

Business 295 – 4 Credit Hours

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Required Textbook and Software:

- Fundamentals of Information Systems by Ralph Stair, George Reynolds (4th Edition). (Thompson Course Technology 2006) ISBN 0-619-21560-7
- SAM Computer Literacy – Assessment and Training for Microsoft Office 2003 and Computer Concepts ISBN 978-1-4239-1271-2

These are available in a bundle from the bookstore. Nobody has come up with a way to buy what is needed online for less than what the bookstore charges. **If** you have taken credited courses in Word & Excel & PowerPoint & Access, buy the book & disk from the bookstore but do NOT open the packaging until we have discussed what to do in class. There is a possibility that you may be able to save some money.

Course Objectives

Information systems and the strategies for managing them change quickly, but the principles that guide both often remain timeless. These principles form the backbone of this comprehensive survey of the field, designed for a student's first course in information technology. By presenting the details and the big picture, this course puts the lessons of managing information systems into an understandable context. The overall principle is that the right information—if it is delivered to the right person, in the right fashion, and at the right time—can improve and ensure organizational effectiveness and efficiency.

The text provides topical coverage of current issues as well as strong focus on the effects of globalization.

Student Learning Outcomes:

- Demonstrate knowledge of Computer Hardware and Software
- Demonstrate knowledge of organizing data and Information
- Demonstrate knowledge of telecommunications, the Internet, Intranets, and Extranets
- Demonstrate knowledge of Electronic Commerce and Transaction Processing Systems
- Demonstrate knowledge concerning Information and Decision Support Systems
- Demonstrate knowledge of specialized information systems: Artificial Intelligence, Expert Systems, Virtual Reality
- Demonstrate knowledge of Systems Development
- Demonstrate knowledge of Security, Privacy, and Ethical Issues in Information Systems and the Internet

Web Site

Supplementary information for the textbook is available at www.course.com/mis/stair (see pg. xxiii.)

Supplementary information for the course is available at www.smccd.edu/accounts/dorsett. The Web site contains class notes, PowerPoint slides, class announcements, the course syllabus, test dates, and other information for the course.

E-Mail

If you have any questions about the course or need assistance, please contact me in person or by telephone during office hours, or by e-mail at any time.

Attendance:

Regular class attendance and participation is essential for the successful completion of this course. Attendance is part of your grade. There are 3 points added to allow for any absences. Each day of absence is equal to ~2.17 days of 1 hour classes. A 4 unit class may be allowed 8 days (1 hr. days) of absences at the discretion of the instructor and it is allowed in this class.

Grading Policy:

The final grade for the class will be determined in the following manner:

Exams	58 points
Attendance	14 points
Word testing	7 points
Excel testing	7 points
Power Point testing	7 points
Access testing	<u>10 points</u>
Total:	103 points

Grading Scale:

A	=	90 – 103 points
B	=	80 - 89 points
C	=	70 - 79 points
D	=	60 - 69 points
F	=	0 - 59 points

How to Calculate Your Grade at Any Point During the Semester:

To calculate your grade at any point during the semester, keep track of your total points for Microsoft projects and tests. Note the amount of points possible at the time you want to calculate your grade. Take 90% of those total points to determine the range for an “A”, 80% to determine the range for a “B”, and so forth. Compare your total points with that range.

Exams:

Exams are listed on the course calendar. There may be variations that will be announced in a timely fashion in class. No late exams are routinely accepted. If an exam has to be missed, it will be necessary to make arrangements for the makeup prior to the test follow-up discussion. It is the students’ responsibility to initiate this action.

The exams will require you to think critically to complete. The exams consist of 50 (mostly multiple-choice and some T/F questions). It will be the student’s responsibility to provide Scantron 881 forms, #2 pencils and appropriate erasers. The white ones work best, while the brown erasers tend to smudge and the Scantron reads the smudges as another mark. Students will be allowed to make an 8 ½” x 11” note page with exam notes. These will NOT be photocopies of any portion of the textbook. You may use word processing set to the smallest type face you can read. This provision is subject to change if it is abused.

Refund/Withdrawal/Audit:

Withdrawal:

Students should familiarize themselves with the college's withdrawal dates, policy and procedures that are explained in the catalog. Please advise the instructor if you wish to withdraw before the withdrawal deadline as specified in the college calendar. Students must fill out appropriate paperwork. If the paperwork is not filled out, a grade of "W" will **not** be assigned. Your grade will be determined by the amount of points accumulated at the time of the last class you attended. College policy dictates that a student cannot withdraw from a class after the add/drop date.

Audit:

There is no provision to audit this class.

Class Participation:

Class participation is expected and encouraged. Participation is defined as reading and preparing for class, participating in discussions, completing and submitting assignments on time, and taking part in all activities. There is no exact grading on participation and the best it will do for you is give you the advantage of subjective grading.

Classroom Courtesy:

Students are expected to exhibit a professional manner during class. Commonly recognized courtesy is expected. Please turn off all headphone electronic devices when entering the classroom. There is no objection to phones or pagers set to vibrate only. Discretely leave the room before answering. Not adhering to this common courtesy will be grounds for not allowing any telephones or pagers.

Academic Honesty:

All assignments and test answers must originate from the individual student. Noncompliance will result in a grade of "F" being assigned. Please consult your student handbook and the college catalog for further information concerning academic honesty.

Students with Disabilities:

If you wish to receive special accommodations as a student with a documented disability, please make an appointment with the Learning Specialist on this campus. If you will need assistance during an emergency classroom evacuation, it is imperative that you speak with your campus Learning Specialist immediately and inform the instructor. Please provide documentation during the first class meeting following identification of the disability if you require special assistance due to a disability. All reasonable efforts are made to accommodate all students

Student/Instructor Conferences:

Please schedule an appointment with me one class period in advance. Remember that there are multiple ways to have a conference. You can call me. You can email me. You may speak to me before or after the class or during a break. You can come in to the office in person. I will do my best to accommodate your schedule.

Read, retain, and become familiar with the contents of this syllabus. You are responsible for understanding and abiding by these policies.

BUS 295 - Computer Systems in Business – Fall 2009

Week	Tuesday	Thursday
1		8/20 First Class – Class orientation Intro. Chapter 1 -- Computer proficiency setup
2	8/25 Chapter 1 discussion Intro. Computer Proficiency Testing SAM2003	8/27 Chapter 1 discussion -- Computer lab
3	9/1 Chapter 1 test -- Computer lab Last day to drop for refund	9/3 Review Chapter 1 Test Introduce Chapter 2 --Computer lab
4	9/8 Chapter 2 discussion -- Computer lab	9/10 Chapter 2 discussion -- Computer lab 9/11 Last day to drop w/o showing on transcript
5	9/15 Chapter 2 test -- Computer lab	9/17 Review Chapter 2 Test Introduce Chapter 3 --Computer lab
6	9/22 Chapter 3 discussion -- Computer lab	9/24 Chapter 3 discussion -- Computer lab
7	9/29 Chapter 3 discussion -- Computer lab	10/1 Introduce Chapter 4 --Computer lab
8	10/6 Chapter 4 discussion -- Computer lab	10/8 Chapter 4 discussion -- Computer lab
9	10/13 Chapter 3 & 4 test -- Computer lab	10/15 Review Chapter 3 & 4 Test Introduce Chapter 5 --Computer lab
10	10/20 Chapter 5 discussion-- Computer lab	10/22 Chapter 5 discussion -- Computer lab
11	10/27 Introduce Chapter 6 --Computer lab	10/2 Chapter 6 discussion -- Computer lab
12	11/3 Chapter 6 discussion -- Computer lab	11/5 Chapter 5 & 6 test -- Computer lab
13	11/10 Review Chapter 5 & 6 Test Introduce Chapter 7 --Computer lab	11/12 NO CLASS – TEACHER MEETINGS
14	11/17 Chapter 7 discussion -- Computer lab 11/18 Last Day to Drop Course	11/19 Chapter 7 test -- Computer lab
15	11/24 Review Chapter 7 Test Introduce Chapter 8 -- Computer lab	11/26 NO CLASS – THANKSGIVING HOLIDAY
16	12/1 Chapter 8 discussion -- Computer lab	12/3 Chapter 8 test -- Computer lab
17	12/8 Review Chapter 8 Test Introduce Chapter 9 -- Computer lab	12/10 Chapter 9 discussion (Final Exam: Dec. 15, 11:10 p.m. to 1:40 p.m.)