



Course: BUS 103 – Introduction to Business Information Systems
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Course description

An introduction to computer systems and software applications and their impact on the business environment. Topics include computer architecture, hardware, software, computer terminology and theory. Students use software applications as problem solving tools for business projects.

The class includes specific applications and software such as:

- Spreadsheet design (Microsoft Excel)
- Presentation software (Microsoft PowerPoint)
- Database management (Microsoft Access)

Additional information

Number of units: 3

Hours/semester: 48-54 lecture/16-18 hours by arrangement. Recommended: BCM. 104 or equivalent; and eligibility for ENGL 846 or ESOL 400, or equivalent.

Transfer credit: UC; CSU.

General information about online courses

Please be aware that online courses generally require as much time, if not more than traditional courses. You must be disciplined, able to read, and follow instructions, be computer literate, and familiar with email, sending attachments, and file compression programs.

Student Learning Outcomes (SLO)

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

- Understand and communicate using the vocabulary of computing professionals
- Recognize and evaluate computer systems architecture, LANs (local area networks), the Internet, and communication systems infrastructures
- Understand the design and life cycle of information systems
- Formulate solutions to current business problems using spreadsheet and database software

- Present organizational information using presentation software

Required Textbooks

Discovering Computers 2016

By Vermaat, Sebok, Freund, Campbell, and Frydenberg

Shelly Cashman Series

Published by Cengage Learning

ISBN: 978-1-305-39185-7

Microsoft Office 365 and Excel 2016 – Introductory

By Steven Freund

Shelly Cashman Series

Published by Cengage Learning

ISBN: 978-1-305-87070-3

These books are available at the Skyline College bookstore as well as some online sources.

Software

You will be using a variety of software in this class, including:

Word processing

Your written assignments will be completed using a word processing program such as Microsoft Word (or equivalent). Regardless of the specific word processing software you use, you will be submitting your assignments as PDF files (more on this to be discussed during the class).

Spreadsheet

Several of the assignments in this class will be completed using a spreadsheet program such as Microsoft Excel. While there are alternative spreadsheet programs available, instruction will be given using Excel.

Presentation

At least one of your assignments will be completed using presentation software such as Microsoft PowerPoint (or equivalent). More on this will be discussed during the class.

Database management

At least one of your assignments will be completed using database software such as Microsoft Access (or equivalent). More on this will be discussed during the class.

Access to the software

1. You may use the Skyline College computer lab in building 8, or Library and Learning Center to complete your assignments.
2. Skyline College students can get a free Microsoft Office 365 student version from <http://products.office.com/en-us/student>
3. You may find the discounted version of Microsoft Office software at the Skyline College bookstore or at <http://www.foundationccc.org>. If you purchase the software (it is not required that you do), make sure it includes Microsoft Access database software.

Grading

Your grade will be based on 3 components: projects, quizzes, and participation in discussion forums. The following chart shows the relative value of each of these components.

Component	Number	Percentage each	Total percentage
Projects	10	4%	40%
Quizzes	10	4%	40%
Discussion forums	5	4%	20%

You will be completing 10 projects. Some of these will be essay questions that will be completed using a word processing program such as Microsoft Word (or equivalent). The other projects will be completed using additional software such as Excel, PowerPoint, Access, or equivalent office programs. The projects will be announced on the WebAccess page.

Here are the grading guidelines for the projects:

- Care was taken, assignment was complete and perfect 4 points
- Care was taken, assignment was complete with minor errors 3 points
- Attempt was made to complete assignment properly 2 points
- Incomplete and/or incorrect work, or late submission 0 points

You will be completing 10 online quizzes. Each quiz will involve objective questions such as multiple choice, true/false, fill-in-the-blank, matching, and the like. The quizzes will be announced on the WebAccess page.

For full credit you will be participating in 5 online discussion forums. Each discussion forum will be announced on the WebAccess page.

Project Submission Policy

All the assignments are due by the posted due date. **Late assignments will not be accepted.**

Class Format

- This class is conducted entirely online. There are no on-campus meetings.
- You will be reading two textbooks. Reading assignments will be announced on our WebAccess page.
- You will be completing 10 projects, and the project descriptions will be announced on our WebAccess page.

- Approximately every two weeks there will be an online quiz based on the textbooks. The schedule will be announced well in advance.
- Discussion forums will be used to hold graded discussions about technical and social issues related to the course content.
- Spreadsheet projects will be assigned based on the Excel textbook.

Lab Availability

Assignments may be completed in the Skyline CAOT labs which are located in Building 8, Rooms 8119 and 8121. Generally, the labs are open between 8:00-4:30 p.m., Monday through Friday, with lab hours available on some evenings and Saturdays. The computer lab in Building 2, Library and Learning Center are other resources. You may want to check for available hours and software.

Instructor Communication

Be sure to check your Skyline College student email account on a regular basis. You will be responsible for essential class information sent to this email address. The instructor will check for your emails daily and participate in the forum frequently Monday through Friday, and will respond to course-related questions within 24-48 hours. Email responses will not be available over the weekends. Be sure to check the discussion forums to see if your question is answered by a classmate.

Also, be sure to check our WebAccess page frequently. This page will contain general announcements, reading assignments, project descriptions, discussion forums, exams, and more.

Class Participation

This class will have discussion forums. The discussion forums provide a format which allows you to ask questions, make comments, and provide responses to your classmates' questions. The forums let you interact with your classmates and instructor and replace the normal interaction that would occur in a traditional classroom. If you have problems completing assignments, understanding directions, or using program features, the discussion forums are the place to go to post questions. This will be the quickest way to receive help.

Withdrawal Policy

To withdraw from a class students should access WebSmart registration or obtain an Add/Drop form from the Office of Admissions and Records in Building 2. **Official withdrawal is the responsibility of the student.** A withdrawal with a refund is subject to refund deadlines. A student who does not withdraw in accordance with established procedures may receive a failing grade. *Refer to the Student Handbook* for more information.

Academic Integrity

Academic dishonesty occurs when a student attempts to show possession of a level of knowledge or skill which he or she does not possess. The two most common kinds of academic dishonesty are "Cheating" and "Plagiarism." Cheating is the act of obtaining or attempting to obtain academic work through the use of dishonest, deceptive or fraudulent

acts. Plagiarism is representing the work of someone else as his/her own and submitting it to fulfill academic requirements.

Resources

Disability Resource Center

Building 5, Room 5132 • (650) 738-4280

Skyline College offers services to students with learning disabilities, psychological disabilities, and long or short-term physical disabilities. In coordination with the DRC office, reasonable accommodation will be provided for eligible students with disabilities. If you do not yet have an accommodation letter, please contact the DRC.

Student Services

Support services available to students include the Library and Learning Center (Bldg. 5), Student Services, One Stop Center, Housing, Registration, Financial Aid, Placement Testing, Admissions, Counseling, DSPS, Special Programs, Health Center and CALT Labs. In coordination with the DSPS office, reasonable accommodation will be provided for eligible students with disabilities. If you do not yet have an accommodation letter, please contact the DSPS office at 650-738-4280.

Smoke-Free Campus

Skyline College is committed to providing students, employees, and guests with a safe and healthy environment. Based on this commitment, the College has implemented a smoking policy. Smoking is only permitted in designated areas in parking lots around campus.