# BCIS 3610 – Basic Information Systems

### Department of Business

### School of Business

**Instructor Name:** Richard Wallace  
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**Office Hours:** TBA  
**Classroom Location:** Founder’s Hall 306  
**Class Meeting Days & Times:** Thursday 7:00pm – 9:50pm

### Course Catalog Description:
Theory, capabilities, applications, benefits, liabilities and economics of business computer information systems. Using the computer to solve business problems. Management information systems and computer-based decision support emphasized. Use of standard support application packages.

### Prerequisites:
BCIS 2610 and UNT GPA: 2.7

### Co-requisites:
You must have a basic knowledge of computer hardware, software, file structures, and processing. You are expected to have a working knowledge of Microsoft Windows, accessing web sites on the Internet, a word processor, and a spreadsheet.

### Required Text:
Using MIS, (7th Edition)  

### Optional Text:

### Access to Learning Resources:
UNT Dallas Library:  
phone: (972) 338-1616;  
web: [www.untdallas.edu/our-campus/library](http://www.untdallas.edu/our-campus/library)  
UNT Dallas Bookstore:  
phone: (972) 780-3652;  
e-mail: 1012mgr@follett.com

### Course Goals or Overview:
As a College of Business foundation course, this course is designed for all business majors. One of the key objectives is to give students an understanding of how technology relates to their chosen field and how it is applied in organizations, as well as to introduce students to the fundamentals of database concepts and development. It also introduces the concept and application of project management.

### Learning Objectives/Outcomes:
At the end of this course, the student will
1. Identify how information technology impacts organizations, individuals and society.  
2. List major technology components used in organizations today.  
3. Differentiate the steps of the system development life cycle.  
4. Interpret information technology’s role in organizations and organizational change.  
5. Explain how information technology relates to their chosen field.  
6. Understand managerial issues related to information technology selection and use.  
7. Display fundamental database understanding through hands-on exercises and projects.  
8. Understand the concept of project management through hands-on exercises and projects.
Course Outline
This schedule is subject to change by the instructor. Any changes to this schedule will be communicated by the instructor in class.

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

<table>
<thead>
<tr>
<th>Instrument</th>
<th>Value (points or percentages)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quizzes (Online)</td>
<td>12 Using MIS End of Chapter Quizzes (10 points each)</td>
<td>120</td>
</tr>
<tr>
<td>Assignments</td>
<td>Assignment(s)</td>
<td>180</td>
</tr>
<tr>
<td>Assignments</td>
<td>In-Class Activities</td>
<td>100</td>
</tr>
<tr>
<td>Exams</td>
<td>2 semester exams and final exam (300 points each, best 2 of 3)</td>
<td>600</td>
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<tr>
<td><strong>Total:</strong></td>
<td></td>
<td><strong>1000</strong></td>
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Grade Determination:
A = 1000 – 895 pts; i.e. 90% or better
B = 894 – 795 pts; i.e. 80 – 89 %
C = 794 – 695 pts; i.e. 70 – 79 %
D = 694 – 595 pts; i.e. 60 – 69 %
F = 594 pts or below; i.e. less than 60%

Your instructor will post your grades on Blackboard.
Please be advised that your grades cannot be given out over the telephone.

University Policies and Procedures
Students with Disabilities (ADA Compliance): 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 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 UNTDisability@untdallas.edu or at Founders Hall, room 204. (UNTD Policy 7.004)

CoursEval Policy: Student’s 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 HOMEWORK ASSIGNMENTS in this class will be DUE by MIDNIGHT in Blackboard on the due date. Submit whatever you have done, even if it is not finished, to earn some credit. No late assignments will be accepted.

As a part of the course, you should complete and submit for grading ALL software assignments. These assignments are designed to help you learn the course material and to prepare for the exams. THERE WILL BE QUESTIONS ON EACH EXAM ABOUT THE SOFTWARE ASSIGNMENTS.
Exam Policy: We will test your knowledge of all material assigned or taught in this course. THERE WILL BE EXAM QUESTIONS ABOUT THE LECTURE MATERIAL AND ASSIGNMENTS.

There will be TWO semester exams and an optional, comprehensive, final exam.

If you miss one of the 2 semester exams, you MAY TAKE THE OPTIONAL COMPREHENSIVE FINAL EXAM TO SUBSTITUTE FOR ONE LOW [or missed] SEMESTER EXAM GRADE.

You may elect to take the OPTIONAL comprehensive final exam and SUBSTITUTE the optional comprehensive final exam grade for any low semester exam grades or to replace a 0 on a missed semester exam. YOU MUST TAKE THE OPTIONAL COMPREHENSIVE FINAL EXAM WITH YOUR OWN SECTION. IF YOU ATTEMPT TO TAKE THE FINAL EXAM WITH ANOTHER SECTION, YOU WILL RECEIVE A ZERO ‘0’ ON THE EXAM.

If you are pleased with the 2 semester exam grades, you DO NOT have to take the final exam.

THERE IS NO MAKE-UP FOR THE OPTIONAL FINAL EXAM – If you do not take the optional final exam, we will use the 2 semester exam grades as the basis for your course grade.

No electronic devices can be used during the exams.

All exams will be CLOSED BOOKS, CLOSED NOTES. The use of any books or notes during the exams will be considered cheating and will result in an ‘F’ grade for the course

Academic Integrity: Academic integrity is a hallmark of higher education. You are expected to abide by the University’s code of Academic Integrity policy. Any person suspected of academic dishonesty (i.e., cheating or plagiarism) will be handled in accordance with the University’s policies and procedures. Refer to the Student Code of Academic Integrity (Policy 7.002) at http://www.untdallas.edu/sites/default/files/page_level2/pdf/policy/7.002%20Code%20of%20Academic_Integrity.pdf

Refer to the Student Code of Student Rights, Responsibilities and Conduct at http://www.untdallas.edu/sites/default/files/page_level2/hds0041/pdf/7_001_student_code_of_conduct_may_2014.pdf. 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. In addition, all academic work turned in for this class, including exams, papers and written assignments must include the following statement: “On my honor, I have not given, nor received, nor witnessed any unauthorized assistance that violates the UNTD Academic Integrity Policy.”

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

Attendance and Participation Policy: (Discuss your attendance and participation policy.)
The University attendance policy is in effect for this course. Please refer to Policy 7.005 Student Attendance at http://www.untdallas.edu/hr/upol

Diversity/Tolerance Policy: Students are encouraged to contribute their perspectives and insights to class discussions. However, offensive and 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. (UNTD Policy 7.001)