1. **COURSE ID:** BUS. 103   **TITLE:** Business Information Systems
   Units: 3.0 units **Hours/Semester:** 48.0-54.0 Lecture hours; and 96.0-108.0 Homework hours
   Method of Grading: Letter Grade Only
   Recommended Preparation:
   Eligibility for ENGL 838 or ENGL 848 or ESL 400.

2. **COURSE DESIGNATION:**
   Degree Credit
   Transfer credit: CSU

3. **COURSE DESCRIPTIONS:**
   Catalog 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.

4. **STUDENT LEARNING OUTCOME(S) (SLO'S):**
   Upon successful completion of this course, a student will meet the following outcomes:
   1. Describe the basic business applications of information technology.
   2. Analyze crucial enterprise security challenges in business.
   3. Identify main components of business information technology.

5. **SPECIFIC INSTRUCTIONAL OBJECTIVES:**
   Upon successful completion of this course, a student will be able to:
   1. Identify and analyze how computer-based systems operate in a business environment.
   2. Compare and contrast the uses for the computer and the use of software packages that include spreadsheets, word processing, presentation graphics, and database management.
   3. Identify, analyze and evaluate management information systems used in business.
   4. Describe how to use the Internet for research and dissemination of information relative to business processes.
   5. Identify and analyze computer security systems and networks used by small, mid, to large size businesses.
   6. Identify and analyze the decision making process in a Management Information Systems (MIS) environment.
   7. Compare and contrast the ethical issues regarding computers, e-mail, internet, and instant messaging.
   8. Describe security protocol and methods of safeguarding sensitive information.
   9. Explain software licensing rules and regulations.
   10. Compare and analyze the ethical and legal consequences of using unlicensed software.
   11. Examine issues such as privacy, intellectual property, and copyright infringement.

6. **COURSE CONTENT:**
   Lecture Content:
   1. Computer Literacy
       A. Understand basic computer terminology
               a. Software
               b. Hardware
               c. Networks
               d. Databases
               e. Information Systems
   2. Usage of Devices in Industry
       A. Personal Computers
       B. Smartphones and Tablets
       C. Social Media
   3. Categories of computer users
       A. Consumers
       B. Businesses
       C. Government

4. Computer applications in society
    A. Marketers
    B. Government
    C. Consumers and peer-to-peer reviewers
    D. Personal users and social media
5. Software
    A. Systems
    B. Applications
    C. Productivity
    D. Graphics and multimedia
    E. Communications
6. Internet and World Wide Web
    A. Browser Basics
        a. Getting Information
        b. Search Strategies
        c. Search Engines
    B. Web resources and collaboration tools
    C. E-commerce
    D. Web page authoring and publishing
7. Microsoft Excel Spreadsheets
    A. Worksheet Skills
        a. Designing, modifying, and enhancing worksheets
        b. Formatting, organizing, previewing, and printing worksheets
    B. Worksheet analysis and problem solving functions
        a. Formulas
        b. Financial, logical, and statistical functions
        c. Pivot tables and charts
    C. Navigating, linking, and integrating worksheets
8. Databases and Information Management
    A. Concepts
    B. Databases, files, records, and fields
    C. Data representation
9. Multimedia
    A. Applications
    B. Hardware
10. Communications and Networks
    A. Uses
    B. Software
    C. Devices
    D. Networks
11. Information Systems Development
    A. Life cycle
    B. Analysis, design, implementation and support phases
12. Program Development and Programming Languages
    A. Concepts
    B. Development tools
    C. Languages
        a. HTML (Hypertext Markup Language)
        b. Visual Basic
13. Security, Privacy, and Ethics
    A. Computer security: risks and safeguards
    B. Information privacy issues
    C. Ethics
    D. Internet security

7. **REPRESENTATIVE METHODS OF INSTRUCTION:**
  Typical methods of instruction may include:
    A. Lecture
    B. Activity
    C. Critique

D. Discussion
E. Guest Speakers

8. **REPRESENTATIVE ASSIGNMENTS**
Representative assignments in this course may include, but are not limited to the following:
Writing Assignments:
    A. A minimum of one analytical essay 3 - 5 pages in length on the topics assigned, which is related to the discussion in class during the week. For example, students might be asked to research the importance of MIS in a particular industry.
    B. Evaluate and write a 3 - 5 page paper to critique subjects related to class topics such as evaluating the pros and cons of data communication and the cloud.
Reading Assignments:
- Weekly chapter reading assignments in the required textbook. Each week students will be required to read one chapter of 20 - 30 pages in length.

Other Outside Assignments:
- None.

To be Arranged Assignments:
- Not applicable

9. **REPRESENTATIVE METHODS OF EVALUATION**
Representative methods of evaluation may include:
    A. Class Participation
    B. Class Work
    C. Exams/Tests
    D. Group Projects
    E. Homework
    F. Oral Presentation
    G. Papers
    H. Portfolios
    I. Projects
    J. Quizzes
    K. Research Projects
    L. Written examination

10. **REPRESENTATIVE TEXT(S):**
Possible textbooks include:
    A. Bidgoli, Hossein. *MIS7*, 7th ed. Boston, MA: Cengage 4 LTR Press, 2017
    B. Gallaugher, John. *Information Systems*, 4th ed. Flat World Knowledge, 2016

Origination Date: September 2018
Curriculum Committee Approval Date: September 2018
Effective Term: Fall 2019
Course Originator: Lale Yurtseven