CIS003-65Z Course Syllabus
DE ANZA COLLEGE
Winter 2016

CIS -003.-65Z Business Information Systems
CRN: 33565
4 1/2 units (fully online course)
Instructor: Anita Whitehill
Email address: whitehillanita@fhda.edu
Office hours: online 24/7 via Catalyst and email

Requisites: Advisory: English Writing 211 and Reading 211 (or Language Arts 211), or English as a Second Language 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 common software packages for business applications including word processing, spreadsheets, database, and Internet web tools.

Student Learning Outcome Statements (SLO)
1. Create a plan to improve a business using software and hardware.
2. Produce a word processing document utilizing columns, formatting, outlline, and numbering.
3. Design a model for business decision making utilizing spreadsheet software and incorporating charts, formulas, and formatting.
4. Create a presentation utilizing presenation software incorporating graphics and text.
5. Apply database technology to a business problem.

Course Objectives
1. Describe the role that information systems play in business operation, management, and strategy.
2. Describe the procedure, systems development life cycle, for building business information systems
3. Compare systems and application software; describe types of systems software and operating systems
4. Apply database technology to a business problem
5. Describe common components of computer hardware; define common information systems terminology
6. Describe and evaluate telecommunications hardware, media, software, and configurations
7. Describe important business use of the Internet
8. Discuss effective acquisition and use of hardware, software, and information systems services
9. Discuss key business and public policy issues related to information technologies
10. Design and create a word processing document, including graphics and a decision support system using a spreadsheet, including graphics

Required ebook or Hardcopy Book (whichever you choose) :

Information Systems Today: Managing in a Digital World, 7th edition (Textbook Only, NO access code needed)
by: Joseph Valacich and Christoph Schneider
ISBN-10: 0133940306
ISBN-13: 978-0133940305
©2016 • Prentice Hall

Course Requirements/Activities:
1. Reading Assignments
2. Weekly Chapter(s) Homework Assignments
3. Hands-on Lab Application Software Project
4. Final Examination

All of the Weekly Chapter(s) Homework Assignments, Hands-on Lab Application Software Project and final examination must be submitted on or before the due dates. Please NO make-up or late Weekly Chapter(s) Homework Assignments, Hands-on Lab Application Software Project and final examination allowed! NO EXCEPTIONS!! Also, there are absolutely no re-submission and/or make-up work permitted.

So, to summarize some of the course policies::
1. NO late work accepted. No exceptions.
2. No resubmission of work. Only 1 submission attempt per homework.
3. No extra credit in this course
4. No make-up work accepted for partially-submitted work or no work submitted.

Please do NOT email instructor to request for extension of course work due dates, resubmission of work, extra credit in this course, and/or make-up work.

Please refer to the "Weekly Course Topic, Assignment and Lab Guide" (see below) for the Weekly Chapter(s) Homework Assignments, Hands-on Lab Application Software Project and final examination due dates.

Your course grade will be determined by your performance on the following:
Weekly Chapter(s) Homework Assignments(100 points)
Hands-on Lab Application Software Project (40 points)
Final Examination (100 points)

The course grade will be determined on a percentage basis based on the table below: Percentage Grade
100 - 95 A
94 - 90 A-
89 - 87 B+
86 - 84 B
83 - 80 B-
79 - 75 C+

74 - 70 C
69 - 67 D+
66 - 64 D
63 - 60 D-
59 or below F

Note: It is the student's responsibility (not the instructor's) to drop or withdraw from the class if deemed necessary. But the instructor reserves the right to drop or withdraw any student from the class if the student continually fails to turn in Weekly Chapter(s) Homework Assignments and/or Hands-on Lab Application Software Project. At the end of the quarter (week 11), it is the student's responsibility to go over his/her scores in the gradebook in Catalyst to make sure all scores for work submitted are properly recorded. Otherwise, the final grade appearing on the student's permanent record will not be altered.

Required: Please go to:
http://deanza.edu/studenthandbook/ (Student Handbook)
http://deanza.edu/studenthandbook/academic-integrity.html (Academic Integrity)

Accessibility:
If there are any students with a learning disability or physical challenge, you are entitled to any assistance you need to achieve your academic goals. If you or anyone you know would benefit from such a service, please go to: http://www.deanza.edu/dss/ and http://www.deanza.edu/dsps/index.html.

Course Completion:
Students assume responsibility for completing the course. Should you decide to drop the course during the quarter, please contact the Admissions and Records Office and request to be dropped. Students who do not follow the requirements for this course and failed to drop the course themselves may receive an "F" as a grade at the end of the quarter. For more information, please go to:
http://www.deanza.edu/registration/add-drop.html and scroll down to the appropriate content.

IMPORTANT INFORMATION REGARDING DROPS:
You must submit homework assignments, discussion board postings and examinations to count toward your attendance in this course. You may be dropped from the class if you are "absent" (not submitting work) when they are due and these are not excused absences.

Details:
If you do not participate as indicated above, you may be dropped. But you are responsible for your enrollment and official status. If you need to drop from this class, you are responsible to drop the class officially at Admission and Records. I may not drop you if you stop participating. If I failed to drop you and you continue to not submit course work, you will receive a failing grade.

You can access all the dates for the quarter at https://www.deanza.edu/calendar/winterdates.html

Drop Date:
You are responsible for initiating the drop process and for notifying both the instructor and Admissions

& Records Office. The last day to drop a class with a W grade is February 26, 2016.

Attendance:
Regular attendance is an integral part of the learning process. As a De Anza student, you are expected to attend all scheduled classes in which you are enrolled. An instructor has the authority to drop a student who violates written attendance policies. Instructors are not obligated to hold seats for students who are enrolled but do not attend the first class meeting.

For Online Students: Students assume responsibility for completing the course. Should you decide to drop the course during the quarter, you must contact the Admissions and Records Office and request to be dropped. Students who do not follow the attendance requirements for this course may be dropped by the instructor. The attendance requirement for this course is: submit course work each week.

Technical Assistance:
A s a student enrolled in an online course, please go to:
http://deanza.edu/distance/

Important Dates: https://www.deanza.edu/calendar/winterdates.html

Resources On Campus:
Current Students Resources: http://deanza.edu/students/
Tutorial -- http://www.deanza.edu/studentsuccess/
EDC -- http://www.deanza.edu/dss/
Counseling -- http://www.deanza.edu/counseling/
Classroom Conduct: Academic Integrity --http://www.deanza.edu/studenthandbook/academic-integrity.html
Mutual Respect Policy -- http://fhdafiles.fhda.edu/downloads/aboutfhda/4110.pdf
Student Grievance Procedure -- http://www.deanza.edu/studenthandbook/grievance.html
Student Rights & Responsibilities --http://www.deanza.edu/studenthandbook/studentrights.html

Weekly Course Topic, Assignment and Lab Guide

Week 1: week of January 4:
Assignment: Read "Technology Briefing" textbook pages 410 to 456

Week 2: week of January 11:
Assignment: Read Chapter 1: Managing in the Digital World

Week 3: week of January 19:
Assignment: Read Chapter 2: Gaining Competitive Advantage Through Information Systems -

Week 4: week of January 25:
Assignment: Read Chapter 3: Managing the Information Systems Infrastructure and Services

Week 5: week of February 1:
Assignment: Read Chapter 4: Enabling Business-to-Consumer Electronic Commerce

Week 6: week of February 8:
Assignment: Read Chapter 5: Enhancing Organizational Communication and Collaboration Using Social Media

Week 7: week of February 16:
Assignment: Read Chapter 6: Enhancing Business Intelligence Using Information Systems 208

Week 8: week of February 22:
Assignment: Read Chapter 7: Enhancing Business Processes Using Enterprise Information Systems

Week 9: week of February 29:
Assignment: Read Chapter 8: Strengthening Business-to-Business Relationships via Supply Chain and Customer Relationship Management

Week 10: week of March 7:
Assignment: Read Chapter 9: Developing and Acquiring Information Systems

Week 11: week of March 14::
Assignment: Read Chapter 10: Securing Information Systems
Submission week for Hands-on Application Software Project (due date: 3/14/16 (MONDAY)

Week 12: week of March 21:
Final Examination: due 3/21/16 (MONDAY) at 11:30 pm (comprehensive)

IMPORTANT!! Each Weekly Chapter Homework Assignments is due on the Saturday the week the chapter is assigned.