

## ***Business Information Systems***

**Instructor**

Spera Georgiou

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!!!**

