

College of San Mateo
Official Course Outline

1. **COURSE ID:** BUS. 295 **TITLE:** Computer Systems in Business
Semester Units/Hours: 4.0 units; a minimum of 64.0 lecture hours/semester
Method of Grading: Letter Grade Only
Recommended Preparation:
Eligibility for ENGL 838 or 848.
BUS. 315, BUSW 105,

2. **COURSE DESIGNATION:**
Degree Credit
Transfer credit: CSU
AA/AS Degree Requirements:
CSM - GENERAL EDUCATION REQUIREMENTS: E2c.Communication and Analytical Thinking

3. **COURSE DESCRIPTIONS:**
Catalog Description:
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.

4. **STUDENT LEARNING OUTCOME(S) (SLO'S):**
Upon successful completion of this course, a student will meet the following outcomes:
1. describe Info Systems in businesses and the roles of an IS professional
 2. describe how hardware and software are used to achieve goals of a business.
 3. demonstrate computer literacy by organizing data and information using spreadsheets, word processing, presentation, and database management software used in businesses.
 4. describe how businesses use telecommunications, the Internet, Intranets and Extranets
 5. describe how businesses use electronic commerce and transaction processing systems.
 6. describe how businesses use information and decision support systems.
 7. describe how businesses use specialized information systems: artificial intelligence, expert systems, virtual reality and other systems.
 8. describe how businesses use systems analysis.
 9. discuss security, privacy, and ethical issues in information systems and the Internet.

5. **SPECIFIC INSTRUCTIONAL OBJECTIVES:**
Upon successful completion of this course, a student will be able to:
1. Describe information systems in businesses and the roles of an IS professional
 2. Describe how hardware and software are used to achieve goals of a business
 3. Demonstrate computer literacy by organizing data and information using spreadsheet, word processing, presentation and database management software used in businesses
 4. Describe how businesses use telecommunications, the Internet, Intranets, and Extranets
 5. Describe how businesses use electronic commerce and transaction processing systems
 6. Describe how businesses use information and decision support systems
 7. Describe how businesses use specialized information systems: artificial intelligence, expert systems, virtual reality, and other systems
 8. Describe how businesses use systems analysis
 9. Discuss security, privacy, and ethical issues in information systems and the Internet

6. **COURSE CONTENT:**
Lecture Content:
1. Topical coverage of current information systems issues as they affect businesses as well as strong focus on the effects of globalization

2. An Introduction to Information Systems and the role this plays to help businesses achieve their goals
3. Hardware and Software: how they are used to achieve goals of a business
4. Computer literacy: organizing data and information using spreadsheet, word processing, presentation and database management software used in businesses
5. How businesses use Telecommunications, the Internet, Intranets, and Extranets
6. How businesses use Electronic Commerce and Transaction Processing Systems
7. How businesses use Information and Decision Support Systems
8. How businesses use Specialized Information Systems: Artificial Intelligence, Expert Systems, Virtual Reality, and Other Systems
9. How businesses use systems analysis
10. Security, Privacy, and Ethical Issues in Information Systems and the Internet

7. REPRESENTATIVE METHODS OF INSTRUCTION:

Typical methods of instruction may include:

1. Other (Specify): 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.

8. REPRESENTATIVE ASSIGNMENTS

Representative assignments in this course may include, but are not limited to the following:

Reading Assignments:

Students will be required to read each chapter before class.

9. REPRESENTATIVE METHODS OF EVALUATION

Representative methods of evaluation may include:

1. Selected student exercises will be evaluated by the instructor and assigned percentage point values for completeness, correctness and timeliness

10. REPRESENTATIVE TEXT(S):

Possible textbooks include:

1. Ralph Stair and George Reynolds. *Fundamentals of Information Systems*, 6th ed. Cengage Learning, 2012

Other:

1. SAM Computer Literacy -Assessment and Training for Microsoft Office 2010 and Computer Concepts Bundle

Origination Date: August 2010

Curriculum Committee Approval Date: November 2012

Effective Term: Fall 2013

Course Originator: Patricia Brannock