

Business Information Systems

Instructor

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SLOs:

1. *Create a plan to improve a business using software and hardware.*
2. *Produce a word processing document utilizing columns, formatting, outline, and numbering.*
3. *Design a model for business decision making utilizing spreadsheet software and incorporating charts, formulas and formatting.*
4. *Create a presentation utilizing presentation software incorporating graphics and text.*
5. *Apply database technology to a business problem.*

Office HRS: M – TH 11:00 – 11:30 in classroom-labs & T/TH, 1:20 – 2:00PM online

REQUIRED LEARNING MATERIALS:

BOOK

Online CIS 3 book at: *catalyst.deanza.edu*

OBJECTIVES

In this course, students will learn about:

- management information systems
- systems design and development
- data communications
- office automation
- computer hardware and software concepts
- use of common software packages for business applications including word processing, spreadsheets, database, and Internet web tools

ATTENDANCE

Once enrolled, if you wish to drop the class, it is *your responsibility to drop the class before the deadline in the Schedule of Classes*. Five absences will constitute reason to be dropped from this course.

Scholarly Conduct

Discussion and exchange of ideas on lab assignments are strongly encouraged. However, each person is expected to complete his/her own computer work. Identical solutions will be given a zero grade.

Copying or cheating during an exam will result in a Failing grade being assigned to all the parties involved.

LAB ASSIGNMENTS

The lab assignments measure your ability to apply course concepts to hands-on skills in using commonly used software. You can do the lab assignments with ANY database, spreadsheet or word processing software. Turn in your lab work every week.

INCOMPLETE

No Incomplete for Lab Work. Incompletes will only be granted for justifiable reasons for projects not finished and 10% will be deducted from the project score - see the instructor.

ALL EXAMS ARE MANDATORY. Failure to take an exam means failure in this class!!!

MIDTERM EXAM One midterm, will be given during the quarter covering course terms and concepts during the first half of the course. There are usually 40 - 50 questions, mostly multiple choice.

FINAL EXAM The final exam, will be administered at the end of the quarter. It will cover all the material in the course. You must take the final exam in order to pass the course.

POINTS

ACTIVITY	Information	Weight
Homework	For every chapter	10%
Midterm Exam	40-50 questions	20%
Labs and Tutorials	Turned in every week	20%
Term Project	Paper and Online Presentation	20%
Final Exam	40-50 questions	30%

GRADES **A** = 93-100% **B+** = 87-89% **C+** = 77-79% **D+** = 67-69% **F** = 0-59%
 A- = 90 - 92% **B** = 83-86% **C** = 70-76% **D** = 63-66%
 B- = 80-82% **D-** = 60-62%

TENTATIVE SCHEDULE – for exact dates see the Catalyst calendar

<i>Week</i>	TOPICS	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>
Week 1&2	Introduction Application Software	Lecture	LAB/ TUTORIALS	Lecture	LAB/ TUTORIALS
DUE	READ CH 1,14,4 (homework 1,2,3), LAB A: EXCEL				
Week 3&4	Programming Languages, Applications: Home Office School	Lecture	LAB/ TUTORIALS	Lecture	LAB/ TUTORIALS
DUE	READ CH 5, 11, 7 (homework 4,5,6), LAB B: ACCESS				
Week 5&6	Database Design	Lecture	LAB/ TUTORIALS	Lecture	MIDTERM
DUE	CH 6, Midterm REVIEW (homework 7), NO LAB due, PROPOSAL				
Week 7&8	System SW Processing HW Telecommunications	Lecture	LAB/ TUTORIALS	Lecture	LAB/ TUTORIALS
DUE	READ CH 8,9,10 (homework 8,9,10), LAB C: WORD				
Week 9&10	Artificial Intelligence Risk and Security	Lecture	LAB/ TUTORIALS	Lecture	LAB/ TUTORIALS
DUE	READ CH 13, 15 (homework 11,12), LAB D: WEB				
Week 11&12 Topics	Project Team Presentations	Presentations	Presentations	Presentations	UPLOAD: PROJECT
DUE	FINAL REVIEW: CH 1 – 12, PROJECT				