# CIS-003. 74Z
# Business Information Systems
# Fall 2023

*General information\**

| Instructor: Alex Morgan | | Office Place: Online | Class Hours: | Online/asynchronous |
|---|---|---|---|---|
| Phone**: 408-864-5678**x **3121** | CRN**: 2638** | E-Mail: **morganjralexander@deanza.edu** | Office Hours: | Wed**. 3**:30 to 4:30 pm, Zoom Meeting |
| | | | Hybrid Hours: Online | |

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

*Course Description:*

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

## STUDENT LEARNING OUTCOME STATEMENTS (SLO)

- **Student Learning Outcome 1**: Create and execute a plan to improve success factors in a business, using software and hardware.

- **Student Learning Outcome 2**: Produce a business document utilizing word processing tools to show the use of various formatting, such as columns, outlines, and numbering.

- **Student Learning Outcome 3**: Design a model for business decision-making utilizing spreadsheet software and incorporating charts, formulas, and formatting.

- **Student Learning Outcome 4**: Create a presentation on a technology topic utilizing presentation software incorporating graphics and text.

- **Student Learning Outcome 5**: Solve a business data problem by utilizing database technology.

    **More details at**:  http://ecms.deanza.edu/outlineprogresspublic.html?catalogID=2063

*Course materials*
> **Text:** Handouts**,** YouTube videos, & online tutors (all materials provided, nothing to buy)
> **Software**: Microsoft Office 2019.Pro (installed on all CIS lab & classroom computers)
> **Headphones** for listening to tutorial audio
> ~~**Storage Medium:** Each student account is provided with sufficient online storage for the course. You will/may need a portable storage device for moving files from the server to work elsewhere and to save your work at the end of the quarter.~~
> **Other**: Notebook for note-taking. (you provide)

*Evaluation and Grading (rubric)*

This course uses an absolute scoring system that is based on *assimilated* course learning.  Each acceptable assigned project is awarded points according to the assignment schedule, total project points are <u>factored to 100 points</u>.  *<span style="color:red">Unacceptable, late, incomplete, or unorganized assignment submissions will get reduced credit based on the percentage completed</span>*.

The midterm assessment, final *assessment, and* projects will count for 100 points each.  The final grade is the average of the three components (projects, midterm, and final assessment scores) using the ranges below.

~~Oral participation and~~ *extra project efforts and office hours participation* can add bonus points to your grade.  ~~Oral participation takes the form of participation in class discussions and questions answered during "FlashQuiz" App sessions.  Details will be explained during the first session.~~

95 or above average points = A     85 to 94 average points = B
60 to 84 average points = C     50 to 59 average points = D

***Note:  Canvas scoring is not accurate or correct, the above rubric is how grades are <span style="color:blue">calculated</span>.***

*Assignments*

| Week of | Topics | Assignments |
|---|---|---|
| 1<br>9/25 | Course Basics<br><br>File Management | Course Commitment <span style="color:red">(due April 14<sup>th</sup> )</span><br>Project 1 File Management (File structure Tutors)<br>Project 10 ABC Office Supply<br>Project 11 - Data or Information |
| 2<br>10/2 | Communications<br><br>Presentation Graphics | Project 2 - Document Communications<br>Project 4 - Presentation Graphics<br><span style="color:red">Project; #1 is due October 6<sup>th</sup></span> |
| 3<br>10/9 | Information Tech (IT) | <span style="color:red">Projects; #s 2, & 11 are due October 13<sup>th</sup></span> |
| 4<br>10/16 | Information Systems (IS) | Project 12 - Technology Impact<br><span style="color:red">Projects; #4, is due October 20<sup>th</sup></span> |
| 5<br>10/23 | People/Organization | Project 9 - Information Systems Users<br><span style="color:red">Projects; #s 9, & 10, are Due October 27<sup>th</sup></span> |
| 6<br>10/30 | Data/Information | Project 14 - Data Types<br><span style="color:red">Projects; #s 12, & 14 are Due November 3<sup>rd</sup></span> |
| 7<br>11/6 | **<span style="color:red">Midterm Assessment Wednesday, November 8<sup>th</sup></span>** | |
| 8<br>11/13 | Data Analytics | Project 3 - EXCEL spreadsheets<br>Project 6 - Data Visualization |
| 9<br>11/20 | Information Systems Development | Project 5 - Access Database (Bonus/Optional)<br>Project 8 - Process Flow Charts |
| 10<br>11/27 | Ethics, Security, Crime, and Privacy | <span style="color:red">Projects; #s 3, & 6 are Due December 1<sup>st</sup></span> |
| 11<br>12/4 | | <span style="color:red">Project; #s 8 is Due December 8<sup>th</sup></span> |
| 12<br>12/11 | **<span style="color:red">Final Assessment Tuesday, December 11<sup>th</sup></span>** | <span style="color:red">Any remaining Projects deadline is June 29<sup>th</sup></span> |
| | | |

### Incompletes

An Incomplete is given when an unforeseeable emergency near the end of the term may justifiably cause incomplete academic work. At least 75% of assigned work must be completed. Please contact me immediately if such a condition arises.

*Adds/Drops (Friday, September 30th Last day to add or drop)*

**Regulations allow for drops or add only within the first weeks of instructions. After the second week of classes, NO drops or adds are allowed.**

*Withdraws (Friday, November 17th last day to drop with a "W.")*

You may withdraw from a class up to the eight weeks of instructions, after which you cannot. You are now only allowed two withdrawals 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 cease to be active (missing assignments, no-show for mid-term assessment, etc.) you may be dropped from the class.**

### Course Communications

All communications must be titled using the complete name used when you registered with the College. Your initials are to be consistent with your name. All work submitted must be prefixed with your initials followed by the assignment name. More information is in "*Course Basic*" frames #s 17, & 18.

### Computer lab

The computer lab is in the ATC Building room 203; lab hours are posted. You can use the lab without an appointment for up to one hour on a first-come, first-served basis. You need to supply your storage medium as needed. Lab rules; https://www.deanza.edu/buscs/labs.html#rules.

### Instructor's Voice Mail

1. Call **408-864-5678**
2. Press the pound key twice **##**.
3. Enter the (4) four-digit **3121** extensions.
4. Follow the prompts to leave a voice message.

### Cheating

**In a word, "Don't!" The college catalog spells out the policy regarding cheating. If you are involved in cheating (meaning copying other students' work, tests, and so on) you can lose your student status, receive an F for the assignment or 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 the project should be your work, even where others may have advised.

For more details and information follow this link; Academic Integrity, video

### Disruptive Behavior

Disruptive behavior includes (but is not limited to) talking when not related to the discussion topic, sleeping, reading other materials (e.g. newspapers, magazines, or materials not relevant to the discussion), eating or drinking, off-topic questions during presentations, refusing to participate in classroom activities, use of screen devices, and engaging in other activity not related to the classroom activity. **Student(s) who engages in disruptive behavior will be call-out by the instructor.** Continued disruptive behavior can result in being removed from the class.

For more details and information follow these links; Student Grievance Procedure, or Student Rights & Responsibilities

### *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 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 the instructor FIRST during hybrid or office hours.  This helps to give me feedback as to concepts that may need to be covered again. It also gives me a chance to clarify misunderstandings.

Additional help may be available from Teaching Assistance (fellow students).

On-Campus Resources: Tutorial, EDC, Counseling,

### *Students with disabilities*

If you have a disability-related need for reasonable academic accommodation or service in this course, communicate this need as early as possible.

*Syllabus continues in the "Course Basics" handout and is subject to corrections and revisions.