

BUS 295 COMPUTERS IN BUSINESS
CRN 31815

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Required Textbook and Software:

- Fundamentals of Information Systems by Ralph Stair, George Reynolds (6th Edition). (Course Technology, Cengage Learning, 2012, ISBN-13 978-0-840-06218-5 + SAM 2010 Printed Access Card, 1st Edition (Bundled @ CSM Bookstore ONLY))

These are available only in a bundle from the CSM Bookstore. Nobody has come up with a way to buy what is needed online for less than what the bookstore charges yet. If you have taken credit courses in Windows, Word, Excel, PowerPoint or Access, buy the package 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:

Upon successful completion of the course, the student will be able to:

- Discuss topical coverage of current issues as well as strong focus on the effects of globalization;
- Describe information systems in organizations;
- Differentiate between hardware and software;
- Demonstrate organization of data and information;
- Identify telecommunications, the Internet, Intranets, and Extranets
- Identify electronic commerce and transaction processing systems
- Identify information and decision support systems;
- Identify specialized information systems: artificial intelligence, expert systems, virtual reality, and other systems;
- Identify systems development
- Discuss security, privacy, and ethical issues in information systems and the Internet

Companion Web Site

Supplementary information for the textbook is available at www.cengage.com/mis/stairreynolds (inside back cover of your textbook.)

Supplementary information for the course is available at <http://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 at the college (I am usually in Building 14-103 and make appointments) or by e-mail at any time. **Make sure you include your last name and BUS 295 in the Subject line of emails to me.**

Attendance:

Regular class attendance and participation is essential for the successful completion of this course. You are expected to attend all classes. Absences will reduce your 3 bonus points. Leaving the class early or coming in late can effect an absence. An occasional tardiness is tolerated and will be evaluated on a case-by-case basis at the instructor's discretion. Leaving early will generally effect an absence for the day. Having an appointment elsewhere is NOT an excuse.

Chapter Exams:

Exams are listed on the course calendar. There may be changes 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 or 70 (mostly multiple-choice and some T/F) questions. It will be the student's responsibility to provide Scantron 882-E forms, #2 pencils and appropriate erasers. The white erasers 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 for each chapter. This means you can have two sheets of paper, each written on both sides, for a 2-chapter test, one sheet for a 1-chapter test. These will be handwritten ONLY. These will NOT be photocopies of any portion of the textbook or photocopies or printouts of anything else.

SAM 2010 Training and Assessment:

The SAM 2010 Printed Access Card that comes bundled with the assigned textbook is required to log on to <http://sam2010.course.com> to access the SAM testing and training tool for Microsoft Office 2010 in order to demonstrate your proficiency in these applications for business. I have set up exams for Windows, Word, Excel, PowerPoint and Access and you must score at least 80% on each exam to receive the points listed in the Grading Policy section below.

There are training sections for each application to provide practice for the exams or you may just take the exams without doing the training sections if you feel confident. You may retake the exams as often as you need to in order to achieve the 80% or above scores on each exam.

There are four exams for each application except for Windows, which only has one exam. When you successfully complete the one Windows exam or all four exams for one of the other applications, you must send me an email letting me know that you have completed them. Don't send me an email every time you successfully complete one Word, Excel, etc., exam. You will know I have received your email when your points show up on the Score Card posted on my faculty web site. So don't send an email asking if I received your email. If you do, it won't register.

When you take an exam, it should give you a score for that exam. I suggest strongly that you print the page showing the score for your record before you exit that exam. To print this you may have to click on the Print Screen key on your keyboard and paste the image into a WordPad or Word document. **Practice this technique before you need it at the end of an exam.**

Grading Policy:

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

| | |
|--|------------------------|
| Attendance | 5 points |
| Chapter exams | 66 points |
| SAM 2010 Windows exam (must score at least 80% to earn points) | 4 points |
| SAM 2010 Word exams (must score at least 80% on each of the 4 exams to earn points) | 7 points |
| SAM 2010 Excel exams (must score at least 80% on each of the 4 exams to earn points) | 7 points |
| SAM 2010 PowerPoint exams (must score at least 80% on each of the 4 exams to earn points) | 7 points |
| SAM 2010 Access exams (must score at least 80% on each of the 4 exams to earn points) | <u>7 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, check the Score Card for of your points Chapter exams and for for SAM/Microsoft exams. There is also a template under the Calculate Your Score link on my faculty website. 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.

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 email me. You may speak to me before or after the class or during a break. 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 – Spring 2012

| Week | Tuesday | Thursday |
|------|--|---|
| 1 | 1/17 First Class – Class orientation | 1/19 Intro. -- Computer proficiency setup (SAM 2010) |
| 2 | 1/24 Chapter 1 discussion Computer proficiency setup (SAM 2007) | 1/26 Chapter 1 discussion-- Computer lab 1/30 is last day to drop for a refund |
| 3 | 1/31 Chapter 1 discussion -- Computer lab | 2/2 Chapter 2 discussion -- Computer lab |
| 4 | 2/7 Chapter 2 discussion -- Computer lab | 2/9 Chapter 2 discussion -- Computer lab 2/10 is Last day to drop w/o showing on transcript |
| 5 | 2/14 Chapter 1 & 2 test -- Computer lab | 2/16 Review Chapter 1 & 2 Test Introduce Chapter 3 --Computer lab |
| 6 | 2/21 Chapter 3 discussion -- Computer lab | 2/23 Chapter 3 discussion -- Computer lab |
| 7 | 2/28 Chapter 3 discussion -- Computer lab | 3/1 Introduce Chapter 4 --Computer lab |
| 8 | 3/6 Chapter 4 discussion -- Computer lab | 3/8 Chapter 4 discussion -- Computer lab |
| 9 | 3/13 Chapter 3 & 4 test -- Computer lab | 3/15 Review Chapter 3 & 4 Test Introduce Chapter 5 --Computer lab |
| 10 | 3/20 Chapter 5 discussion-- Computer lab | 3/22 Chapter 5 discussion -- Computer lab |
| 11 | 3/27 Introduce Chapter 5 --Computer lab | 3/29 Chapter 6 discussion -- Computer lab |
| 12 | 4/2 – 4/8 SPRING BREAK | CAMPUS CLOSED |
| 13 | 4/10 Chapter 6 discussion -- Computer lab | 4/12 Chapter 6 discussion -- Computer lab |
| 14 | 4/17 Chapter 5 & 6 test -- Computer lab | 4/19 Review Chapter 5 & 6 Test Introduce Chapter 7 --Computer lab |
| 15 | 4/24 Chapter 7 discussion -- Computer lab | 4/26 Chapter 7 discussion -- Computer lab 4/26 is Last Day to Drop Course |
| 16 | 5/1 Introduce Chapter 8 -- Computer lab | 5/3 Chapter 8 discussion -- Computer lab Remember ALL SAM 2010 due midnight on 5/20/12 |
| 17 | 5/8 Chapter 7 & 8 test -- Computer lab | 5/10 Review Chapter 7 & 8 Test Introduce Chapter 9 -- Computer lab |
| 18 | 5/15 Chapter 9 discussion -- Computer lab | 5/17 Chapter 9 discussion -- Computer lab |

FINAL EXAM: TUESDAY, MAY 22, 11:10 AM TO 1:40 PM