

**BCIS 2610: INTRODUCTION TO COMPUTERS IN
BUSINESS ☞ Fall 2014 ☜
SECTION 003 (Tues./Thurs 11:00 – 12:20 PM, BLB 180)**

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Web: <http://www.coba.unt.edu/itds/courses/bcis2610/>

COURSE OBJECTIVES

This course examines the fundamental concepts of computing in various business disciplines. It also provides an introduction to programming and to software programs you will use in later courses and in business.

Course objectives include:

- Learning basic computer concepts, such as cyberspace, hardware, software, privacy, security, ethics, emerging issues, etc.
- Learning how to create electronic presentations using MS POWER POINT 2013.
- Learning how to develop useful spreadsheets with MS EXCEL 2013.
- Learning how to build project management tools using MS Project 2010 (**NOT 2013**).

REQUIRED MATERIALS FOR BCIS 2610

1. For this class you will use 2 textbooks (a combined Project/PowerPoint/Excel book, and a combined Amer/Morley textbook) and a software disk containing a 60-day version of MS Project 2010. These materials are available for purchase in a bundle at the UNT Bookstore OR ONLINE at <http://www.cengagebrain.com/micro/1-1DXB4M7> **IT IS IMPORTANT THAT YOU PURCHASE THE BUNDLE, AS THE TEXTBOOKS HAVE BEEN CUSTOMIZED SPECIFICALLY FOR THIS CLASS.** Please note that, after the first week or two of school, the Bookstore will return to the publisher any unsold bundles. **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 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 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, transaction processing systems, database management systems, networking systems, project management systems and e-business systems.**

BCIS 2610 COURSE WEB SITE (<http://www.coba.unt.edu/itds/courses/bcis2610/>) & CoB S Drive

DOWNLOAD ALL DATA FILES NECESSARY TO COMPLETE YOUR HOMEWORK FROM THIS COURSE WEB SITE. Each 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. **You should create separate folders for each EXE file before “exploding” them.** Some data files may contain more items than you need this term to complete your work.

THE COB S DRIVE (accessible from the lab and by VM) contains in the **BCIS 2610** folder copies of the PowerPoint lecture files and exam review documents.

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:

1. Talking during lecture,
2. Getting up and leaving class early,
3. 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 to modify class activities, and how.

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.

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. 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.

Exams

1. **There will be three mid-term exams and an optional, comprehensive, final exam. All exams in this section are on Thursdays, in BLB 180. We will test your knowledge of ALL material assigned or taught in this course, INCLUDING THE SOFTWARE.**
2. **We will use your best three 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 final exam.

3. If you MISS one of the 3 mid-term exams, you will have to take the optional final to replace the missing grade. **THERE ARE NO MAKE-UP EXAMS IN BCIS 2610.**
4. **The final for this class will be Tuesday 12/09, @ 10:30 am. 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 EXAM GRADE.**
5. BRING YOUR UNT PHOTO ID & ID NUMBER TO ALL EXAMS, plus that good eraser and pencils. All exams will be 50 minutes, and multiple-choice. All exams will be CLOSED BOOKS, CLOSED NOTES. The use of any books or notes or electronic devices during the exams will be considered cheating and may result in an 'F' grade for the course.

Assignments

Complete and submit to your assigned grader ALL software assignments. They will help you learn the course material and prepare for the exams. THERE WILL BE QUESTIONS ON EACH EXAM ABOUT THE SOFTWARE ASSIGNMENTS. **ALL HOMEWORK ASSIGNMENTS IN THIS CLASS WILL BE DUE ON THURSDAYS BY MIDNIGHT.** Submit whatever you have done, even if it is not finished, to earn some credit. EMAIL ALL ASSIGNMENTS TO YOUR ASSIGNED GRADER. If you email them to me, there will be a 10% grade penalty (i.e., a lost letter grade) – plus you risk me not being able (for unforeseen reasons) to forward your work to the grader by the due date. 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 date, we will no longer deal with this type of problem.**

Course Grading

1. We will calculate your semester grade performance as follows; **there is no extra credit:**

MS PROJECT ASSIGNMENT	40 POINTS
MS EXCEL ASSIGNMENT	25 POINTS
MS POWER POINT ASSIGNMENT	10 POINTS
RESEARCH ACTIVITY	5 POINTS
EXAM ONE [Project, etc.]	140 POINTS
EXAM TWO [Excel, etc.]	140 POINTS
EXAM THREE [PPT, etc.]	140 POINTS
TOTAL POINTS AVAILABLE	500 POINTS

2. Use the **optional final** to either replace a missed exam or improve a test score by substitution.
3. Generally, letter grades will be assigned as follows:

A – 90-100% (450-500)	C – 70-79.9% (350-399)	F – Less than 59.9% (299 or less)
B – 80-89.9% (400-449)	D – 60-69.9% (300-349)	

IF YOU HAVE A PROBLEM OR WANT TO APPEAL SOMETHING

UNT and ITDS have a process for that, and you must follow it – **no short cuts allowed:**

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. Discuss the problem with the BCIS 2610 Course Coordinator. If you are not satisfied, then
4. Contact the UNT Center for Student Rights and Responsibilities. **Do NOT contact the ITDS Chair.**

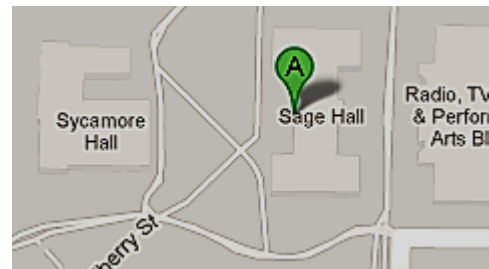
COURSE SCHEDULE FOR BCIS 2610 SECTION 003

<u>Week</u>	<u>Date</u>	<u>Topics / Activities</u>	<u>Readings</u>	<u>Homework Due</u>
Week 1	08/26	Course Overview; Microsoft Project Tutorial 1	Project Tutorial 1	ALWAYS ON A TH @ MIDNIGHT
Week 2	09/02	Project Tutorials 2, 3.1	Project Tutorial 2 and 3.1	
Week 3	09/09	Project Tutorials 3.1, 4.1 and 4.2	Project T 3.1, 4.1	
Week 4	09/16	Computers in Business Computers in Government	Amer 1,2	
Week 5	09/23	Computers in Science	Amer 3	Project HW due 09/25 by midnight
Week 6	09/30	EXAM 1 (50 min.) on Project & Amer 1, 2, 3 Excel Tutorials 1	Excel 1	
Week 7	10/07	Excel Tutorials 2, 3	Excel 2, 3	
Week 8	10/14	Excel Tutorials 4, 6	Excel 4, 6	
Week 9	10/21	Excel Tutorial 11 Computers in Entertainment	Excel 11 Amer 4	
Week 10	10/28	Computers in Transportation Computers in Law and Ethics ***THE LAST DAY TO DROP IS 10/03 ***		Excel HW due 10/30 by midnight
Week 11	11/04	EXAM 2 (50 min.) on Excel and Amer 4, 5, 8 PowerPoint Tutorial 1, 2	PPT 1, 2	
Week 12	11/11	PowerPoint Tutorials 2, 3 Network and Internet Security, Computer Security and Privacy	PPT 2, 3 Morley 4, 5	
Week 13	11/18	Emerging Technologies.	Morley 8	PPT HW due 11/20 by midnight
Week 14	11/25	EXAM 3 (50 min.) on PPT and Morley 4, 5, 8		
Week 15	12/02	Q & A about the optional final exam.		
Week 16	12/09	10:30 AM in BLB 180: Optional, Comprehensive Final -- covers Project, Excel, PPT, Amer, and Morley		

GENERAL INFORMATION ABOUT BCIS 2610 SOFTWARE

1. **We will test you on your knowledge of Microsoft PowerPoint 2013, Microsoft Excel 2013, and Microsoft Project 2010, as operating under Windows 8.1 – not Apple's OS X. The Apple versions, when available, are not identical to the Windows versions. The same problem exists with the EagleConnect SkyDrive versions of Excel and PowerPoint.**
2. **THE LEAST-EXPENSIVE THING TO DO is to use the CoB labs, either the physical one in the Business Leadership Building or the virtual machine (VM) labs (see this web address for details on VM: <http://www.cob.unt.edu/lab/virtuallab.php>).**
3. **If you have an Apple computer, you have the following options:**
 - a. **If you are NOT a Business major,** follow Item #2 above. Save your time, effort, and money!
 - b. **If you ARE a Business major,** at some point you are going to have to take the Windows plunge because the vast majority of companies use Microsoft products, or products that depend on Windows. Your decision is when to take that plunge.
 - i. If you need now to save time, effort, and money, follow item #2 above.
 - ii. You can create a dual-boot environment on your Apple (using Boot Camp or 3rd-party program), install a copy of Windows 8.1 on the second partition (Apple OS on the first), and then install Microsoft Office 2013 and other Windows software in that partition.
 - iii. You can buy and use a Windows notebook for your business course software (many sell today for well under \$1,000, and even under \$400).
4. As a UNT student, you can download a FREE copy of Windows 8.1 or Microsoft Office 2013 for Windows. Go to <http://www.cob.unt.edu/lab/mspurchasing.php> for instructions and details. You can also get a 60-day trial version of Office 2013: <http://microsoft-office.en.softonic.com>
5. **2610 Tutors work only in CoB labs.** CoB posts their office hours at the CoB labs, on hallway bulletin boards, and online at the CoB site (<http://www.coba.unt.edu/lab>).
6. The UNT Computing Support Helpdesk for general computing problems or problems with your web site account is in Sage Hall, Room 119.

<http://www.unt.edu/helpdesk>
helpdesk@unt.edu
940-565-2324



BCIS 2610 HOMEWORK – FALL 2014

Complete all homework to earn a good grade!

For completing your assignments you will generally need:

1. The latest edition of the appropriate textbook.
2. Computers with respective software packages installed (CoB labs have those)
3. Assignment data files (see below for download instructions) on a portable drive.

ALL HOMEWORK ASSIGNMENTS IN THIS CLASS WILL BE DUE ON THURSDAYS BY MIDNIGHT. Submit whatever you have done, even if it is not finished, to earn some credit. You will submit your homework via blackboard. 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.

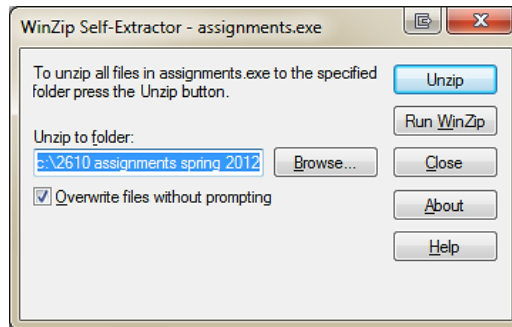
Starting Fall 2014, you do NOT need to zip your homework as part of the submission process.

HOW TO DOWNLOAD THE DATA FILES FOR THE ASSIGNMENTS

1. Make your target data folder(s).
2. Go to <http://www.cob.unt.edu/itds/courses/bcis2610/> Select the correct term. Click on the link for the corresponding file download (the links are on the left side of the page, you may need to scroll down to find them)
3. On the dialog box that appears click Run in response to the question “Do you want to run or save this file?”
4. If necessary, on the next dialog box click Run in response to the question “The publisher could not be verified. Are you sure you want to run this software?”



5. You will now see the WinZip Self-Extractor Dialog Box, which will look similar to this:



6. Select the folder where you want to save the files by clicking on Browse button, then click Unzip.
7. Go to the folder where you saved the files, to make sure they are there.
8. Close the WinZip Self-Extractor dialog box.

STEPS TO EASY COMPLETION OF THE ASSIGNMENTS

1. Buy and read the textbook assignments.
2. Start early. Some assignments may easily take **20+ 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 it handy, so you can refer to it when needed. Bring the instructions with you to the lab tutors, if you decide to seek help.
4. **Learn the software!** Work through the chapter tutorials, paying close attention to what you are doing. The chapter tutorials are EXTREMELY EASY and can be done by ANYONE with a minimum of effort. If a student is too lazy to complete the tutorial, then they will receive NO HELP from the tutors.
5. Complete the assigned homework.
6. Submit your completed homework electronically using the instructions found in the given assignment.
7. If you have trouble with solving case problems, go to the BCIS 2610 help labs. 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 the above steps. The students that have a difficult time usually do not even buy the texts [step 1], let alone work thru the chapter tutorials [step 2]. Students that follow the “7 steps” should make an A in the course. Students that do not, usually fail or drop! **Be smart - follow the steps – earn an A!**

MS PROJECT 2010 ASSIGNMENT, FALL 2014

NOTE: USE PROJECT 2010, *NOT*** PROJECT 2013, FOR THIS ASSIGNMENT.**

Total 40 points (If you do not finish, submit whatever you have completed to earn some points.)
CREATE AND USE A PROJECT FOLDER FOR YOUR SOLUTIONS.

What will you need to complete the assignment?

- The custom textbook containing MS Project 2010.
- A computer with MS Project 2010 installed (all CoB computer labs have it).
- The MS Project data files downloaded from the BCIS 26120 web site.
- Work storage medium (USB drive, or personal network space, or personal hard drive).

Mastering MS Project is an important skill for business students to learn. Complete all Tutorials IN TANDEM with working on your assignment. They will teach you everything you need to know to complete your work. **Work smarter, not harder!**

A. Description:

For this assignment submit ONLY the following tasks from your PROJECT 2010 textbook.
******* DO NOT SUBMIT ANY PRINTOUTS. *******

1. Tutorial 1 assignments (15 points):

- Complete all steps on pages 13 thru 27 – submit Rooms.mpp
- Complete all steps on pages 30 thru 51 – submit NewAV-1.mpp
- Prepare steps 1 thru 15 on page 54 for Case #1, "RIVER DELL/HOMES" -- submit NewHome-1.mpp

2. Tutorial 2 assignments (15 points):

- Complete all steps on pages 63 thru 96 – submit VPIInstall-2.mpp
- Complete all steps on pages 101 thru 125 – submit NewAV-2.mpp
- Prepare steps 1 thru 19 on page 127-128 for Case #1, "RIVER DELL/HOMES" -- submit NewHome-2.mpp

3. Tutorial 3 and Tutorial 4 assignments (15 points):

- Complete all steps on pages 136 thru 160 – submit NewAV-3.mpp
- Complete all steps on pages 201 thru 223 – submit NewAV-4.mpp

B. How to complete the MS Project 2010 Assignment:

1. Download Project 2010 data file from the 2610 website and save to a storage medium of your choice.
2. Work through each Tutorial's assignments in sequence. Save the .MPP files on your storage medium.

C. Electronic Submission for Section 003:

1. **Submit your assignment via blackboard.**

EXCEL 2013 ASSIGNMENT, FALL 2014

Total 25 points (If you do not finish, submit whatever you have completed to earn some points).

Create and use an Excel folder for your solutions.

What will you need to complete the assignment?

1. The custom textbook containing MS Excel 2013.
2. Access to a computer with Excel 2013 installed (all UNT computer labs have it).
3. The MS Excel data files downloaded from the BCIS 26120 web site.
4. Work storage medium (USB drive, or personal network space, or personal hard drive).

Mastering Excel is an important skill for business students to learn. Complete all Tutorials (Chapters) IN TANDEM with working on your assignment. The tutorials will teach you everything you need to know to complete your work.

A. Description:

For this assignment submit **ONLY** the following problems from your book. **Add your name and UNT Student ID to the header of all submitted worksheets. DO NOT submit any printouts.**

1. Tutorial 3 assignments (10 points):

- Complete all steps on pages 131 thru 181. -- Submit Fitness Tracker.xlsx.
- Complete steps 1 thru 15 on pages 184-185 for Case 1, "Hernandez Family."-- Submit Hernandez Budget.xlsx.

2. Tutorial 6 assignments (10 points):

- Reminder -- Complete all steps on pages 327 thru 382 before tackling the homework.
- Prepare steps 1-13 on pages 384-85 for Case #1, "Cheese Plus Pizzeria." -- Submit all Case 1 files.
- NOTE: Any OneDrive ("SkyDrive") work is optional on your part and will not be graded.

3. Tutorial 11 assignments (5 points):

Complete all steps on pages 657 thru 688, and 702 thru 708, for "Chalcedony Fund." -- Submit ChalcedonyFund.xlsx.

B. How to complete the Excel Assignment:

1. Download Excel data files from the 2610 website and save them to a storage medium of your choice.
2. Work each Tutorial's assignments in sequence. Save the .XLSX files on your storage medium.

C. Electronic submission

1. **Submit your assignments via blackboard.**

POWERPOINT 2013 ASSIGNMENT, FALL 2014

Total 10 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 custom textbook containing MS PowerPoint 2013.
2. Access to a computer with PowerPoint 2013 installed (all UNT computer labs have it).
3. The MS PowerPoint data files downloaded from the BCIS 26120 web site.
4. Work storage medium (USB drive, or personal network space, or personal hard drive).

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

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. Tutorial 2 assignments (5 points):

- Complete the tutorial FIRST.
- Complete steps 1 – 14 on pages 127-28 for Case 1 “Ottawa Childrens’ Theater” – Submit ChildrensTheater.pptx.

2. Tutorial 3 assignments (5 points):

- Complete the tutorial FIRST.
- Complete steps 1 – 14 on page 184 for Case 1 “Blue Blazes” – Submit TestingCenters.pptx.

B. How to complete the PowerPoint Assignment:

1. Download from the 2610 website the PowerPoint data files, and save to a storage medium of your choice.
2. Work each Tutorial’s assignments in sequence. Save the .PPTX files on your storage medium.
3. DO NOT SUBMIT the completed tutorial files for this assignment.

C. Electronic submission

1. **All assignments are submitted via blackboard.**

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)

(today's date)