

## TENATIVE SCHEDULE

### CIS03.62Z

### *Business Information Systems*

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<b>Office Hour</b>	Tuesday & Thursday- 10:00am-11:30am Wednesday - 11:00am-11:30am
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**CATALYST is the Actual Syllabus. Please, only use Catalyst as a guide. This syllabus is just a rough-estimate, the actual syllabus is the live Catalyst shell dedicated to our course. Only Catalyst is to be used after the first day of the quarter. Catalys, only, will contain exact due dates for everything.**

#### **REQUIRED LEARNING MATERIALS:**

**BOOK** Online CIS 3 book at: [catalyst.deanza.edu](http://catalyst.deanza.edu)

#### **OBJECTIVES**

In this course, students will learn about:

- 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 in the Schedule of Classes*. Five absences will constitute reason to be dropped from this course.

#### **Scholarly Conduct**

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

Copying or cheating during an exam will result in a Failing grade being assigned to all the parties involved.

#### **LAB ASSIGNMENTS**

The lab assignments measure your ability to apply course concepts to hands-on skills in using commonly used software. You can do the lab assignments with ANY database, spreadsheet or word processing software. Turn in your lab work every week.

#### **INCOMPLETE**

No Incomplete for Lab Work. Incompletes will only be granted for justifiable reasons for projects not finished and 10% will be deducted from the project score - see the instructor.

**ALL EXAMS ARE MANDATORY. Failure to take an exam means failure in this class!!!**

#### **MIDTERM EXAM**

One midterm, will be given during the quarter covering course terms and concepts during the first half of the course. There are usually 40 - 50

