

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!!!

