOC Evaluation Proof of Submission for Extra Credit (Optional)	Submit Datacamp Activity 3: Due Saturday, 7/12 by 11:55 PM.  The final Exam opens on Tuesday, 7/8, at 12:00 AM and closes on Saturday, 7/12 at 11:55 PM.  Extra Credit Due: Saturday, 7/12 by 11:55 PM.

The last day of this course is Saturday, 7/12/2025  
Final grades will be available by the end of the day Monday, 7/14/2025.

### Course Evaluation Methods

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

### **Start Here – Canvas Technology Assignment and Quiz (Required)**

Complete the Canvas Technology Assignment by sending a Canvas message to your instructor. This activity will be recorded as part of your Week 1 online course attendance for the university.

***The Start Here – Canvas Technology Assignment and Quiz is worth 10 total points or 1% of your total course grade.***

### **Discussion Posts (Required) (Due Dates Are Firm)**

Initial Post Due Thursdays. Reply Posts to Two (2) Classmates are Due by the following Monday at 11:55 PM.

This course will consist of weekly discussion board activities. Discussion questions covering the next week's unit of study and related assignments will open on Friday before the assigned week.

**IMPORTANT:** Each discussion question has a specific due date. Discussion board postings are NOT optional. You MUST participate in the discussion boards with substantive posts to be successful in this course. A discussion board grading rubric is provided on Canvas with each



weekly discussion board topic. Students are required to post their initial discussion by Thursday at 11:55 PM each week unless otherwise directed. Your response postings to two (2) classmates are due by Monday of the following week at 11:55 PM. Please note that these are the MINIMUM standards. Our course will be more interactive and enjoyable if you post to more than two learners' responses per week and on multiple days. Note you are expected to post something that adds to the discussion. Do not simply restate what someone else has said or post simple statements like "I agree" or "Good job," etc. ALWAYS include the "why" or support your statements with resources. EACH INITIAL POST MUST BE A MINIMUM OF 100 WORDS. Please post your word count at the bottom of your initial post.

**Note:** If you type your discussion posting in Word, you can easily check your word count. Then cut and paste the discussion into the discussion box. Please do not post attachments to the discussion board posts. This slows down the discussion process.

You can share resource links in your post, but these resources do not apply to your initial post word count. Posts that do not add value to the discussion, show little effort or are plagiarized will be severely penalized. If you use an outside source to support your post, you MUST cite the source. *Be sure to review the discussion board grading rubric and the plagiarism information provided in this course before posting to the discussion boards.*

Remember, the sooner you post your initial discussion response during the week, the sooner your classmates can respond to you. The goal is to have a continuous discussion in the course, so post early and post often. As the instructor, I may comment on your post during the week, but I am looking for students to interact with each other without being swayed by my comments. I will post a weekly wrap-up discussion thread, when appropriate, once the weekly discussion has closed.

**DO NOT USE ANY AI TOOLS FOR YOUR DISCUSSION BOARD POSTS. AI-GENERATED POSTS WILL RECEIVE ZERO POINTS.**

***The Discussion Board Activities are worth 150 total points (5 @ 30 each) or 15% of your total course grade.***

### **Chapter Assignments (Required) (Due Dates Are Firm)**

All assignments for this course MUST be completed and submitted within the unit due dates. Assignments will be completed in Cengage MindTap through Canvas unless otherwise specified by your instructor. Use your course syllabus outline and the Canvas Modules to ensure you do not miss any important course requirements. Students MUST have access codes to enter the Cengage MindTap homework area in Canvas and Cengage MindTap course supplements and study tools. Assignment activities close on Mondays at 11:55 PM unless otherwise specified.

Cengage provides free trial access for this course, which allows you to start on Day One. Once your free trial expires, neither you nor your instructor will have access to your Cengage MindTap information. If you use the trial version of Cengage MindTap, purchase your paid access before the trial expires.

Many Cengage MindTap assignments are in an algorithmic format, which means the problems are like the book, but the numbers are different. Algorithmic assignments will be noted as “ALGO”. A tutorial on using Cengage MindTap is available under the *Getting Started* Assignment link in the Cengage MindTap application.

***Chapter Assignments are worth 195 total points (13 @ 15 points each) or 19.5% of your total course grade.***

### **Chapter Quizzes (Required) (Due Dates Are Firm)**

There will be thirteen (13) chapter quizzes. These quizzes will be given online using CengageNow MindTap through Canvas. Quiz scores will be available for viewing upon completion of the quiz. Answers will not be displayed for the quizzes until the quiz window closes. You will have thirty (30) minutes to complete each quiz and three (3) attempts. Your best score will be your final quiz grade. You will NOT be able to start and stop a quiz. Once you start a quiz, you MUST complete it, or you will only receive points for the completed portion. Be sure to take your quizzes on a stable Internet connection and device.

Note: Technology issues can occur. That is why you have three (3) attempts for each quiz. Quiz attempts will not be reset. If a technology issue occurs, simply use one of your other allocated attempts.

Quizzes should be studied for like an in-class exam. Quizzes are NOT a group project. You are expected to complete your quiz without assistance from others. Students who collaborate on a quiz are cheating, and UNTD considers academic dishonesty a serious offense. Please review the UNTD academic dishonesty policy or consult your instructor if you have questions. The UNTD academic dishonest policy is available at

<http://dallascatalog.unt.edu/content.php?catoid=12&navoid=381#academic-integrity>

Quiz due dates are firm, and quizzes should be taken as scheduled. No makeup quizzes or exams will be allowed except for documented emergencies (See Student Handbook).

***The Quizzes are worth 130 total points (13 @ 10 points each) or 13% of your total course grade.***

### **Case Studies (Required) (Due Dates are Firm)**

This course will utilize two case studies to apply the concepts involved in basic computer systems. The cases will be located on Cengage MindTap. Please review the course outline section of your syllabus and Canvas Modules for the due dates of this project.

***Case Studies are worth 120 total points (2 @ 60 points each) or 12% of your total course grade.***

### **DataCamp Activities (Required) (Due Dates are Firm)**

This course will use three (3) DataCamp activities to learn basic data science skills. The instructions for the DataCamp activities will be available on Canvas under Modules. Please review the course outline portion of your syllabus and Canvas Modules for DataCamp due dates.

***DataCamp Activities are worth 195 total points (3 @ 65 points each) or 19.5% of your total course grade.***

### **Mid-Term Exam (Required) (Due Dates are Firm)**

There will be a Mid-Term Exam covering Chapters 1-6. Your Mid-Term Exam will be taken online on Cengage MindTap through Canvas. You will have two (2) hours to take the exam and one (1) attempt. A study guide will be posted on Canvas for your review. The Mid-Term Exam window can be found in the course outline of this syllabus. The Mid-Term Exam due date is firm. Exams should be taken as scheduled. No makeup examinations will be allowed except for documented emergencies (See Student Handbook).

The Mid-Term exam is NOT a group project. You are expected to complete your own exam without assistance from others. Students who collaborate on an exam are cheating, and UNTD considers academic dishonesty a serious offense. Please review the UNTD academic dishonesty policy or consult your instructor if you have questions. The UNTD academic dishonest policy is available at <http://dallascatalog.unt.edu/content.php?catoid=12&navoid=381#academic-integrity>

***The Mid-Term Exam is worth 100 total points or 10% of your total course grade.***

### **Final Exam (Required) (Due Dates are Firm)**

There will be a Final Exam covering Chapters 7 - 13. Your Final Exam will be taken in Cengage MindTap through Canvas, and you will have two (2) hours) and one (1) attempt to take this exam. A study guide will be posted on Canvas for your review. The Final exam window and the due date can be found in the course outline in this syllabus. The Final Exam due date is firm. Exams should be taken as scheduled. No makeup examinations will be allowed except for documented emergencies (See Student Handbook).

The Final Exam is NOT a group project. You are expected to complete your own exam without assistance from others. Students who collaborate on an exam are cheating, and UNTD considers academic dishonesty a serious offense. Please review the UNTD academic dishonesty policy or consult your instructor if you have questions. The UNTD academic dishonest policy is available at <http://dallascatalog.unt.edu/content.php?catoid=12&navoid=381#academic-integrity>

***The Final Exam is worth 100 total points or 10% of your total course grade.***

**Lifeline Opportunity (Extra Credit/Bonus Points) (Optional) (Firm Due Date)**

At times, life happens, so there are 25 extra credit/bonus points available in this course. These *lifeline opportunities* can be used toward your total course grade to improve a missing or low assignment, quiz, or exam score. These opportunities must be submitted by the established due date for them to be graded. NO late work will be accepted. See the Canvas Modules for more information.

**Grading Matrix:**

Assessment Instrument	Activity Value	Total	Percentage
Getting Started Activities	1 @ 10 pts.	10 pts.	1.0%
Discussion	5 @ 30 pts.	150 pts.	15.0%
Chapter Assignments	13 @ 15 pts.	195 pts.	19.5%
Chapter Quizzes	13 @ 10pts.	130 pts.	13.0%
Case Studies	2 @ 60 pts.	120 pts.	12.0%
DataCamp Activities	3 @ 65 pts.	195 pts.	19.5%
Mid-Term Exam	1 @ 100 pts.	100 pts.	10.0%
Final Exam	1 @ 100 pts.	100 pts.	10.0%
Total		1,000 pts.	100.0%

**Grade Determination:**

*A = 900 – 1,000 pts; i.e. 90% or better*

*B = 800 – 899.9 pts; i.e. 80 – 89.9 %*

*C = 700 – 799.9 pts; i.e. 70 – 79.9 %*

*D = 600 – 699.9 pts; i.e. 60 – 69.9 %*

*F = 599.9 pts or below; i.e. less than 60%*

### **Tutoring**

Need tutoring services or just some help with a particular assignment? For tutoring that empowers students to achieve success, schedule an appointment with the Learning Commons today at <https://www.untDallas.edu/learning/schedule-appointment/>.

### **Canvas Gradebook**

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

### **Grading Timeline**

Grades for this course will be posted within seven (7) days of the activity's due date.

### **Course-Specific Policies**

#### **Attendance and Participation Policy:**

The University attendance policy is in effect for this course. Please refer to Policy 7.005 Student Attendance at

<https://untsystem.policytech.com/dotNet/documents/?docid=1347&public=true>.

Attendance (online in the Canvas course and on campus according to the posted course schedule) and preparation for this course are important to your success. To acquire knowledge and build the required skills for successful completion of this course, students are expected to:

- **Read** and become familiar with the course syllabus/outline plus expectations, including due dates.
- **Review** course material and complete Chapter Pre-Work listed in the course outline **PRIOR** to coming to class.
- **Meet deadlines** for all assignments and required readings. Accounting concepts build upon each other, so it is important that you do not get behind.
- **Ask** for clarification about course materials, concepts, or course expectations.
- **Analyze** assigned readings and contribute to one another's learning through meaningful discussion.
- This is an accelerated online course. Therefore, you are expected to spend **at least 9 hours a week** on course activities. While you are not in a classroom environment, you need to plan on spending the same amount of time you would have met in class, plus the time for out-of-class activities.
- It is strongly recommended that students use the CNOWv2 Study Tools in this course for extra practice.

### Assignment Policy:

**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). CNOWv2 Assignments will **NOT** be timed and will have unlimited attempts unless otherwise noted.

### Quiz/Exam Policy:

Exams should be taken as scheduled. No makeup examinations will be allowed except for documented emergencies (See Policy 7.005 Student Attendance at <https://www.untDallas.edu/hr/upol>).

All quizzes and exams for this course **MUST** be completed and submitted within the quiz or exam window due dates. No makeup quizzes or exams will be allowed except for documented emergencies (See Student Handbook). Quizzes will be timed (60 minutes), and you will be allowed three (3) attempts. Your best score will be recorded in the grade book. The Exams will be taken on CNOWv2 through Canvas. You will have two (2) hours to take each exam and one (1) attempt. Once you start a quiz or exam, you **MUST** complete it, or you will only receive points for the completed portion. Be sure to take your quizzes and exams on a stable Internet connection and device.

**Note:** Technology issues can occur. That is why you have **three (3)** attempts for each quiz. Quiz attempts will not be reset. If a technology issue occurs, simply use one of your other allocated attempts.

Quizzes and Exams are **NOT** group projects. You are expected to complete your own quiz or exam without assistance from others. Students who collaborate on a quiz or exam are cheating, and UNTD considers academic dishonesty a serious offense. Please review the UNTD academic dishonesty policy or consult your instructor if you have questions. The UNTD academic dishonest policy is available at <http://dallascatalog.unt.edu/content.php?catoid=12&navoid=381#academic-integrity>

### Other Course Policies and Information:

#### Emails

Emails to the instructor should be professional. Emails are not a forum to vent and should not be written like a text message to your friends. Emails to the instructor should be well thought out, and written in a professional, business-like manner. Students should use their UNTD email for this course.

### **Instructor Response Time**

I will respond to your questions within 24 hours (Monday – Friday). I generally respond sooner. I often monitor my email on the weekends (after 5 PM on Friday until 8 AM on Monday), but you should not depend on this. It is important that you plan ahead and start your homework early in the week. This will allow you to contact me with questions prior to Friday to ensure that you receive a response before the weekend.

All emails should include the following information in the subject line: BCIS 3610.0071 (Course # and Section). Emails that are not addressed in this manner will be returned to the sender for this information or may be identified as SPAM and could be deleted. Additionally, all emails must reference the assignment information (chapter, problem number, and detail(s) about your question(s). If calculations are involved, please include your calculation and answer. This will avoid a string of unnecessary emails and get you back on track as soon as possible.

### **Confidentiality of Information Shared by Students**

UNTD and your course instructor cannot guarantee the confidentiality of information shared by students in the course environment. Therefore, students should not share any confidential information from employers unless explicitly related for public use.

### **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 the grade of incomplete, contact Dr. Dawn Sales, Assistant Provost, at [dawan.sales@untDallas.edu](mailto:dawan.sales@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 July 12, 2025.

### **Communicating with Professor**

The only way students should communicate with the professor is through email or the Q&A Discussion Board thread on Canvas. I can be emailed at [cathy.scott@untDallas.edu](mailto:cathy.scott@untDallas.edu). All emails should include the Course #/Section # in the subject line and reference the activity in question. Please be as detailed as possible about your question. If calculations are involved, show your work and the resulting answers. This will eliminate unnecessary emails and get you back on track quicker.

### Example Email

Subject: Quiz 2, BCIS 3610.0072

Dear Dr. Scott (or Professor Scott),

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? In the book, on page 210, it states that C would be the correct answer.

Thank you for your time,

Student's Full Name

BUSI 3610.0072

### Student Statement of Understanding about Course Requirements, including Use of AI

I have read and understood the course syllabus and outline, including the course requirements, grading criteria, due dates, and Academic Integrity policy. I agree to abide by all the conditions for participation in this course.

In addition, I swear that all work performed and submitted in this class will be my own. I understand that certain assignments, quizzes, and exams are not group work. This means I may not assist other students or use any online sites or search engines (e.g., Course Hero, Chegg, Google, Safari, Bing, etc.), technologies (e.g., ChatGPT, Claude, language translators, etc.), group chats (GroupMe, texts, emails, etc.) or other tools, and sources that are prohibited. If my instructor permits using ideas, images, or word phrases created by another person or by generative technology, I understand I **MUST** identify the sources in APA 7e format. I also understand that I may not share **ANY** information about or from assessments with others. I further understand it is my responsibility to know the academic integrity requirements for this course. Ignorance is not a defense. If I have any questions, I **MUST** discuss them with my instructor before submission. Finally, I understand that should **ANY** work performed or submitted in this class be suspected to not be of my own hand and creation, at the instructor's discretion, I may be asked to complete an oral exam or alternative proctored assignment, I may fail the assignment, and/or I may fail the class **AS A WHOLE**. Furthermore, I understand that all suspected academic integrity violations in this course will be reported to the University and will become part of my permanent academic file. I further understand I may also be subject to additional university academic integrity disciplinary measures.

Finally, I understand it is my responsibility to submit **ALL** work by the due date, and I understand that the due dates listed in this course are firm. I understand that technology issues are not an excuse for missing any course assignment, quiz, or exam due date. I understand if I wait until the last minute to start any course assignment, quiz, or exam, I may not have an opportunity to recover from any technology failure before the due date. (Instructor Update with their information)



## **University Policies and Procedures**

### **Students with Disabilities (ADA Compliance):**

The University of North Texas at Dallas makes reasonable academic accommodations for students with disabilities. Students seeking accommodation must first register with the Disabilities 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 delays in implementation. Note that a student 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 the Disability Services Office website at <http://www.untDallas.edu/disability>. You may also contact them by phone at 972-338-1777; by email at [UNTDDisability@untDallas.edu](mailto: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 that 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. The Canvas Instructure Accessibility Statement is provided at <https://www.canvaslms.com/accessibility>.

**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.

### **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 UNT Dallas Academic Integrity Policy in the appropriate Catalog at <http://dallascatalog.unt.edu>.

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.

Quizzes, Projects, and Exams in this class are NOT group projects. You are expected to complete your own Quizzes, Assignments, and Exams without assistance from others. Students who collaborate on a quiz, assignment, or exam are cheating and UNTD considers academic dishonesty a serious offense. Students may discuss and collaborate on Discussion Board forums, but students may NOT directly copy each other's answers or complete each other's assignments. Generative artificial intelligence products, such as ChatGPT, may not be used to assist in creating content for Discussion Boards. Please review the UNTD academic dishonesty policy or consult your instructor if you have questions. The UNTD academic dishonesty policy is available in the catalog under Academic Regulations:

<http://catalog.untDallas.edu/content.php?catoid=23&navoid=1730>

**Web-based Plagiarism Detection:** Please be aware in some 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 Netiquette:**

Students are encouraged to contribute their perspectives and insights to class discussions. However, offensive & inappropriate language (swearing) and remarks offensive to others of nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be tolerated. Disruptions which violate the Code of Student's Rights, Responsibilities, and Conduct will be referred to the Dean of Students as the instructor deems appropriate (UNT Policy 7.001 found at <https://untsystem.policytech.com/dotNet/documents/?docid=1278&public=true>).

#### **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 because 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://untsystem.policytech.com/dotNet/documents/?docid=1278&public=true>) 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 Evaluations:**

Student 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 via your campus email, providing you with a chance to comment on how this class is taught. I (as the instructor) will not have access to the results of the evaluations until after final grades have been posted. 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.

#### **Sexual Harassment, Sexual Misconduct, Intimate Partner Violence and Stalking**

UNT Dallas is committed to creating a safe learning environment for all members of our community, free from gender and sex-based discrimination, including sexual harassment, domestic and dating violence, sexual assault, and stalking, in accordance with Title IX, Texas laws and University Policies. Please note that all employees are mandated reporters and must report all instances of sexual misconduct, dating violence, sexual assault, domestic violence and stalking to the Title IX Coordinator. If you or someone you know has experienced any form of sex or gender-based discrimination or violence and wish to speak to the Title IX Coordinator, you can email them at [titleix@untDallas.edu](mailto:titleix@untDallas.edu) or file a report [here](#).

#### **Pregnancy, Pregnancy Related Conditions and Parenting Modifications Under Title IX**

**UNT Dallas** is committed to compliance with Title IX, and to supporting the academic success of pregnant and parenting students and students with pregnancy related conditions. If you are a pregnant, have pregnancy related conditions or a parenting student (child under one-year needs documented medical care) who wishes to request reasonable related modifications from the University under Title IX, please email the Title IX Coordinator at [titleix@untDallas.edu](mailto:titleix@untDallas.edu) The Title IX Coordinator will work with your professors and academic unit to provide reasonable

modifications needed to be supportive of your education while pregnant or as a parent under Title IX.

**Bad Weather Policy:**

Campus facilities will close, and operations will be suspended when adverse weather and/or safety hazards exist on the UNTD campus or if travel to the campus is deemed dangerous as the result of ice, sleet or snow. In the event of a campus closure, the Marketing and Communication Department will report closure information to all appropriate major media by 7 a.m. That department will also update the UNTD website, Facebook and Twitter with closing information as soon as it is possible. For more information, please refer to <http://www.untDallas.edu/police/resources/notifications>.

**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.

**Technology Assistance:** To successfully access the materials in Canvas, 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 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:  
<https://community.canvaslms.com/docs/DOC-10721>
- Canvas Instructure Support & Unsupported Operating Systems:  
<https://community.canvaslms.com/docs/DOC-10720>