

DE ANZA COLLEGE
BUSINESS, COMPUTER SCIENCE & APPLIED TECHNOLOGIES DIVISION
CIS003-65Z – Business Information Systems - Online
Summer 2016
INSTRUCTOR: Emily Garbe PhD

Welcome to Business Information Systems!

We will not have face-to-face meetings for this course. However, this course contains a lab component, which means you will need access to Microsoft Office software, including Excel, Word, and PowerPoint (MS Office 2010 or newer).

Since this is a summer class, we will move at twice the normal speed in order to complete the course in 6 weeks rather than the normal 12 weeks quarter. Therefore, it is essential to keep up with all the readings and assignments. There will be no late submission. The instructor will drop 1 lowest grade test and 1 lowest grade lab assignment.

Let's get ready for a fun but fast paced course!

NUMBER OF UNITS: 4.5

REQUISITES:

Advisory: EWRT 211 and READ 211 (or LART 211), or ESL 272 and 273.

DESCRIPTION:

Introduction to management information systems, systems design and development, data communications, data management, office automation, computer hardware and software concepts. Use of basic features in common software packages for business applications including word processing, spreadsheets, database, and Internet web tools.

COURSE OBJECTIVES:

1. Describe the role that information systems play in business operation, management and strategy.
2. Describe the procedure, systems development life cycle for building business information systems.
3. Compare systems and application software; describe types of systems software and operating systems.
4. Apply database technology to a business problem.
5. Describe common components of computer hardware; define common information systems terminology.
6. Describe and evaluate telecommunications hardware, media, software and configurations.
7. Describe important business use of the Internet.

8. Discuss effective acquisition and use of hardware, software and information system services.
9. Discuss key business and public policy issues related to information technologies.
10. Design and create a word processing document, including graphics and a decision support system using a spreadsheet, including graphics.

CONTACT INFORMATION:

Class location: This class is completely online via Catalyst. No face-to-face meetings.

Office hours: No office hours during the summer quarter.

Contacting the instructor: [Go to Catalyst home page and click on "Message"](#). After first day of class, please **do not use email** – Catalyst messaging only. Please indicate you are in CIS3.

LinkedIn: emilygarbe_deanza_college

Twitter: @garbe_deanza

The instructor will try to answer the messages within 2 business days or likely sooner.

COURSE REQUIREMENTS:

Access free online book at:

<http://www.saylor.org/site/textbooks/Information%20Systems%20for%20Business%20and%20Beyond.pdf>

Access to computer and software:

Students must have easy, unencumbered access to a computer, Microsoft Office 2010 or newer, and reliable Internet. These software are available at the [Advanced Technology Center \(ATC\) lab](#) at De Anza, which is opened [Monday through Thursday](#). You may also use your own computers if you have the same software. Not having access is not a valid reason for not submitting the assignments. For the sake of consistency of contents for this course, please **do not substitute with another software package**. If you do not have the software on your computer, you must either go to the De Anza computer lab or find a computer in your local libraries. In addition, we will be using GoogleDocs for the term paper. Having the ability to go to the computer lab or another facility with the proper software is a requirement for this course.

Getting help:

You may post questions to the forums under "Q&A" for each week, asking your colleagues or the instructor about the assignments or the chapters in the book. This is an interactive class, so students are strongly encouraged to post and respond to your classmates' postings.

Class Attendance and Participation:

Participation with timely completion of assignments is essential as learning in this class is built on top of the previous chapters. The instructor will drop the students who fail to complete all required assignments during Week 1. The instructor may drop the students who fail to participate by completing all assignments for 2 or week or more during the

quarter. However, if a student needs or wants to drop the class, the student is solely responsible for dropping the course. Travelling, work, or forgetting the assignments and computer/network problems are not valid excuses. Please see De Anza's attendance policies and deadline for drop/add at <http://www.deanza.edu/policies/attendance.html> and <http://deanza.edu/calendar/>. No exceptions.

As such, for students who add the class with an add code, the record of assignment submissions and participation maintained by the instructor begins with the day the students are given the add code by the instructor. However, it is the sole responsibility of the students to add the course officially with De Anza.

Usage of [ATC Lab](#) is not mandatory as long as students complete the assignments, either using the software in the lab or using own computers with the required software.

CATALYST CLASS HOMEPAGE:

<https://catalyst.deanza.edu>.

Please use **Firefox** as the recommended and supported browser for Catalyst assignments, tests. Google Chrome and other browsers have been reported to have problems with Catalyst features, such as not being able to submit a test.

When the user name password dialog box appears on the screen, type in your user name and password. Your user name is your 8-digit De Anza College student ID, not your 9-digit social security number. Your password is your 8-digit birthdate using the format MMDDYYYY. For example, John Smith, a student with ID 10001234 and birthdate January 1, 1980, would log in as:

Username: 10001234

Password: 01011980

You must be courteous and respectful to your classmates' postings. No inappropriate languages allowed even if you disagree with a posting. Any violation will be referred to De Anza College for appropriate actions.

Do not contact the instructor for technical issues. There are technical specialists in De Anza to support you for technical questions and issues at <http://catalysthelp.deanza.edu/>.

If you added the class, you need to wait at least 24 hours to be activated on Catalyst by De Anza.

Do not wait till the deadline to submit your assignments or take the online tests. Absolutely no extension. You may submit your assignments early but not late.

CLASS ACTIVITIES:

1. Chapter reading.
2. Chapter tests.

3. Lab assignments.
4. Team Term paper.

ACCOMODATIONS

Students with learning disabilities are encouraged to make arrangements with the De Anza Disabled Student Services if you need extra time on the tests. Students who are unsure whether they have a learning disability are encouraged to contact the Disability Programs and Support Services as soon as possible to determine eligibility. Please submit your DSS form to the instructor if you need accommodations in the beginning of the quarter.

GRADING POLICY

The grades will be based on the following distributions:

Assignments	Information	Weight
Chapter Tests	7 points per chapter test for 11 tests (0.7 points per question, 10 questions per test). Instructor will drop the lowest chapter test grade.	70%
Lab Assignments	5 points per lab assignment, 4 labs. Instructor will drop the lowest lab grade.	15%
Final paper	Term paper submitted in Google Docs	15%

Letter grades will be assigned to students based on their total course grade, which is calculated as the sum of the grading components divided by 1,000, as described above.

Catalyst points	Letter grade
>=98%	A+
92%-97.9%	A
90%-91.9%	A-
88%-89.9%	B+
82%-87.9%	B
80%-81.9%	B-
78%-79.9%	C+
70%-77.9%	C (C- does not exist)
68%-69.9%	D+
62%-67.9%	D
60%-61.9%	D-
<=59.9%	F

Academic Integrity Policy:

Students are expected to abide by the Student Conduct Rules as described in the Student Handbook at <http://www.deanza.edu/studenthandbook/academic-integrity.html>. Students

who cheat on the tests or final exam, or help another person to cheat will receive a failing grade in this course and be reported to the Dean of EOPS & Student Development.

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Weeks	Reading assignments	Assignments (due Saturday 11:55pm except for Week 6)*
Week 1	Chapter 1 – What is Information System	Chapter test -1
	Chapter 2 – Hardware	Chapter test – 2
		Lab #1 – Spreadsheet
		Self intro forum
Week 2	Chapter 3 – Software	Chapter test – 3
	Chapter 4 – Data and Databases	Chapter test – 4
		Lab #2 - Databases
		Update Google docs team list
Week 3	Chapter 5 – Networking and Communication	Chapter test -5
	Chapter 6– Information Systems Security	Chapter test – 6
		Lab #3 - PowerPoint
Week 4	Chapter 8 – Business Process	Chapter test - 8
	Chapter 10 – Information Systems Development	Chapter test - 10
		Lab #4 –Word
Week 5	Chapter 11 – Globalization and the Digital Divide	Chapter test – 11 & 13
	Chapter 13 – Future Trend	
	Submit term paper on Google Docs	Final paper due (one per team)
Week 6	Chapter 9 – The People in Information Systems	Chapter test – 9 (due Wednesday)
	Chapter 12 – The Ethical and Legal Implications of Information Systems	Chapter test – 12 (due Wednesday)

* All labs/tests/paper due Saturday 11:55pm except for Week 6 where the chapter tests are due on Wednesday.