

- New Course
 Update/No change
 Course Revision (Minor)
 Course Revision (Major)

Date: 11/19/09

Department: BUS Number: 295

Course Title: Computers Systems in Business Units: 4

Total Semester Hours Lecture: 64 Lab: Homework: 128 By Arrangement:

Length of Course

- Semester-long
 Short course (Number of weeks ___)
 Open entry/Open exit

Grading

- Letter
 Pass/No Pass
 Grade Option (letter or Pass/No Pass)

Faculty Load Credit (To be completed by Division Office; show calculations.): $4 \times 16/16 = 4.0$

1. Prerequisite (Attach Enrollment Limitation Validation Form.)
2. Corequisite (Attach Enrollment Limitation Validation Form.)
3. Recommended Preparation (Attach Enrollment Validation Form.)
BUSW 105 or equivalent; eligibility for ENGL 838/848

4. Catalog Description (Include prerequisites/corequisites/recommended preparation.)

(4.0) *Minimum of 64 lecture hours per term. Recommended Preparation: BUSW 105 or equivalent; eligibility for ENGL 838/848.* Introduction to computers and software application usage in business; principles of computer operations and information system design; role of an IS professional; how hardware and software are used to achieve goals of a business; organizing data and information using spreadsheet, word processing, presentation and database management software; how businesses use telecommunications, the Internet, Intranets, Extranets, electronic commerce and transaction processing systems, information and decision support systems, artificial intelligence, expert systems, virtual reality, and systems analysis; security, privacy, and ethical issues in information systems and the Internet. By presenting the details and the big picture, this course puts the management of information systems into an understandable context. A materials fee as shown in the schedule of classes is payable upon registration. (AA: Area E2c, CSU)

5. Class Schedule Description (Include prerequisites/corequisites/recommended preparation.)

Introduction to computers and software application usage in business; principles of computer operations and information system design; role of an IS professional; how hardware and software are used to achieve goals of a business; organizing data and information using spreadsheet, word processing, presentation and database management software; how businesses use telecommunications, the Internet, Intranets, Extranets, electronic commerce and transaction processing systems, information and decision support systems, artificial intelligence, expert systems, virtual reality, and systems analysis; security, privacy, and ethical issues in information systems and the Internet. By presenting the details and the big

picture, this course puts the management of information systems into an understandable context. Instructor will discuss portable storage media at first meeting. A materials fee of \$__ is payable upon registration. Recommended Preparation: *BUSW 105 or equivalent; eligibility for ENGL 838/848.* (AA: Area E2c, CSU)

6. Student Learning Outcomes (Identify 1-6 expected learner outcomes using active verbs.)

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

- a. Describe information systems in businesses and the roles of an IS professional
- b. Describe how hardware and software are used to achieve goals of a business
- c. Demonstrate computer literacy by organizing data and information using spreadsheet, word processing, presentation and database management software used in businesses
- d. Describe how businesses use telecommunications, the Internet, Intranets, and Extranets
- e. Describe how businesses use electronic commerce and transaction processing systems
- f. Describe how businesses use information and decision support systems
- g. Describe how businesses use specialized information systems: artificial intelligence, expert systems, virtual reality, and other systems
- h. Describe how businesses use systems analysis
- i. Discuss security, privacy, and ethical issues in information systems and the Internet

7. Course Objectives (Identify specific teaching objectives detailing course content and activities. *For some courses, the course objectives will be the same as the student learning outcomes. If this is the case, please simply indicate this in this section).*

Same as SLOs

8. Course Content (Brief but complete topical outline of the course that includes major subject areas [1-2 pages]. Should reflect all course objectives listed above. In addition, you may attach a sample course syllabus with a timeline.)

- a. Topical coverage of current information systems issues as they affect businesses as well as strong focus on the effects of globalization
- b. An Introduction to Information Systems and the role this plays to help businesses achieve their goals
- c. Hardware and Software: how they are used to achieve goals of a business
- d. Computer literacy: organizing data and information using spreadsheet, word processing, presentation and database management software used in businesses
- e. How businesses use Telecommunications, the Internet, Intranets, and Extranets
- f. How businesses use Electronic Commerce and Transaction Processing Systems
- g. How businesses use Information and Decision Support Systems
- h. How businesses use Specialized Information Systems: Artificial Intelligence, Expert Systems, Virtual Reality, and Other Systems
- i. How businesses use systems analysis
- j. Security, Privacy, and Ethical Issues in Information Systems and the Internet

9. Representative Instructional Methods (Describe instructor-initiated teaching strategies that will assist students in meeting course objectives. Include examples of out-of-class assignments, required reading and writing assignments, and methods for teaching critical thinking skills.) If hours by arrangement are required by this course, please indicate the additional instructional activity which will be provided during this time, where the activity will take place, and how the activity will be supervised.

- a. Students will be required to read each chapter before class to prepare for discussion.

- b. Instructor will lecture using computer overhead demonstrations to present and illustrate each feature of each chapter.
 - c. Students will work independently on textbook exercises that are both specifically and generally directed.
 - d. Students will have access to the computer labs during open lab hours to work on any homework projects.
10. Representative Methods of Evaluation (Describe measurement of student progress toward course objectives. Courses with required writing component and/or problem-solving emphasis must reflect critical thinking component. If skills class, then applied skills.)
- Selected student exercises will be evaluated by the instructor and assigned percentage point values for completeness, correctness and timeliness
11. Representative Text Materials (With few exceptions, texts need to be current. Include publication dates.)
- a. Fundamentals of Information Systems by Ralph Stair and George Reynolds (5th Edition). Thompson Course Technology 2009
 - b. SAM Computer Literacy -Assessment and Training for Microsoft Office 2007 and Computer Concepts

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