BCIS 2610: INTRODUCTION TO COMPUTERS IN BUSINESS
Fall 2019
SECTION 003 (TuTh. 11:00 AM – 12:20 PM; BLB 180)

Your Instructor: Dr. Jack D. Becker
Email: becker@unt.edu Email is the fastest way to get help.
MUST include “BCIS 2610” in the Subject Line
Office: BLB 312-A
Web: https://cob.unt.edu/itds
Office Hours: TTH 12:30-1:30 pm, or after each class session, and by appointment.

COURSE OBJECTIVES
This course examines the fundamental concepts of computing in various business disciplines. Course objectives include:

• Learning basic computer concepts, such as cyberspace, hardware, software, privacy, security, etc.
• Learning how different parts of society use computer systems.
• Learning how to develop useful spreadsheets with MS MS EXCEL 2016
• Prepare each student for earning an EXCEL Certification.

REQUIRED MATERIALS FOR BCIS 2610

The materials required for this course are included in Cengage Unlimited, a subscription that gives you access to all your Cengage access codes and online textbooks for $119.99 per term, $179.99 per year (BEST DEAL!) or $239.99 for two years. No matter how many Cengage products you use, they are included in Cengage Unlimited, and the price stays the same. You can purchase access to Cengage Unlimited in the bookstore, at cengage.com Inside Unlimited, go to Account > My Dashboard and search for each book using these CENGAGE ISBN/Access codes (search for one book at a time):

A. Computer Concepts: Technology for Success: Campbell/ Ciampa/ Clemens/ Freund/ Frydenberg/ Hooper/ Ruffolo
Instant ISBN/Access Code: 9780357124888
Recommended… immediate access
[Printed ISBNAccess Code: 9780357124895
You get a “card” with the code on it?] 

B. Introduction to Computers in Business: BCIS 2610 (CENGAGE Learning) EXCEL 2016;
Instant ISBN/Access Code: 9781337781534

Printed Versions of both texts available for $7.99 each through Cengage Unlimited. Free shipping.

2. Buy a USB data storage drive (small capacity -- 8 Gb+) will do.

WHAT ARE INFORMATION SYSTEMS, AND WHY ARE THEY IMPORTANT?
The term Information Systems [IS] describes the combination of information and communication OR technologies with human activities to support the decision-making, operations, and general management of industries, government agencies, and not-for-profit organizations. Information systems exist within an organization for the purpose of improving the effectiveness and efficiency of that organization.
Access to current, complete and accurate information is vital for success in today’s competitive, and global, business environment. Therefore, a critical mission for Information Systems is designing and operating solutions that enable humans to perform tasks for which their brains are not well suited, such as: handling large amounts of information, performing complex calculations, and controlling many simultaneous processes. Depending on the required task, these solutions can take many forms, such as enterprise information systems (EIS), transaction processing systems (TPS), database management systems (DBMS), networking systems (NS), project management systems (PMS) and e-business systems (eBus or eCom).

THE BCIS 2610 CANVAS SITE (http://unt.instructure.com)

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

BCIS 2610 POLICIES AND PROCEDURES

Behavior
Cheating in any form will not be tolerated. Your instructor has the right to have you removed from class for ANY BEHAVIOR THAT HE OR SHE DEEMS INAPPROPRIATE. That includes such behavior as: Talking during lecture, Getting up and leaving class early; and disturbing other students in any manner, etc.

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

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

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

The instructor will post OFFICIAL grade reports, using your 5-digit numeric code (see below). If You Have a Problem or Want to Appeal a Grade, UNT, COB and ITDS have a policy for that, and you must follow it – no short cuts allowed, as per UNT policy.
**HOW YOU EARN YOUR GRADE**

1. There are three mid-term exams and an optional final exam. All exams in this section are on Tuesdays, in Room BLB 080. We will test your knowledge of ALL material assigned or taught in this course, INCLUDING THE SOFTWARE AND THE HOMEWORKS.

2. The final for this class will be 12/10/2019, at 10:30 am-12:30 pm. You must take the optional final exam with your own section. If you take the final exam with another section (without prior authorization) you will receive a zero (0) for your final exam grade.

3. WE WILL **ONLY** USE YOUR THREE BEST EXAM GRADES. You may take the optional, comprehensive final and substitute that exam’s grade for your worst mid-term grade. If you are satisfied with your 3 mid-term exam grades, DO NOT take the optional final exam. THERE ARE NO MAKE-UP EXAMS IN BCIS 2610. If you miss one of the 3 mid-term exams, take the optional final to replace the missing grade.

4. BRING YOUR UNT PHOTO ID & ID NUMBER TO ALL EXAMS, plus that good eraser and #2 soft lead pencils. All exams will be approximately 50 minutes, and multiple-choice. All exams will be CLOSED BOOKS, CLOSED NOTES. The use of any books, notes or electronic devices during the exams will be considered cheating and may result in an ‘F’ grade for the course.

**HOMEWORK ASSIGNMENTS & QUIZZES**

Homework assignments comprise over 50% of your grade in the course. Furthermore, the assignments and quizzes over the materials help you learn the course material and prepare for the exams. There will be Pop Quizzes over class lectures that will have both a required and bonus components.

1. All homework assignments in this section will be due on THURSDAYS by midnight (11:59 PM).

2. Submit whatever you have done, even if it is not finished, to earn some credit.

3. Submit all assignments to the canvas site for this section of BCIS 2610. Canvas does NOT send receipts for student submissions. Instead, you will see a “Submission” pane next to your assignment. If you email homework to me, or elsewhere, there will be a 10% grade penalty (i.e., a lost letter grade).

4. If you find that there is no grade recorded for submitted work, or if you want to dispute a grade, you must send your instructor an email about the problem NO LATER THAN TWO WEEKS AFTER THE SUBMISSION DATE. Beyond that date, we will no longer deal with this type of problem.

<table>
<thead>
<tr>
<th>Available Points for You to Earn</th>
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</thead>
<tbody>
<tr>
<td>MS EXCEL HOMEWORK (10 Homeworks; 25 pts each)</td>
<td>250 POINTS</td>
</tr>
<tr>
<td>MS EXCEL TRAINING (10 SAM Training; 10 pts each)</td>
<td>100 POINTS</td>
</tr>
<tr>
<td>Technology for Success (10 EOC Quizzes; 10 pts each)</td>
<td>100 POINTS</td>
</tr>
<tr>
<td>RESEARCH ACTIVITY (Possible BONUS PHD Surveys)</td>
<td>0-10 POINTS</td>
</tr>
<tr>
<td>Pop Quizzes (must be in class on day given) Instructor choice</td>
<td>40-50 Points</td>
</tr>
<tr>
<td>EXAM ONE [EXCEL: 1-3; TS: 1-3.]</td>
<td>100 POINTS</td>
</tr>
<tr>
<td>EXAM TWO [EXCEL: 4, 6, 7; TS: 4-6]</td>
<td>100 POINTS</td>
</tr>
<tr>
<td>EXAM THREE [EXCEL: 8, 9, 10, 11; TS: 7, 8, 10, 11]</td>
<td>100 POINTS</td>
</tr>
<tr>
<td>FINAL Exam (Optional); Comprehensive</td>
<td>[100 POINTS]</td>
</tr>
<tr>
<td>TOTAL POINTS AVAILABLE</td>
<td>790-800 POINTS</td>
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As per COB policy, if 85% or more of a class responds to the SPOT survey, there will be a 5-point bonus. As per 2610 policy, if 60% or more respond, there will be a 3-point bonus.

Semester grade breakdown is as follows (Approximate):

- A – 90-100% (720+)
- B – 80-89.9% (640+)
- C – 70-79.9% (560+)
- D – 60-69.9% (480+)
- F – Less than 59.9% (479 or less)

**EMERGENCY EVACUATION PROCEDURE**

Severe Weather: Take shelter in rooms: 1) BLB 055, 077, 090, and restrooms on the lower level (G); and 2) BLB 170, 155, and restrooms on Level 1.

**ETHICAL BEHAVIOR & ACADEMIC MISCONDUCT**

This course adheres to the UNT Policy manual. See [https://vpaa.unt.edu/academic-integrity.htm](https://vpaa.unt.edu/academic-integrity.htm)

**SUMMARY STATEMENT ON RESPONSIBILITIES OF ITDS LAB TUTORS**

(A more detailed version of this policy is posted at the labs.)

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

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

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

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

**TUTOR:** To assist the students, the tutor will:

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

Both parties will show courtesy and respect to each other.

The tutor will not touch or make any changes to the hardware in the computer labs.
## CLASS SCHEDULE FOR BCIS 2610 SECTION 003

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topics / In Class Activities</th>
<th>Homework Due Dates</th>
<th>What YOU Should be Doing for This Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>08/27/2019</td>
<td>Course Overview; Windows 10 for Mac Users; Technology for Success (TS) Module 1</td>
<td>Stmt. of Under (2 pts); Pre-test (8 pts)</td>
<td>GET ORGANIZED. TS: Module 1; EXCEL Module 1</td>
</tr>
<tr>
<td>Week 2</td>
<td>09/03</td>
<td>Tech for Success Module 2 &amp; Excel Modules 2</td>
<td>Excel 1 Module, SAM Training (Trng) &amp; Project. TS Mod. 1</td>
<td>Read: Tech for Success Module 2 &amp; Excel Modules 2</td>
</tr>
<tr>
<td>Week 3</td>
<td>09/10</td>
<td>Tech for Success Module 3 &amp; Excel Modules 3</td>
<td>Excel 2 Module, SAM Training (Trng) &amp; Project. TS Mod. 2</td>
<td>Read: Tech for Success Module 3 &amp; Excel Modules 3</td>
</tr>
<tr>
<td>Week 4</td>
<td>09/17</td>
<td>Tech for Success Module 4 &amp; Excel Modules 4</td>
<td>Excel 3 Module, SAM Training (Trng) &amp; Project. TS Mod. 3</td>
<td>Read: Tech for Success Module 4 &amp; Excel Modules 4</td>
</tr>
<tr>
<td>Week 5</td>
<td>09/24</td>
<td>Tech for Success Module 5 &amp; Excel Modules 6</td>
<td>Excel 4 Module, SAM Training (Trng) &amp; Project. TS Mod. 4</td>
<td>Read: Tech for Success Module 5 &amp; Excel Modules 6</td>
</tr>
<tr>
<td>Week 6</td>
<td>10/01</td>
<td>EXAM 1 (50 min.) on Excel Modules 1-3; and TS Modules 1-3.</td>
<td></td>
<td>Prepare for Exam 1</td>
</tr>
<tr>
<td>Week 7</td>
<td>10/08</td>
<td>Tech for Success Module 6 &amp; Excel Modules 7</td>
<td>REVIEW EX1; Excel Module 6, SAM Training (Trng) &amp; Project. TS Mod. 5</td>
<td>Read: Tech for Success Module 6 &amp; Excel Modules 7</td>
</tr>
<tr>
<td>Week 8</td>
<td>10/15</td>
<td>Tech for Success Module 7 &amp; Excel Modules 8</td>
<td>Excel 7 Module, SAM Training (Trng) &amp; Project. TS Mod. 6</td>
<td>Read: Tech for Success Module 7 &amp; Excel Modules 8</td>
</tr>
<tr>
<td>Week 9</td>
<td>10/22</td>
<td>EXAM 2 (50 min.) on Excel Modules 4, 6, 7 &amp; TS Modules 4, 5, 6</td>
<td>REVIEW EX2; Excel Module 8, SAM Training (Trng) &amp; Project. TS Mod. 7</td>
<td>Prepare for Exam 2</td>
</tr>
<tr>
<td>Week 10</td>
<td>10/29</td>
<td>Tech for Success Module 8 &amp; Excel Modules 9</td>
<td></td>
<td>Read: Tech for Success Module 8 &amp; Excel Modules 9</td>
</tr>
<tr>
<td>Week 11</td>
<td>11/05</td>
<td>Tech for Success Module 10 &amp; Excel Modules 10</td>
<td>Excel 9 Module, SAM Training (Trng) &amp; Project. TS Mod. 8</td>
<td>Read: Tech for Success Module 10 &amp; Excel Modules 10</td>
</tr>
<tr>
<td>Week 12</td>
<td>11/12</td>
<td>Tech for Success Module 11 &amp; Excel Modules 11</td>
<td>Excel 10 Module, SAM Training (Trng) &amp; Project. TS Mod. 10</td>
<td>Read: Tech for Success Module 11 &amp; Excel Modules 11</td>
</tr>
<tr>
<td>Week 13</td>
<td>11/19</td>
<td>EXAM 3 (50 min.) on Excel Modules 8, 9, 10, 11 &amp; TS Modules 7, 8, 10, 11 Might be slipped to next week</td>
<td>Excel 11 Module, SAM Training (Trng) &amp; Project. TS Mod. 11</td>
<td>Prepare for Exam 3</td>
</tr>
<tr>
<td>Week 14</td>
<td>11/26</td>
<td>Review Week or EXAM 3 TBA</td>
<td>Thanksgiving Week</td>
<td>INSTRUCTORS PEROGATIVE</td>
</tr>
<tr>
<td>Week 15</td>
<td>12/03</td>
<td>REVIEW EX3 &amp; Prepare for Optional FINAL Exam</td>
<td>REVIEW EX3</td>
<td></td>
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STATEMENT OF UNDERSTANDING OF BCIS 2610 POLICIES AND PROCEDURES

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

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

_____________________________________________
(your signature)

_____________________________________________
(print your name)

_____________________________________________
(todays date)

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

1. Mindful of my rights to privacy, I allow my instructor to post my grades by the last 5-numeric-digits of my UNT Student ID number. If two students’ IDs have the same last 5 numeric-digits, the instructor will resolve.

--- --- --- --- ---
5-digits

______________________________
(your signature)

-- OR --

2. DO NOT use any part of my Student ID (PREFERRED). Use the "secret code" below. I allow my instructor to post my grades by the last 5-numeric-digits of my UNT Student ID number. If two students’ IDs have the same last 5 numeric-digits, the instructor will resolve. I understand that until I meet with my instructor about using a different number, my instructor will continue to use part of my Student ID, as per #1 above.

--- --- --- --- ---
5-digits

______________________________
(your signature)

-- OR --

3. DO NOT use any part of my Student ID and DO NOT use a substitute identifier. I will meet with my instructor about keeping track of my own grades.

_____________________________________________
(Your signature)

NOTE: Use leading or trailing Zeros to satisfy your 5-numeric-digit code requirement.
This is a Blank Page
So you may tear off last page
Turn it in for 2 Bonus Pts.
STATEMENT OF UNDERSTANDING OF BCIS 2610 POLICIES AND PROCEDURES

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

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

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   ___ ___ ___ ___ ___            _____________________________________________
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