



CIS 003
Business Information Systems
Read This Carefully

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BOOK **Fundamentals of Information Systems**, Ralph Stair
ISBN 9780840062185

OBJECTIVES In this course, students will have an understanding of:

- 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 as noted in the Schedule of Classes. If you do not participate on a regular basis, I may have to drop you.**

CHEATING Discussion and exchange of ideas on lab assignments is strongly encouraged. However, each person is expected to complete his/her own work. Identical solutions will be given a zero grade.

ASSIGNMENTS **All assignments are to be submitted to my email address NOT through Catalyst.** If you have any questions, place in the **Subject: Question.** I get to those first within 24 hours.

The assignments measure your ability to apply course concepts to problem solving skills using software applications and discussion

forums. Turn in your course work per the class schedule by the assigned due dates. **No late work will be accepted.**

Discussion Boards are crucial to your grade. Make sure you participate in the discussions using thoughtful answers. Simple answers will lower or lack of responses back and forth will lower your grade.

GRADES

Activity	Weight
Discussion Forums	20%
Homework	20%
Midterm	30%
Final	30%

GRADES A = 90-100% B = 80-89% C = 70-79% D= 60-69% F = 0-59%

STUDENT

RESOURCES:

Link to the following for more information on student services.
<http://www.deanza.edu/studentuccess/>