ARIZONA WESTERN COLLEGE
SYLLABUS

CIS 105 INTRODUCTION TO BUSINESS INFORMATION SYSTEMS/GE
CREDIT HOURS: _3_ Lec _3_ Lab_1_
SUN# CIS 1120

PREREQUISITES: None

COURSE DESCRIPTION

Provides perspective on information technology with an emphasis of applied technology in the business environment. Introduces business information systems and the use of applications software to process business data with a special focus on database and spreadsheets packages.

1. COURSE GOALS
    1.1 Describe computer software and hardware in the context of business automation.
    1.2 Use appropriate computer terminology.
    1.3 Demonstrate ability with Internet, word processing, spreadsheets, database, and presentation software to accomplish common business needs.
    1.4 Demonstrate understanding of business information needs.
    1.5 Demonstrate ability to collect, analyze, and describe real world data.
    1.6 Develop computerized business models.
    1.7 Explain the systems development life cycle.
    1.8 Relate the characteristics of some programming languages.

2. OUTCOMES
    Upon satisfactory completion of this course, students will be able to:

    2.1 describe and explain the function of computer hardware.
    2.2 describe major computer application software categories.
    2.3 describe the major functions of operating systems.
    2.4 describe local and wide area networking.
    2.5 define business information terms.
    2.6 find and evaluate information on the World Wide Web.
    2.7 understand major social and global implications of computer use.
    2.8 understand fundamental ethical issues related to business information systems.
    2.9 enumerate information needs and responsibilities by job responsibility.
    2.10 explain the system development cycle.
    2.11 recapitulate the characteristics, weaknesses, and strengths of programming languages.
    2.12 import and export data.
    2.13 create and edit a document in word processing software.
    2.14 create a complex spreadsheet (I.E. formulas, functions, graphs, and pivot tables).
    2.15 use major Database features (I.E. construct, add data to, query, and create reports).
    2.16 describe in writing the results of a data analysis.
    2.17 understand effective multi-media presentations.
    2.18 discuss future predictions and developments.

3. AWC GENERAL EDUCATION (GE) OUTCOMES

3.1   DIGITAL LITERACY
- Determine the extent of information needed
- Comprehend the basic components of a networked computer system
- Access the needed information effectively and efficiently
- Evaluate information and its sources critically
- Incorporate selected information into one's knowledge base
- Use information effectively to accomplish a specific purpose
- Understand the economic, legal, and social issues surrounding the use of information, and access and use information ethically and legally
- Create content in a digital environment

3.2   COMMUNICATION
- Demonstrate effective listening skills
- Demonstrate skill in using electronic media generally appropriate to contemporary academic and professional workplaces

3.3   QUANTITATIVE ANALYSIS
- Select known models or develop appropriate models that organize the data into: tables or spreadsheets (with or without technology); graphical representations (with or without technology); symbolic/equation format

3.4   CIVIC DISCOURSE
- Describe historical, cultural, and political issues relevant in contemporary local, national, and global communities
- Identify and explicate successful models of civic discourse at the local, national, and global levels
- Examine past human events in a sequential manner.
- Analyze sources of information that interpret human developments, ideas and institutions in the sequence or sequences of past events (example: a course that covers not only what happened in the past, but examines the historical influences that explain why this past occurred as it did or why present human developments have occurred).

4. METHODS OF INSTRUCTION
    4.1   Lectures/Presentations
    4.2   Facilitate class and group exercises
    4.3   Provide appropriate hands-on labwork and exercises
    4.4   Moderate class discussions
    4.5   Feedback on written and oral assignments

5. LEARNING ACTIVITIES
    5.1   Participate in class and group exercises
    5.2   Complete hands-on labwork and exercises
    5.3   Review incorrect answers to questions on quizzes and exams
    5.4   Take part in class discussions
    5.5   Read assigned chapters and do tutorials
    5.6   Analyze feedback and apply to future learning situations
    5.7   Ask questions if concepts are not understood

6. EVALUATION

6.1   Exams
6.2   Assigned projects and/or papers
6.3   Quizzes and/or class exercises
6.4   Written essays

7.   <u>STUDENT RESPONSIBILITIES</u>

7.1   Under AWC Policy, students are expected to attend every session of class in which they are enrolled.

7.2   If a student is unable to attend the course or must drop the course for any reason, it will be the responsibility of the student to withdraw from the course. Students who are not attending as of the 45th day of the course may be withdrawn by the instructor. If the student does not withdraw from the course and fails to complete the requirements of the course, the student will receive a failing grade.

7.3   Americans with Disabilities Act Accommodations: Arizona Western College provides academic accommodations to students with disabilities through AccessABILITY Resource Services (ARS). ARS provides reasonable and appropriate accommodations to students who have documented disabilities. It is the responsibility of the student to make the ARS Coordinator aware of the need for accommodations in the classroom prior to the beginning of the semester. Students should follow up with their instructors once the semester begins. To make an appointment call the ARS front desk at (928) 344-7674 or ARS Coordinator at (928) 344-7629, in the College Community Center (3C) building, next to Advising.

7.4   Academic Integrity: Any student participating in acts of academic dishonesty—including, but not limited to, copying the work of other students, using unauthorized "crib notes", plagiarism, stealing tests, or forging an instructor's signature—will be subject to the procedures and consequences outlined in AWC's Student Code of Conduct.

7.5   Texts and Notebooks: Students are required to obtain the class materials for the course.

7.6   Arizona Western College students are expected to attend every class session in which they are enrolled. To comply with Federal Financial Aid regulations (34 CFR 668.21), Arizona Western College (AWC) has established an Attendance Verification process for "No Show" reporting during the first 10 days of each semester.
Students who have enrolled but have never attended class may be issued a "No Show" (NS) grade by the professor or instructor and receive a final grade of "NS" on their official academic record. An NS grade may result in a student losing their federal financial aid.
For online classes, *student attendance in an online class is defined as the following* (FSA Handbook, 2012, 5-90):

- Submitting an academic assignment
- Taking an exam, an interactive tutorial or computer-assisted instruction
- Attending a study group that is assigned by the school
- Participating in an online discussion about academic matters
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course