Business Information Systems

Instructor Spera Georgiou

Student Learning Outcome 1: *Create a plan to improve a business using software and hardware.*

Student Learning Outcome 2: *Produce a word processing document utilizing columns, formatting, outline, 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 utilizing presentation software incorporating graphics and text.*

Student Learning Outcome 5: *Apply database technology to a business problem.*

OFFICE HOURS:

MON and WED 11:10 am - 12:00 pm In Canvas Chat, Messaging System and Synch Discussions

REQUIRED LEARNING MATERIALS:

BOOK **Online CIS 3 book at:** *Provided in Canvas*

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. You need to complete all the assignments, discussions and tests every week. Since there is at least one activity to complete every week of the quarter, non-completion results in being counted absent. Absence in the first week of the courses will result in a drop for non-attendance.

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.

Disability Services De Anza College makes reasonable accommodations for persons with documented disabilities. Students should notify the Disability Support Services **(DSS)** Program at **(408) 864 – 8753** of any special needs.

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.

WORK COMPLETED The work you submit will be turned in on time. See the Student Handbook for work that can be accepted late. The policy in this course is no late work. It is also your responsibility to check the grades and notify me if you think there is any error within 1 week for the due date for the assignment.

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 TEST means failure in this class!!!

1stHalf**TERM EXAM** One Half Term Test, will be given during the quarter covering course terms and concepts during the first half of the course. There are usually 35 questions, mostly multiple choice. You must take Half-Term exam in order to pass the course.

Full-Term final EXAM The final exam, will be administered at the end of the quarter. It will cover all the material in the course. There are usually 50 questions, mostly multiple choice. You must take the final exam in order to pass the course.

POINTS

ACTIVITY	Information	Weight
Practice Midterms	4 practice exams	10%
Half-Term TEST	30 questions	20%
Labs and Tutorials	Turned in every week	20%
Discussion Contributions	Every week	5%
Term Project	Paper and PPT	20%
Full-Term Test (final)	40-50 questions	25%

GRADES

A = 93-100% **A-** = 90 - 92% **B+** = 87-89% **B** = 83-86% **B-** = 80-82% **C+** = 77-79% **C** = 70-76% **D+** = 67-69% **D** = 63-66% **D-** = 60-62% **F** = 0-59%

Canvas is our Syllabus **CIS 3**

TENTATIVE SCHEDULE – for exact dates see the CANVAS calendar

Week	***TOPICS***	*Monday*	*Tuesday*	*Wednesday*	*Thursday*
Week 1&2	Introduction Software	Lecture	*LAB/ TUTORIALS*	***Lecture***	*LAB/ TUTORIALS* *MIDTERM 1*
DUE	**READ CH 1,14,4 (homework 1,2,3), LAB A: EXCEL**				
Week 3&4	Programming Languages, Applications:	***Lecture***	*LAB/ TUTORIALS*	***Lecture***	*LAB/ TUTORIALS* *MIDTERM 2*
DUE	**READ CH 5, 11, 7 (homework 4,5,6), LAB B: ACCESS**				
Week 5&6	Database Design	*Lecture*	*LAB/ TUTORIALS*	***Lecture***	**HALF-Term-TEST**
DUE	**CH 6, Midterm REVIEW (homework 7), NO LAB due, PROPOSAL**				
Week 7&8	System SW Processing HW Telecommunications	***Lecture***	*LAB/ TUTORIALS*	***Lecture***	*LAB/ TUTORIALS* *MIDTERM 3*
DUE	**READ CH 8,9,10 (homework 8,9,10), LAB C: WORD**				
Week 9&10	Artificial Intelligence Risk and Security	***Lecture***	*LAB/ TUTORIALS*	***Lecture***	*LAB/ TUTORIALS* *MIDTERM 4*
DUE	**READ CH 13, 15 (homework 11,12), LAB D: WEB**				
Week 11&12	Project Team Presentations	Presentations	**Presentations**	Presentations	**UPLOAD: PROJECT**
DUE			**FINAL REVIEW: CH 1 – 12,**		