

**BCIS 2610: INTRODUCTION TO COMPUTERS IN BUSINESS**

Spring 2012

SECTION 001 (M 2:00 – 4:50 PM, BLB 080)

**Your Instructor:** Dr. Richard Vedder  
**Office:** BLB 312J  
**Email:** vedder@unt.edu

**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 2010.
- Learning how to develop useful spreadsheets with MS EXCEL 2010.
- Learning how to build web pages and web sites using MS EXPRESSION WEB 3 or 4.

**REQUIRED MATERIALS FOR BCIS 2610**

1. For this class you will use 3 textbooks (a combined PowerPoint/Excel book, an Expression Web book, and a combined Amer/Morley textbook) and a software disk containing a 60-day version of Expression Web 3. These materials are available for purchase in a bundle at the UNT Bookstore OR ONLINE at <http://www.cengage.com/ichapters/untbcis> . **THEY CANNOT BE BOUGHT SEPARATELY. IT IS IMPORTANT THAT YOU PURCHASE THE BUNDLE, AS SEVERAL TEXTBOOKS HAVE BEEN CUSTOMIZED SPECIFICALLY FOR THIS CLASS.** If you buy directly from Cengage the price is approximately \$115.00, and that includes free shipping. 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.** The University does not provide textbooks for students. Buying textbooks is part of going to college.

2. Buy a USB flashdrive (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.).



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

**YOU MUST 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. Also sometimes there are no data files required for an assignment. This web site also offers for download a copy of Expression Web, plus access to 2610 instructor sub-sites.

**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 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 Mondays, in BLB 080.** WE WILL TEST YOUR KNOWLEDGE OF ALL MATERIAL ASSIGNED OR TAUGHT IN THIS COURSE, INCLUDING THE SOFTWARE.
2. If you MISS one of the 3 mid-term exams, you can take a make-up exam for that ONE TEST as per this syllabus. YOU CANNOT TAKE A MAKE-UP EXAM IF YOU DID POORLY ON A MID-TERM EXAM (that is what the optional final is for). On Week 15 your instructor will have a different make-up exam for each of the 3 mid-terms, with each test covering the same material as before. Remember, YOU CAN ONLY TAKE ONE MAKE-UP EXAM. If you miss two mid-term exams, you will have to take the Final Exam to replace the second zero. **Email your instructor by the previous Thursday if you intend to take a make-up, and include which exam you need to take. Otherwise there will not be a test for you.**
3. You may elect to take the optional, comprehensive final exam 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.
4. THERE IS NO MAKE-UP FOR THE OPTIONAL FINAL EXAM – if you do not take the final exam we will use the 3 exam grades you already have on record.
5. **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' FOR YOUR EXAM GRADE.**
6. BRING YOUR UNT PHOTO ID & ID NUMBER TO ALL EXAMS, plus that good eraser and pencils.

7. 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

As a part of the course, you should complete and submit to your assigned grader ALL software assignments. These assignments 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:**

EXPRESSION WEB ASSIGNMENT	40 POINTS
(Memories=5 pts., Tradewinds=5 pts., your site=30 pts.)	
EXCEL ASSIGNMENT	25 POINTS
POWER POINT ASSIGNMENT	15 POINTS
EXAM ONE [ExWeb, etc.]	140 POINTS
EXAM TWO [Excel, etc.]	140 POINTS
EXAM THREE [PPT, etc.]	140 POINTS
<b>TOTAL POINTS AVAILABLE</b>	<b>500 POINTS</b>

2. You may use the **MAKE-UP EXAM** grade **only to replace a '0'** for a missed mid-term exam. The make-up cannot be used to improve a mid-term grade – that is what the optional final is for.
3. Generally, letter grades will be assigned as follows:  
 A – 90-100% (450-500 points);  
 B – 80-89.9% (400-449);  
 C – 70-79.9% (350-399);  
 D – 60-69.9% (300-349),  
 F – Less than 59.9% (299 or fewer points)

### 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 001

<u>Week</u>	<u>Date</u>	<u>Topics / Recommended Activities</u>	<u>Readings</u>	<u>Homework Due Dates</u>
<b>Week 1</b>	01/16	<b>NO CLASS MLK DAY</b>		<b>ALWAYS ON A TH @ MIDNIGHT</b>
<b>Week 2</b>	01/23	Course Overview; Expression Web Units A, B Publish sample 'MEMORIES' web site Plan your personal web site	Riley Units A, and B	
<b>Week 3</b>	01/30	Expression Web Units C, D, E Publish Tradewinds web site B, C, D, E Publish your personal web site B, C, D	Riley Units C, D, and E	
<b>Week 4</b>	02/06	Expression Web Units E, F, G Publish Tradewinds web site E, F, G Publish your personal web site E, F, G Computers in Business Amer Chapter 1	Riley Units E, F, and G Amer 1	
<b>Week 5</b>	02/13	Computers in Government Amer Ch. 2 Computers in Science Amer Ch. 3	Amer 2, 3	<b>EWeb HW due 02/16 by midnight</b>
<b>Week 6</b>	02/20	<b>EXAM 1 (50 min.) on EW and Amer 1, 2, 3</b> Excel Tutorials 1, 2	Excel 1, 2	
<b>Week 7</b>	02/27	Excel Tutorials 3, 4	Excel 3, 4	
<b>Week 8</b>	03/05	Excel Tutorials 6, 11	Excel 6, 11	
<b>Week 9</b>	03/12	Computers in Entertainment Amer Ch. 4 Computers in Transportation Amer Ch. 5 Computers, Law, and Ethics Amer Ch. 8	Amer 4, 5, 8	<b>Excel HW due 03/15 by midnight</b>
<b>Week 10</b>	03/26	<b>EXAM 2 (50 min.) on Excel and Amer 4, 5, 8</b> PowerPoint Tutorial 1 <b>***THE LAST DAY TO DROP IS 03/27 ***</b>	PPT 1	
<b>Week 11</b>	04/02	PowerPoint Tutorials 2, 3	PPT 2, 3	
<b>Week 12</b>	04/09	Morley Ch. 4 Network and Internet Security, Morley Ch. 5 Computer Security and Privacy	Morley 4, 5	
<b>Week 13</b>	04/16	Morley Ch. 8 Emerging Technologies	Morley 8	<b>PPT HW due 04/19 by midnight</b>
<b>Week 14</b>	04/23	<b>EXAM 3 (50 min.) on PPT and Morley 4, 5, 8</b> <b>*** EMAIL INSTRUCTOR BY TH, APRIL 26 IF YOU MUST TAKE A MAKE-UP EXAM ***</b>		
<b>Week 15</b>	04/30	<b>MAKE-UP: ONE MID-TERM EXAM (50 min.)</b> Q & A for the Optional Final.		
<b>Week 16</b>	05/07	<b>At 1:30 PM in BLB 080: Optional Final -- covers EW, Excel, PPT, Amer, Morley</b>		

# GENERAL INFORMATION ABOUT BCIS 2610 SOFTWARE

1. WE WILL TEST YOU ON YOUR KNOWLEDGE OF MICROSOFT POWERPOINT 2010, MICROSOFT EXCEL 2010, AND MICROSOFT EXPRESSION WEB 3 / 4, OPERATING UNDER WINDOWS XP, VISTA, OR WINDOWS 7 – NOT APPLE'S OS X. THE APPLE OS X VERSIONS, WHEN AVAILABLE, ARE NOT IDENTICAL TO THE WINDOWS VERSIONS.
2. **THE LEAST-EXPENSIVE THING TO DO IS TO USE THE CoB LABS, EITHER THE PHYSICAL ONES in the Business Leadership Building OR THE VIRTUAL LAB MACHINES (see this web address for details: <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 money!
  - b. If you ARE a Business major, you are going to have to take the Windows plunge because the vast majority of companies use Microsoft Windows products, or products that depend on Windows. Your decision is when to take that plunge.
    - i. If you need to save money now, follow item #2 above for this course.
    - ii. You can create a dual-boot environment on your Apple, pay for and install a copy of Windows 7 on it, and then install Microsoft Office 2010 and other Windows software in that partition.
    - iii. You can buy and use a Windows notebook for your business software (many sell today for under \$1,000, and even under \$500).
4. You can download and install a copy of *Expression Web* from the 2610 course web site. *WinZip* is installed on the CoB lab PCs, or you can purchase a copy.
5. If you need to buy *Microsoft Office*, you can get a student version of 2010 Professional. Go to <http://www.microsoft.com/student/discounts/theultimatesteal-us/default.aspx> for details. You can use PowerPoint 2007 and Excel 2007 in this class, since the storage formats for their files are the same as with the 2010 versions. BUT you will be tested on the 2010 versions in BCIS 2610, and the 2010 user interface is different from the 2007 version.
6. **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>).
7. The UNT Computing Support Helpdesk for general computing problems or problems with your Terra account is in Sycamore Hall, Room 119.

<http://www.unt.edu/computingresources.htm>  
[helpdesk@unt.edu](mailto:helpdesk@unt.edu)  
 940-565-2324



# BCIS 2610 HOMEWORK – SPRING 2012

## Complete all homework to earn a good grade!

For completing your assignments you will generally need:

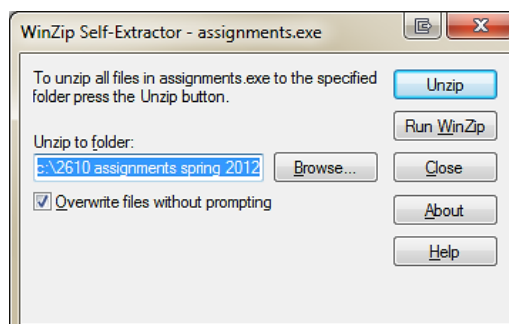
1. The latest edition of the appropriate textbook.
2. Computers with respective software packages installed (CoB labs have those)
3. Assignment data files (see below for download instructions) on a portable drive.
4. WinZip utility for zipping your assignment files. Download the WinZip Utility [if you do not already have it own your computer] from the website link found on the course Website.
5. **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. 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.

## 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/spring/>  
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.

## HOW TO ZIP YOUR HOMEWORK AND EMAIL IT TO THE GRADER

1. Save your work. Use WinZip on your PC or a CoB PC as instructed below.
2. Open Windows Explorer (NOT Internet Explorer) and locate your file or folder.
3. Right-click on the name of the file / folder. Select the "WinZip" entry from menu.
4. Select "Zip and E-Mail ..." from the submenu.
5. WinZip will create a zip file with the same name as the original file/folder and a ZIP file extension. WinZip will then open your default email program and attach to a new message your zipped file.
6. Complete your message as instructed and send it. You may want to CC yourself.
7. It is Ok to use other zip tools, but **your submissions must be in ZIP FORMAT; otherwise your grade will be zero for the assignment.**

## 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. **UNLESS SPECIFICALLY TOLD TO DO SO IN AN ASSIGNMENT, NEVER SUBMIT THE RESULTS OF YOUR TUTORIAL WORK. DO SUBMIT WHATEVER THE ASSIGNMENT REQUESTS.**
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!**

## EXPRESSION WEB 3 or 4 ASSIGNMENT, Spring 2012

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

**What will you need to complete the assignment?**

- Your UNT EagleConnect UserID and password.
- The EXPRESSION WEB 3 textbook, and data files for Units A, C, E and F (download from the 2610 website; there are no data files for Units D and G); this dataset file also contains a copy of Memories..
- A computer with EXPRESSION WEB 3 or 4 installed and Internet access (all CoB computer labs have it). Use EXPRESSION WEB 3 or 4 for this assignment (available for download from the 2610 course web site). **DO NOT use any other product because it might not work correctly with the UNT Terra server (ex., missing text, formats, or colors).**
- Personal pictures in digital format or and other non-copyrighted graphics to be added to your web site
- A list of your favorite Internet links
- Your resume in Word format (this is a good chance for you to work on this important item! The EW dataset includes a sample resume to help you.)
- Some readily available information about your hobby or other areas of interests, with some non-copyrighted digital graphics.
- Other text content you would like to put on your web site
- Storage medium (USB drive, or CD-R, CD-RW, network space, access to hard drive).

**Mastering Expression Web is an important skill for business students to learn.** Complete all Units (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!**

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### A. Description:

For this assignment you will **build your own personal Web site for use by companies you are interested in working for.** Follow the steps described in **Units A-G** of your EXPRESSION WEB book. Your web site should include, at a minimum, 5 (five) HTML pages and one CSS page. For example, a personal web site could offer:

- Home page (index.html)
- Personal interests page
- Favorite Internet links page
- Photo album page
- Resume page

Your Web site needs to feature all of the following:

- **CSS-based layout** with master head, footer, navigation areas and content area
- **Text** semantically marked-up with paragraphs, headings, breaks, bulleted or numbered lists
- **Images** appropriately styled and re-sampled
- **Hyperlinks**, including bookmarks and e-mail hyperlinks, appropriately styled
- CSS-based background color changes for the entire page or a div (division)
- Standardized navigation between all pages
- Thumbnails
- At least 2 element-based styles
- At least 2 class-based styles

Your Web site also needs to have at least two of the following features:

- Navigation buttons
- Background image for a div (CSS-based)
- Distinct header styling

To receive a good grade, your web site should have meaningful and interesting content and be professional-looking. Please follow tips in your Expression Web book to achieve the professional look and feel of your Web site.

## B. How to complete the EXPRESSION WEB Assignment:

1. Download EW dataset file from the 2610 website and save to a storage medium of your choice.
2. Your instructor will announce when UNT has your Terra accounts ready. As soon as possible after this announcement, TEST your connection and account using the instructions found at the 2610 web site linked to “How to Publish Websites” (<http://www.cob.unt.edu/itds/courses/bcis2610>). **Follow these instructions completely and exactly; do not rush!**
  - a. Transfer a copy of the Memories web site (found in your dataset) – 5 pts.
  - b. After building the Tradewinds site, change the copyright statement on all pages from Tradewinds to your name. Transfer a copy of that edited site to your Terra account – 5 pts.
  - c. The remaining 30 points are for building and posting your personal web site.
  - d. When you are done, your Terra account will hold three first-level folders, one for Memories, one for Tradewinds, and one for your personal site.
3. Complete Units A and B; start thinking about you website design and appropriate content.
4. Complete Units C, D, E, F, and G. Now start building your own web site using the ‘REAL LIFE INDEPENDENT CHALLENGE’ case on pages 45, 69, 95, 119, 145, and 169 as hints for your site.
5. **Make sure that your Home Page is called *default.html*.**
6. Have your UNT EagleConnect UserID and password ready. Follow “How to Publish Websites” at <http://www.cob.unt.edu/itds/courses/bcis2610> to test your access to your web directory. Now you are ready to post the FOLDER containing your personal web site that you created as a part of this assignment.
7. Publish your site by copying the FOLDER containing your personal web site and pasting it to your UNT web account, following the instructions at <http://www.cob.unt.edu/itds/courses/bcis2610>.
8. TEST your site before submission. If the site does not show in a browser, see if you are missing a default.html file.

## C. Electronic Submission for Section 001:

1. Address an email to your Instructor’s grader.
2. Put “BCIS 2610 web Assignment submission [Your Name]” in the subject line.
3. Put “ Please accept my web assignment, located at <https://terra.acs.unt.edu/classes/BCIS2610001/your-UserID/your-folder’s-name/default.html> ”  
**Replace “your-UserID” in the above sample with your real UNT UserID number.**

Example:

<https://terra.acs.unt.edu/classes/BCIS2610050/csg0003/memories/default.html>

4. Send the email to the address provided to your instructor before the due date/time specified by your instructor.

## EXCEL 2010 ASSIGNMENT, Spring 2012

**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.**

**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.

**What will you need to complete the assignment?**

- Access to a computer with Excel 2010 installed (all UNT computer labs have it).
- Excel dataset file (download it from the BCIS 2610 website).
- *PowerPoint 2010 / Excel 2010* textbook.
- Storage medium (USB drive, or CD-R, CD-RW, network space, access to hard drive)

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### A. Description:

For this assignment you will need to solve the following problems from your book:

- **Tutorial 3, Case Problem 2, "Wizardworks"**
- **Add your name to the header of your worksheet.**
  
- **Tutorial 6, Case Problem 2, "Ute Auto Sales"**
- **Add a footer with your name to all worksheets in your workbook.**
  
- **Tutorial 11, Case Problem 2, "Brooks & Beckham"**
- **Add a footer with your name to all worksheets in your workbook.**

### 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, as described in General Assignment Guidelines.
2. Complete the **Tutorial 3 Assignment** following the instructions. **Add your name to the header of your worksheet.** Save your work in a storage medium of your choice.
3. Complete the **Tutorial 6 Assignment** following the instructions. **Add a footer with your name to all worksheets in your workbook.** Save your work in a storage medium of your choice.
4. Complete the **Tutorial 11 Assignment** following the instructions. **Add a footer with your name to all worksheets in your workbook.** Save your work in a storage medium of your choice.

### C. Electronic submission

1. Zip your Excel files containing your answers for the homework assignments.
2. Address an email to **your instructor's grader.**
3. Put "BCIS 2610 Excel Assignment submission [Your Name]" in the subject line.
4. Put "Please accept my Excel assignment, [Your first and last name, Your ID]" in the body
5. Attach to your e-mail your zipped Excel files containing the THREE ASSIGNED CASES ONLY.
6. Send the email to the grader's email address before the due date/time specified by your instructor.

## POWERPOINT 2010 ASSIGNMENT, Spring 2012

**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?**

- Access to a computer with PowerPoint 2010 installed (all UNT computer labs have it).
- PowerPoint dataset file (download it from the BCIS 2610 website).
- *PowerPoint 2010 / Excel 2010* textbook.
- Storage medium (USB drive, or CD-R, CD-RW, network space, access to 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.

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### A. Description:

For this assignment you will need to solve the following cases from your book:

- **Tutorial 1, Case 2, "Carriage Path"; add your name and ID to the footer of all slides.**
- **Tutorial 2, Case 2, "Backpackers"; add your name and ID to the footer of all slides.**
- **Tutorial 3, Case 2, "Ultimate Slides"; add your name and ID to the footer of all slides.**

### 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, as described in General Assignment Guidelines.
- 2.
3. Complete the Tutorial 1 Case following the instructions in the textbook. Make sure to put your name and ID on the title slide, as well as in the footers. Save your work in a storage medium of your choice.
4. Complete the Tutorial 2 Case following the instructions in the textbook. Make sure to put your name and ID on the title slide, as well as in the footers. Save your work in a storage medium of your choice.
5. Complete the Tutorial 3 Case following the instructions in the textbook. Make sure to put your name and ID on the title slide, as well as in the footers. Save your work in a storage medium of your choice.

### C. Electronic submission

1. Zip your PowerPoint homework files.
2. Address an email to **your instructor's grader**.
3. Put "BCIS 2610 Power Point Assignment submission by [Your Name]" in the subject line.
4. Put "Please accept my PowerPoint assignment [Your first and last name, Your ID] in the body"
5. Attach to your email your zipped PowerPoint files containing **ONLY THE THREE ASSIGNED CASES**.
6. Send the email to the grader's email address before the due date/time specified by your instructor.

**THIS IS A BLANK PAGE.**

## 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.

I acknowledge that I must notify my instructor or grader by email of my intent to take a make-up exam for a **missed** mid-term exam. I understand that failure to do this means there will be no make-up exam for me.

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

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(your signature)

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(print your name)

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(today's 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 4 digits of my UNT Student ID number. If two students' IDs have the same last 4 digits, I allow use of the last 5 digits of my number.

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-- OR --

(your signature)

2. DO NOT use any part of my Student ID. I will meet with my instructor to agree on a different number for identification. 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.

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-- OR --

(your signature)

3. DO NOT use any part of my Student ID and DO NOT use a substitute identifier. I will keep track of my own grades.

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(your signature)