BUSINESS INFORMATION SYSTEMS

CIS-003-66Z (CRN: 47551)

Spring 2022

-100% Online class–

COURSE DESCRIPTION

This is an introductory course to business information systems, systems design and development life cycle, data communications, data management, office automation, computer hardware and software concepts. The use of common software packages for business applications including word processing, spreadsheets, database, and internet web tools will be covered.

PREREQUISITE SKILLS

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

INSTRUCTOR INFORMATION: JOSEPH LAM

Office hour dates:	Every Monday from April 06 to June 19
Office hour time:	6:00-6:50 PM PDT
Office hour method:	https://fhda-edu.zoom.us/j/98551217324
E-mail address:	LamJoseph@deanza.edu
Canvas Website:	https://deanza.instructure.com

DROP POLICY

1. By **SUNDAY** OF THE FIRST WEEK OF THE COURSE (4/10/22) you must complete all the week one assignments found in Canvas to prevent from being DROPPED from the class.
2. In addition to deadline above, not completing assignments and tests more than 2 weeks behind in the class (who do no contact instructor) will be dropped from the class.
3. Students who want to be dropped from the class MUST take the initiative to follow the De Anza College drop procedures. Drop calendar deadlines can be found at https://www.deanza.edu/calendar. Do not assume you will be automatically dropped from this course. If you intend to drop the course, you must drop yourself!

OBJECTIVES

Upon completion of this course, you will be able to:

- Appraise the role that information systems play in business operation, management, and strategy.
- Construct a systems development life cycle, for building business information systems.
- Research systems and application software and types of systems software and operating systems.
- Recommend database technology to a business problem.
- Categorize common components of computer hardware and common information systems terminology.
- Enumerate telecommunications hardware, media, software, and configurations.
- Generalize important business use of the Internet.
- Recommend effective acquisition and use of hardware, software, and information systems services.
- Examine key business and public policy issues related to information technologies.
- Concoct an integrated document, including graphics and a decision support system using a spreadsheet and database, including graphics to highlight data in a visual manner.

STUDENT LEARNING OUTCOME STATEMENTS (SLO)

- **Student Learning Outcome**: Create and execute a plan to improve success factors in a business, using software and hardware.
- **Student Learning Outcome**: Produce a business document utilizing word processing tools to show use of various formatting, such as columns, outline, and numbering.
- **Student Learning Outcome**: Design a model for business decision making utilizing spreadsheet software and incorporating charts, formulas, and formatting.
- **Student Learning Outcome**: Create a presentation about a business technology implementation utilizing presentation software incorporating graphics, tables, process flow diagrams and text.
- **Student Learning Outcome**: Solve a business data problem by utilizing database technology.

REQUIRED COURSE MATERIALS

Textbook: Information Systems for Business: An Experiential Approach, Edition 4.0 by France Bélanger, Craig Van Slyke, and Robert Crossler

Copyright Year: 2022

Publisher: Prospect Press

ISBN: 978-1943153886

eBook ISBN: 978-1943153879

Free Student Resources: https://www.prospectpressvt.com/textbooks/belanger-information-systems-for-business-4-0

REQUIRED COMPUTER COMPONENTS AND AVAILABILITY

Email: You will need an email account in which you can send and receive e-mail. If you do not have an email account, set one up before the course begins. Emails will be replied within 24 hours weekdays and 48 hours on weekends.

Internet/Browsers: Assignments in the course must be completed in Canvas.

Hardware & Software Requirements: You must have access to a laptop or desktop computer to successfully complete this course; a tablet or phone will not be adequate for all assignments and tests. Suitable software including word processor, database, spreadsheet, and presentation.

High speed Internet connection: Required.

CANVAS PORTAL

You will be using the Canvas web portal to complete homework, complete online exams, and discussion. You will not be able to log into your course until the first day of instruction.

Please do not turn off Canvas "Announcements". Students who turn off Announcements are responsible for any information missed.

To log on to Canvas go to https://deanza.instructure.com and then follow the instructions provided to login.

CLASS SCHEDULE

Please refer to Canvas

DISCUSSION, ASSIGNMENTS, QUIZZES, AND EXAMINATIONS

You will find one or more following assessment methods: Short questions, multiple-choice questions, and learning activities from each chapter and appendices.

## GRADING CRITERIA

The following points for coursework:

Discussion	120	(10 per week)
Quizzes	240	(20 per week)
Assignments	120	(10 per week)
Midterm Exam	250	
Final Exam	250	
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Total =	980	

GRADING SCALE

A	94% - 100%
A-	90% - 93%
B+	86% - 89%
B	83% - 85%
B-	80% - 82%
C+	76% - 79%
C	70% - 75%

GROUP DISCUSSIONS

The "Q & A Discussions" in Canvas provides you a way to communicate with others in the class. Using this forum, you will be discussing weekly topic and may post questions that you have about our course. To participate in these discussions, you will first click on the weekly "Q & A Discussions" links in Canvas. You will read the discussion thread, and then click on the "Reply" area to type in your response (shown below). When finished typing your response, you will click the "Post Reply" button (shown below) which will post your response to the other class members through email. This is a very simple tool that will allow us to communicate with each other during the quarter!
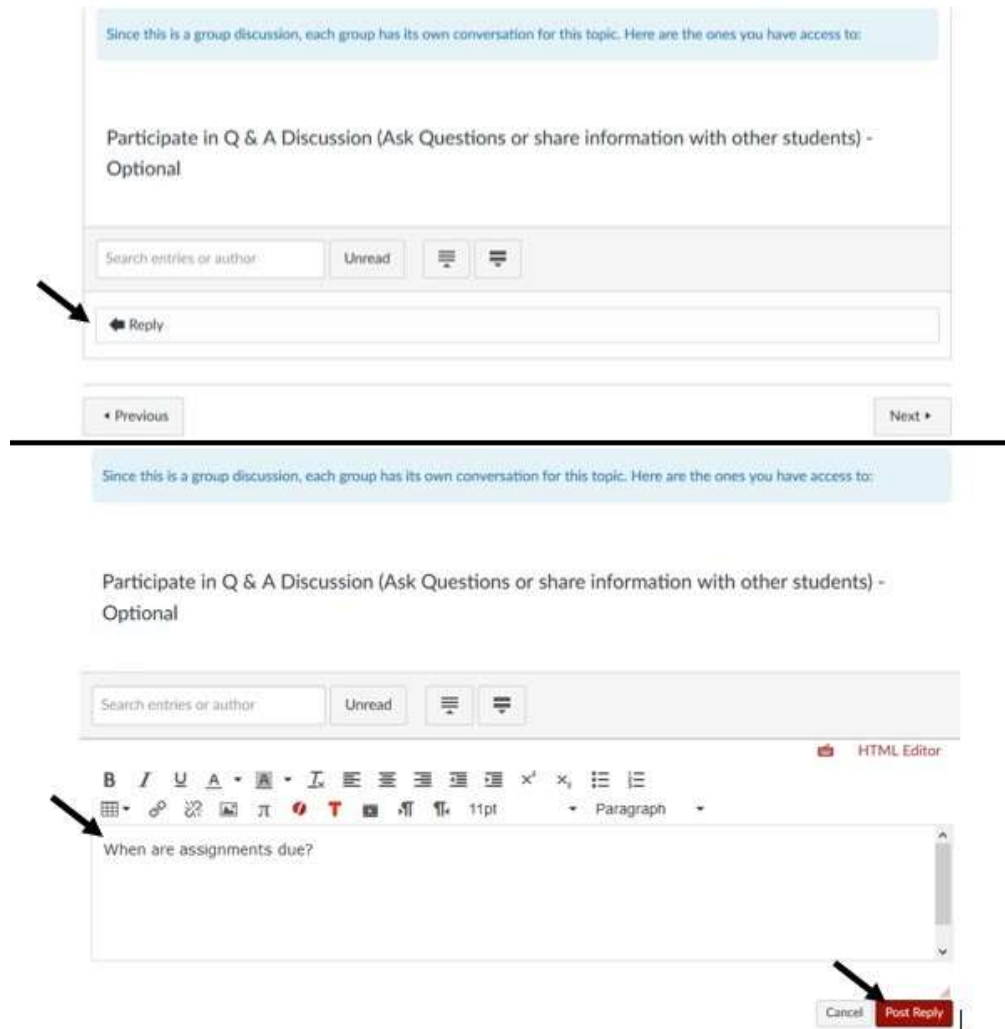
ACADEMIC INTEGRITY

If a student is found to have cheated or plagiarized on any particular assignment or examination, the student will receive a failing grade for that assignment or examination, and they will be reported to college authorities.

DISRUPTIVE ONLINE BEHAVIOR

Disruptive online behavior may include (but is not limited to) the following: discussions that do not relate to the discussion topic, posting inappropriate comments on discussion forum, monopolizing discussion time, refusing to participate in online activities, and engaging in any other activity not related to the classroom activity. Students who engage in disruptive behavior will be notified by the instructor. If the disruptive behavior continues, students may be asked to stop the disruptive behavior and/or eventually be dropped from the course. Specific behavior standards for course can be found on the following page:
https://www.deanza.edu/policies/academic_integrity.html

For administrative policies 5510 and 5520 see the following:
http://fhdafiles.fhda.edu/downloads/aboutfhda/5510ap.pdf
http://fhdafiles.fhda.edu/downloads/aboutfhda/5520ap.pdf

NOTE TO STUDENTS WITH DISABILITIES

If you have a disability-related need for reasonable academic accommodations or services in this course, provide your instructor with a Test Accommodation Verification Form (also known as a TAV form) from Disability Support Services (DSS) or the Educational Diagnostic Center (EDC). Students are expected to give five-day notice of the need for accommodations. Students with disabilities can obtain a TAV form from their DSS counselor (864-8753 DSS main number) or EDC advisor (864-8839 EDC main number).

OTHER INFORMATION

Important Dates (i.e., Drop Date, etc.): http://www.deanza.edu/calendar/
Student Rights & Responsibilities: https://www.deanza.edu/student-complaints/rights-responsibilities.html
Mutual Respect Policy: https://www.deanza.edu/policies/respect.html
Student Complaints or Concerns: https://www.deanza.edu/student-complaints/

RESOURCES ON CAMPUS

Educational Diagnostic Center: Learning Disabilities Support
Counseling: Counseling & Advising Center
Bookstore: De Anza Bookstore Website