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 (NOT 2013).
- Learning how to build presentations using MS PowerPoint 2016 (NOT 2013).

REQUIRED MATERIALS FOR BCIS 2610

1. You will use two electronic books (e-books): a custom New Perspectives Excel / PowerPoint, and a custom Computers in Our World. These texts are available by subscription from www.cengage.com/unlimited. Purchase your Cengage Unlimited subscription at the UNT Bookstore, or at cengage.com. 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 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, or at cengage.com. To add the two books for this course to your Cengage Unlimited Dashboard, you will search ISBN 9781337704632 in the “Find more Learning Materials” search bar. To find the eBook for New Perspectives Excel, you will input “MTPPNX2NQLH7” into “Register another Product.

OLDER EDITIONS OF 2610 TEXTBOOKS WILL NOT WORK SINCE OUR TEXTS ARE CUSTOMIZED – DO NOT BUY THEM.

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

3. Buy an eraser that leaves no smudges. A very good one is the Staedtler Mars Plastic Eraser, available at the UNT Bookstore and many other places (Office Max, Office Depot, Staples, Target, etc.).

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.

Canvas also contains links to exam review documents and some lecture 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." If you have any questions check with the UNT DEAN OF STUDENTS before you miss an exam.
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 Development.

The instructor will post UNOFFICIAL grade reports, using your 5-digit numeric code (see below).

If You Have a Problem or Want to Appeal a Grade
UNT and ITDS have a policy for that, and you must follow it – no short cuts allowed, as per UNT policy.:  
1. Discuss the problem with your section’s grader. If you are not satisfied, then
2. Discuss the problem with your section’s teacher. If you are not satisfied, then
3. Submit the problem IN WRITING to the BCIS 2610 Coordinator, and discuss. If you are not satisfied, then
4. Submit the problem IN WRITING to the ITDS Chair.

** HOW YOU EARN YOUR GRADE **

1. There are three mid-term exams and an optional final exam. **All exams in this section are on Tuesday Evening, in 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 Tuesday 05/07, @6:30 pm – 8:30 pm. YOU MUST TAKE THE OPTIONAL FINAL EXAM WITH YOUR OWN SECTION. IF YOU TAKE THE FINAL EXAM WITH ANOTHER SECTION 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. We will substitute ONLY IF you score better on the final than on a mid-term exam. 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. Use pencils (already sharpened), or your grade will be zero.

**HOMEWORK (Don’t be lazy – do the homework! Remember, there is NO extra credit in BCIS 2610!)**

These help you learn the course material and prepare for the exams. There will be Pop Quizzes over class lectures that will have required and Bonus components.

1. **ALL HOMEWORK ASSIGNMENTS IN THIS SECTION WILL BE DUE ON A THURSDAY BY MIDNIGHT.**
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.

**Available Points for You to Earn**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>MS EXCEL HOMEWORK #1</td>
<td>40</td>
</tr>
<tr>
<td>MS EXCEL HOMEWORK #2</td>
<td>40</td>
</tr>
<tr>
<td>MS POWERPOINT HOMEWORK</td>
<td>15</td>
</tr>
<tr>
<td>RESEARCH ACTIVITY (Possible BONUS Surveys; see below)</td>
<td>5-10</td>
</tr>
<tr>
<td>Pop Quizzes (must be in class on day given)</td>
<td>20-30</td>
</tr>
<tr>
<td>EXAM ONE [Excel, etc.]</td>
<td>100</td>
</tr>
<tr>
<td>EXAM TWO [more Excel, etc.]</td>
<td>100</td>
</tr>
<tr>
<td>EXAM THREE [PPT, etc.]</td>
<td>100</td>
</tr>
<tr>
<td><strong>FINAL Exam (Optional): Comprehensive</strong></td>
<td><strong>[100 POINTS]</strong></td>
</tr>
<tr>
<td><strong>TOTAL POINTS AVAILABLE</strong></td>
<td><strong>430-440 POINTS</strong></td>
</tr>
</tbody>
</table>
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% (387+)
- C – 70-79.9% (301+)
- D – 60-69.9% (258+)
- F – Less than 59.9% (257 or less)

What is This Research Activity?

The College of Business teaches a number of graduate doctoral students. Sometimes these students need to conduct a UNT-approved, online survey of BCIS 2610 students as part of their training. If there is a survey offered in this 2610 section, each participating student earns 5 points. If there is no survey this term, all students receive 5 points.

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.
<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topics / 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>01/15</td>
<td>Course Overview; Windows 10 for Mac Users</td>
<td></td>
<td>GET ORGANIZED. Read OneNote pages at end of text; use it this term to organize &amp; learn!</td>
</tr>
<tr>
<td>Week 2</td>
<td>01/22</td>
<td>Excel Modules 1-2</td>
<td></td>
<td>Complete Excel 1, 2 modules (hands-on learning). Do Mod. 2 activity in Excel HW #1</td>
</tr>
<tr>
<td>Week 3</td>
<td>01/29</td>
<td>Excel Modules 3-4</td>
<td>Due: Excel HW1; Mod 2 due by 1/31 by 11:59 pm.</td>
<td>Complete Excel 3, 4 modules (hands-on learning). Do Mod. 3 &amp; 4 activities, Excel HW #1</td>
</tr>
<tr>
<td>Week 4</td>
<td>02/05</td>
<td>Computers in Business &amp; Industry</td>
<td></td>
<td>Read Computers in Our World, Vedder-Amer section (= the front 2/3 of text) Ch. 1, 2; know terms (make flash cards?)</td>
</tr>
<tr>
<td>Week 5</td>
<td>02/12</td>
<td>Computers in Medicine</td>
<td>Excel HW 1; Mods 3 &amp; 4 due 02/14 by 11:59 pm.</td>
<td>Read Computers in Our World, Ch. 3; know terms (make flash cards?)</td>
</tr>
<tr>
<td>Week 6</td>
<td>02/19</td>
<td>EXAM 1 (50 min.) on Excel &amp; Computers Ch. 1, 2, 3</td>
<td>Complete Excel 6.1, 6.2 mods. (hands-on learning). Complete Mod. 6 activity from Excel HW #2</td>
<td></td>
</tr>
<tr>
<td>Week 7</td>
<td>02/26</td>
<td>Excel Modules 8, 9.1 only;</td>
<td>REVIEW EX1</td>
<td>Complete Modules 8, 9.1 (hands-on learning). Complete Mod. 9.1 activity in Excel HW #2</td>
</tr>
<tr>
<td>Week 8</td>
<td>03/05</td>
<td>Excel Module 11.1 only Computers in Science &amp; Engineering</td>
<td>Excel HW 2; Mod 6 due 03/07 by 11:59 pm.</td>
<td>Complete Excel 11.1 (hands-on learning). Complete Mod. 11.1 activity from Excel HW #2. Read Computers in Our World, Ch. 4; know terms (make flash cards?)</td>
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<td></td>
<td></td>
<td>SPRING BREAK MARCH 10-16</td>
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</tr>
<tr>
<td>Week 9</td>
<td>03/19</td>
<td>C. in Arts and Entertainment Computers in Transportation</td>
<td>Excel HW 2 Mods 9 &amp; 11 due 03/21 by 11:59 pm.</td>
<td>Read Computers in Our World, Ch. 5, 6; know terms (make flash cards?)</td>
</tr>
<tr>
<td>Week 10</td>
<td>03/26</td>
<td>EXAM 2 (50 min.) on Excel &amp; Computers Ch. 4, 5, 6</td>
<td></td>
<td>Complete PPT Module 1 (hands-on learning). Complete Module 1 activity in PPT Homework.</td>
</tr>
<tr>
<td>Week 11</td>
<td>04/02</td>
<td>PowerPoint Modules 1-2 Network and Internet Security</td>
<td>REVIEW EX2</td>
<td>Complete PPT Module 2 to p. 118 (hands-on). Complete Module 1 activity in PPT Homework. Read Computers in Our World, Morley section (= about last third of book) Ch. 4</td>
</tr>
<tr>
<td>Week 13</td>
<td>04/16</td>
<td>Emerging Technologies</td>
<td>PPT HW Mod 2 due 04/18 by 11:59 pm.</td>
<td>Read Computers in Our World, Morley section (= about last third of book) Ch. 8</td>
</tr>
<tr>
<td>Week 14</td>
<td>04/23</td>
<td>EXAM 3 (50 min.) on PPT &amp; Computers (Morley) 4, 5, 8</td>
<td></td>
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<tr>
<td>Week 15</td>
<td>04/30</td>
<td>Q &amp; A about the optional final exam. Moving Forward with Your Business Career</td>
<td>REVIEW EXAM 3</td>
<td></td>
</tr>
<tr>
<td>Week 16</td>
<td>05/07</td>
<td>✓6:30 PM in BLB 080: Optional, Comprehensive Final -- Covers, Excel, PPT, and Computers in Our World</td>
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</tbody>
</table>
GENERAL INFORMATION ABOUT BCIS 2610 SOFTWARE

1. We will test you on your knowledge of Microsoft Excel 2016, and Microsoft PowerPoint 2016, operating under Windows 10 – not Apple’s operating systems. The Apple versions of Office are not identical to the Windows versions. The same problem exists Office 365 versions.

2. **If you do not have a Windows PC, or if you have an Apple computer, your EASIEST, LEAST-EXPENSIVE option is to use the CoB Lab. You can even check-out a PC laptop for 3-hr., in-building use!**

3. If you want to work off campus, you can do so by installing a free copy of VMware client. This program allows you to connect via Internet your PC or Apple computer to a virtual “image” of a CoB Lab computer. For details, go to: [https://cob.unt.edu/bits/faculty-staff/remote-access](https://cob.unt.edu/bits/faculty-staff/remote-access).

4. **IF YOU NOW USE AN APPLE COMPUTER …**
   a. If you ARE NOT a Business major, use the COB Labs. Save your time, effort, and money!
   b. If you ARE a Business major, at some point you must take the Windows plunge. The vast majority (88 – 90%) of companies, world-wide, use Microsoft products, or products that depend on Windows. Your decision is when to take that plunge. Your choices are:
      i. Use the CoB Lab if you need to save time, effort, and money this school term.
      ii. Create a dual-boot environment on your Apple (using Apple Boot Camp or 3rd-party program), install a copy of Windows 10 on the second partition (Apple OS stays on the first), and then install Microsoft Office 2016 and other Windows software on that second partition. (You may also want to use a dedicated Windows mouse-keyboard set with your Mac, and they are very inexpensive: $25 to $40.)
      iii. Buy a Windows laptop PC for your business courses. **Do not buy a Chromebook.** Check Fry’s, Best Buy, [www.logicbuy.com](http://www.logicbuy.com), [www.tech4less.com](http://www.tech4less.com) for deals. Many cheap models are available from Dell, HP, ASUS, ACER, even Lenovo for less than the cost of some of your textbooks. I can help you select one if desired.
5. As a UNT student, you can download a FREE copy of Windows 10 and a FREE copy of Office 2016. **USE THIS VERSION OF OFFICE 2016!!** Go to untsystem.onthehub.com, login with your EUID & password, click on “Students” tab, click on “Microsoft”, and finally select what you need:

![Microsoft Software](unt-system.png)

5. **The COB Technology Support Office in BLB 240 CANNOT help you install Windows, etc. on your Apple computer.** Apple provides instructions here: [https://support.apple.com/en-us/HT201468](https://support.apple.com/en-us/HT201468). YouTube has a number of videos, such as: [https://www.youtube.com/watch?v=EtYFTlRadK4](https://www.youtube.com/watch?v=EtYFTlRadK4).

6. **2610 Tutors work only in BLB 011 or 012.** All BCIS tutors can help you with 2610 questions. CoB posts their office hours at the CoB labs, on hallway bulletin boards, and online at the CoB site ([https://cob.unt.edu/students/tutor-labs](https://cob.unt.edu/students/tutor-labs)).

7. The UNT Computing Support Helpdesk for general computing problems or problems with your web site account is in Sage Hall, Room 330D.

   [http://it.unt.edu/helpdesk](http://it.unt.edu/helpdesk)
   helpdesk@unt.edu
   940-565-2324
BCIS 2610 HOMEWORK – SPRING 2019

Complete all homework to earn a good grade!

For completing your homework assignments, you will generally need:
2. Computers with respective software packages installed (CoB labs have those)
3. Assignment data files (see below for download instructions) on a portable USB drive.
4. A copy of this syllabus. **FOLLOW THE HOMEWORK INSTRUCTIONS IN THIS SYLLABUS EVEN IF THEY MIGHT CONFLICT WITH INSTRUCTIONS FOUND IN THE TEXTBOOK.**

**ALL HOMEWORK ASSIGNMENTS IN THIS CLASS WILL BE DUE ON A THURSDAY BY MIDNIGHT. Submit whatever you have done, even if it is not finished, to earn some credit.** Our graders will issue an email receipt for each homework submission they receive, and we post homework grades as quickly as possible. 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 time, we will no longer deal with this type of problem.

**FIVE STEPS TO EASY COMPLETION OF THE HOMEWORK ASSIGNMENTS**

1. **Learn the software!** Work through the hands-on tutorials in the chapter modules, paying close attention to what you are doing. All of the tutorials are EXTREMELY EASY and can be done by ANYONE with a minimum of effort.
2. Start early. Some assignments may easily take **many hours** to complete. Allow yourself plenty of time to get help.
3. Read the instructions for a specific assignment (below) completely and carefully before starting your assignment. Keep them handy, so you can refer when needed. Bring the instructions with you to the lab tutors, if you decide to seek help.
4. Submit your completed homework using the instructions found in the given assignment.
5. If you have trouble with solving case problems, go to the BCIS 2610 tutors (BLB 011, 012). **You must bring your textbook and the results of your tutorial work-through or the lab tutors will not help you!**

BCIS 2610 is not a difficult course if you follow these steps. The students who have a difficult time usually do not even complete the chapter tutorials. Students who follow the “5 steps” should make an A in the course. Students that do not, usually fail or drop! **Be smart - follow the steps – earn an A!**

**HOW TO UNZIP THE DATA FILES USED FOR THE HOMEWORK**

1. Set Windows File Explorer to display file types (also called "extensions") by clicking File > Change folder and search options > View Tab > Files and Folders; find the entry "Hide extensions for known file types" and deselect it. Now you will see the .zip extension for each of the dataset files.
2. Create a new folder for each software application (1 for Project, 1 for Excel, and 1 for PowerPoint).
3. Download from Canvas the corresponding zipped data file.
4. Using Windows File Explorer, right-click on a zip file and select “Extract All…”
5. You will now see a dialog box asking for a destination; the highlighted address should match your current location, which is what you want. Click “Extract.”
How to Save Your Work When Inside a VMWare Virtual CoB Lab PC --

1. Plug-in a USB drive. Click on the down arrow to the right of “USB” in the top-center screen menu and select it so that the client recognizes it. Save your work to that drive.

2. OR -- login to your EagleConnect account from within the virtual lab PC. Save your work to your OneDrive cloud storage

LOCATING HOMEWORK PAGE NUMBERS IN THE E-BOOKS

Your assignments use the page numbers appearing at the top left or top right of the displayed e-page, for instance:

TOP LEFT (This is from page 38 of the Excel material):

**EX 38** Excel | Module 1 Getting Started with Excel

TOP RIGHT (This is from page 5 of the PowerPoint material):

**PPT 5** Module 1 Creating a Presentation | PowerPoint

To save space the homework assignments do not include the EX or PPT prefixes seen above.
HOW TO ZIP A COPY OF YOUR HOMEWORK ASSIGNMENT AND UPLOAD THIS FILE TO YOUR CANVAS ACCOUNT.

Submit each homework assignment to Canvas in one package – a ZIP file. Follow the instructions below. DO NOT use any other file compression utility, such as WinRAR; if so, your grade will be ZERO.

1. Using Windows Explorer, select all of the files you must submit for your homework assignment.
2. Click the SHARE tab at the upper-left corner of the Windows Explorer ribbon.
3. Click the large ZIP button. Windows will compress all of your selected material into one file with a .zip extension.

4. Rename this zip file as appropriate.
5. Inside Canvas, submit this file.
   a) Click on the Assignments link.
   b) Click on the title of the correct assignment to see details.
   c) Click on the Submit Assignment button.
   d) Using the File Upload tab, select your zip file using the Choose or Browse button.
   e) Click on the Submit Assignment button. The display for this assignment should now include a Submission pane with details.
   f) You can re-submit an updated version of your work before the deadline if needed.

Research Paper

Due May 25 by 11:59 pm  Points 35
Submitting a text entry box, a website url, a media recording, or a file upload

Write a 3-5 page paper on a biological concept of your choice. Be sure to thoroughly research your chosen topic, present a strong hypothesis, and provide supporting evidence.
EXCEL 2016 HOMEWORK #1, SPRING 2019

Total 40 points (If you do not finish, submit whatever you have completed to earn some points).

Create and use an “Excel-1” folder for your solutions.

What will you need to complete the assignment?

2. Access to a computer with Excel 2016 installed (all UNT computer labs have it).
3. The MS Excel data files downloaded from the BCIS 2610 Canvas site.
4. Storage medium for saving your work (ex., a USB drive).

Mastering Excel is an important skill for business students to learn. Complete all modules (= chapters) IN TANDEM with working on your assignment. The modules will teach you everything you need to know to complete your work. Complete the tutorials before doing the assignments!

A. Description:
Add your name and UNT Student ID to the Documentation sheet of all submitted workbooks or your grade will be zero for the work. DO NOT submit any printouts.

1. **Module 2 assignment** (15 points; Due: Week 3; see CANVAS):
   - Complete all tutorial steps on pages 65 thru 112. Submit Morning Bean.xlsx.
   - Complete steps 1 thru 14 on pages 126 -127 for Case #2, "Peak Bytes.” Submit Peak Bytes.xlsx.

2. **Module 3 assignments** (15 points; Due: Week 5; see CANVAS):
   - Complete all tutorial steps on pages 131 thru 179. Submit Wingait Farm.xlsx.
   - Complete steps 1 thru 18 on pages 183-184 for Case #2, "Capshaw Family Dentistry.” Add your name to the header of your worksheet. Submit Capshaw Wages.xlsx.

3. **Module 4 assignment** (10 points; Due: Week 5; see CANVAS):
   - Complete all tutorial steps on pages 187 thru 250. Submit Backspace Gear.xlsx.

B. How to complete the Excel Assignment:

1. Download Excel data files from Canvas and save them to a storage medium of your choice.
2. Complete each module’s assignment the same week as you learn about it in class.
3. Backup all homework to your storage medium.

C. Electronic Submission to Canvas for Section 003:

1. In Course Navigation menu, click on the ASSIGNMENTS link.
2. Click on the name of this assignment (see above).
3. Click on the SUBMIT ASSIGNMENT button at the top of the page.
4. Select if necessary the FILE UPLOAD tab.
5. Attach your zip file, or copies of your individual homework files, using the CHOOSE FILE button and the +ADD ANOTHER FILE button.
6. Click the SUBMIT ASSIGNMENT button.
EXCEL 2016 HOMEWORK #2, SPRING 2019

Total 40 points (If you do not finish, submit whatever you have completed to earn some points).

Create and use an “Excel-2” folder for your solutions.

What will you need to complete the assignment?

2. Access to a computer with Excel 2016 installed (all UNT computer labs have it).
3. The MS Excel data files downloaded from the BCIS 2610 Canvas site.
4. Storage medium for saving your work (ex., a USB drive).

Mastering Excel is an important skill for business students to learn. Complete all modules (= chapters) IN TANDEM with working on your assignment. The modules will teach you everything you need to know to complete your work. Complete the tutorials before doing the assignments!

A. Description:
Add your name and UNT Student ID to the Documentation sheet of all submitted workbooks or your grade will be zero for the work. DO NOT submit any printouts.

1. Module 6 assignment (20 points; Due: Week):
   - Complete all tutorial steps on pages 327 thru 365. Submit only Urban Centers 2017.xlsx.
   - Complete steps 1-11 on pages 382-83 for Case #1, “Paige’s Tea Room.” -- Submit Tea Room.xlsx.

2. Module 9.1 assignment (10 points):
   Complete all tutorial steps on pages 529 thru 547. Submit QR Shopper.xlsx.

3. Module 11.1 assignment (10 points):
   Complete all tutorial steps on pages 659 thru 679. -- Submit Revenue Report.xlsx.

B. How to complete the Excel Assignment:

1. Download Excel data files from Canvas and save them to a storage medium of your choice.
2. Complete each module’s assignment the same week as you learn about it in class.
3. Backup all homework to your storage medium.

C. Electronic Submission to Canvas for Section 003:

1. In Course Navigation menu, click on the ASSIGNMENTS link.
2. Click on the name of this assignment (see above).
3. Click on the SUBMIT ASSIGNMENT button at the top of the page.
4. Select if necessary the FILE UPLOAD tab.
5. Attach your zip file, or copies of your individual homework files, using the CHOOSE FILE button and the +ADD ANOTHER FILE button.
6. Click the SUBMIT ASSIGNMENT button.
POWERPOINT 2016 HOMEWORK, SPRING 2019

Total 15 points (If you do not finish, submit whatever you have completed to earn some points.)

Create and use a “PowerPoint” folder for your solutions.

What will you need to complete the assignment?

1. The big textbook containing MS PowerPoint 2016.
2. Access to a computer with PowerPoint 2016 installed (all UNT computer labs have it).
3. The MS PowerPoint data files downloaded from the BCIS 2610 Canvas site.
4. Storage medium for saving your work (ex., a USB drive).

Mastering PowerPoint is an important skill for business students to learn. Complete the walk-thru modules (= chapters) IN TANDEM with working on your assignment. The tutorials will teach you everything you need to know to complete your work. Complete the tutorials before doing the assignments!

A. Description:
For this assignment submit ONLY the following problems from your book. Add your name and UNT Student ID to the title page of all submitted presentations. DO NOT submit any printouts.

1. Module 1 assignments (5 points):

2. Module 2 assignment (10 points):

B. How to complete the PowerPoint Assignment:

1. Download the PowerPoint data files from Canvas, and save to a storage medium of your choice.
2. Complete each module’s assignment the same week as you learn about it in class.
3. Backup all homework to your storage medium.

C. Electronic Submission to Canvas for Section 003:

1. In Course Navigation menu, click on the ASSIGNMENTS link.
2. Click on the name of this assignment (see above).
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TAKE CONTROL OF YOUR SUCCESS!

Condensed from https://success.unt.edu/resources

The Academic Calendar can help you plan for mid terms, final exams, class registration, holidays, etc.

Technology and Computing

Need to create and check your EagleConnect account?

In order to get official UNT email messages regarding everything from bad weather notices via Eagle Alert to academic calendar updates, you'll need to log into your EagleConnect account.

Need to use a computer?

If you're on campus without your laptop and need to work on a paper, go online or check your EagleConnect account, you can visit any of UNT's computer labs.

Having computer trouble?

Here's a nightmare… You spent all night cramming to finish a 10-page paper for your American History class and there are only 45 minutes left until class starts when the paper is due. You start printing the paper and nothing happens. You could panic, or get help from the University Information Technology Helpdesk.

Having computer trouble in your dorm?

Here's another nightmare… You spent the whole weekend in your dorm room writing a 10-page paper for your English Lit class and there are only 45 minutes left until class starts when the paper is due. You just hit save but your document vanished. You could panic, or look for help from UNT's Residential Network.

Need Some Academic Help?

- **Office of Disability Access**
  College life poses different challenges for students with disabilities. If you’ve been diagnosed with a learning difference such as dyslexia, or if you need a physical accommodation, the Office of Disability Access will make sure you receive the support you need to succeed at UNT. You can apply for services by visiting the office in Sage Hall, Suite 167 or by calling 940-565-4323, or find out if you qualify for services online.

- **Learning Center**
  If you want to do all that you can to succeed academically, or if you’re worried about succeeding at UNT, turn to the Learning Center for help. Located in Sage Hall, Suite 315, the center staff will help you find answers to the questions you have about reaching your academic goals. The Learning Center offers academic assistance by:
  - Connecting you with free tutors
  - Offering Learning 101 workshops on topics ranging from time management to note taking to test taking strategies
  - Offering academic coaching for general help with your academic struggles
Offering exam preparation
- Connecting you with other campus resources

- **UNT MathLab**
  If you're having difficulties in 1000-2000 level math courses, the MathLab is available to help you. MathLab tutors can help with specific questions, help you get started on a problem, check that you're approaching a problem correctly and encourage you through the process as you tackle your homework. The MathLab is located in the **General Academic Building (GAB), Room 440.**

- **UNT Writing Lab**
  If you need help writing correctly, contact the UNT Writing Lab. The lab provides an online service as well as maintaining office hours in **Sage Hall Room 152.** Questions can be submitted online and are usually answered within 24 hours.

### Need to Do Some Research?

As a college student, you'll be spending a lot of time **reading, studying and conducting research.** The best places to do all of these activities start in the UNT Libraries: **Willis Library, Media Library,** inside **Chilton Hall, Eagle Commons Library** in **Sycamore Hall, Discovery Park Library.**

### Broke?

UNT has resources that will help you earn more money and learn to use the money you have more wisely.

- The **Money Management Center** is an outreach program that provides tools and solutions students need to **achieve financial freedom.** Chestnut Hall, Suite 313.
- The **Career Center** helps students and alumni find employment during and after college. The center staff assists you with various aspects of your job search, from writing a resume and cover letter to interviewing, as well as providing many other job search tools. Chestnut Hall, Suite 103.
- Figuring out how to pay for tuition, fees, housing and books is a challenge most college students face. Find out how to make ends meet through scholarships, grants and loans in the Office of Financial Aid and Scholarships, located on the **second floor** of the **Eagle Student Services Center.**

### Feeling Depressed or Stressed Out?

College life can be overwhelming at times, but you can get free emotional support and counseling services at the **Counseling Center** to help you get through those difficult times. Counselors at the center are specially trained to help college students:

- Adjust to college life
- Cope with stress
- Deal with relationship problems
- Choose a career
- Overcome critical situations **when you may have thoughts of harming yourself or others**

The **Counseling Center** is part of Counseling and Testing Services, in Suite 311, Chestnut Hall. Summer hours are Monday - Friday, 8 a.m. - 5 p.m. until, **Aug. 24.** Fall hours are Monday and Tuesday, 8 a.m. - 8 p.m. and Wednesday - Friday, 8 a.m. - 5 p.m.
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.
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