

# CIS-003 - Business Information Systems

## General information

<b>Instructor:</b> Alex Morgan	<b>Office Place:</b> ATC Lab	<b>Office Hour:</b> N/A
<b>Telephone:</b> ?	<b>E-Mail:</b> am02724@fhda.edu	<b>Hybrid Hours:</b> N/A

## Course Description:

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

## Course objectives:

Upon completion of this course, the student will be able to;

- Understand the relationship between data, information and knowledge
- Know the components of an information system
- Understand how information is applied in business decision-making
- Use productivity software for communications and data management
- Understand information systems development
- Understand social, ethical, security and privacy issues of information

## Course materials

**Text:** Carol Cram, *Microsoft Office 2013 –Projects* Course Technology, 2014, ISBN 978-1-285-17032-9

**Software:** Microsoft Office 2013.

Your choice of a tutorial for Office applications or

<http://office.microsoft.com/en-us/training/default.aspx>

**Storage Medium:** Each user account is provided with sufficient online storage for the course. You will/may need a portable storage device for use in moving files from the server for working at home.

## Evaluation and Grading

This course uses an absolute scoring system. Each acceptable assignment will be awarded points according to the assignment schedule, factored to 100 points. The midterm and final exam/project will count for 200 points together. Oral participation will add bonus points to the final grade.

Oral participation takes the form of questions asked during class and in a "jeopardy" style session. Details will be explained during the first session.

Unacceptable and need work submissions will be returned for enhancement to an acceptable level.

90% of assigned points = A

80 to 89% of assigned points = B

60 to 79% of assigned points = C

50 to 59% of assigned points = D

## Assignments

Refer to the [assignment worksheet](#) and [project outline](#) for details.

Week	Topics	Assignments
1	Course Basics/ Information Tech Communications	Project 11 - Data or Information Project 1 File Management
2	Communications cont. EXCEL (needed file ClassExerStu.xls)	Project 2 - Document Communications
3	EXCEL cont. Information Systems	Project 3 - EXCEL spreadsheets
4	PowerPoint People/Organization	Project 14 - Data Types Project 4 - Presentation Graphics
5	Data Information Technology Impact	Project 12 - Technology Impact Project 9 - Information Systems Users
6	Jeopardy	
7	Midterm	
8	Data Base Management Data Visualization	Project 5 - Access Data base Project 6 - Data Visualization
9	I S Development	Project 8 - Process Flow Charts Project 7 - Integration
10	Ethics, Security, Crime and Privacy	
11	Time Jeopardy	
12	Final Thursday August 6, Class	Final Project

## Incompletes

An Incomplete is given when an unforeseeable emergency near the end of the term may justifiably cause incomplete academic work. Please contact me immediately if such a condition arises.

### ***Adds/Drops (Thursday, July 2 Last day to add or Drop)***

**Regulations allows for drops or adds only within the first weeks of instructions. After the second week of class NO drops or adds are allows.**

### ***Withdraws (Thursday, July 23 Last day to drop with a "W.")***

You may withdraw from a class up to the eight week of instructions, after which you cannot. You are now only allowed two withdraws from the same class.

## Attendance

ATTENDANCE is expected at each class session, and you are responsible for all material assigned for reading, lecture, lab or homework. Should you miss class, please arrange to obtain notes or handouts from a classmate.

**If you miss more than three consecutive lectures or any five, you will be dropped from the class.**

## Computer lab

The Computer lab is located in the ATC Building room 201; lab hours are posted. You are able to use the lab without appointment for up to one hour on a first-come, first-served basis. You need to supply your own storage medium as necessary.

## Cheating

**In a word, “Don’t!” The college catalog clearly spells out the policy regarding cheating. If you are involved in cheating (meaning copying other student’s work, tests, and so on) you can lose your student status, receive an F in the course, and lots of other bad stuff.**

Computing is a cooperative effort. You are expected to work with others. Asking for and using the advice of others is desired. However, the final work must be your own. Asking for advice is not the same as copying someone else’s work! Your homework, Labs and project should be your own work, even where others may have advised.

### **Assistance**

You will occasionally run into a problem that you will have difficulty solving. If you request my assistance, I will be glad to help you solve the problem only after I have seen evidence that you have tried to do the work on your own. So please try to do your own work before you seek assistance.

Remember that it is your instructor’s job to teach you the concepts. If you are having difficulty, talk to your instructor FIRST. This helps to give your instructor feedback as to concepts that may need to be covered again in class. It also gives your instructor a chance to clarify misunderstandings.

Additional help is available from Teaching Assistances (fellow students) as follows;