

BUS M140: BUSINESS INFORMATION SYSTEMS

Originator

jbaca

College

Moorpark College

Discipline (CB01A)

BUS - Business

Course Number (CB01B)

M140

Course Title (CB02)

Business Information Systems

Banner/Short Title

Business Information Systems

Credit Type

Credit

Start Term

Spring 2021

Catalog Course Description

Examines information systems and their role in business. Focuses on information systems, database management systems, networking, e-commerce, ethics and security, computer systems hardware and software components. Emphasizes application of these concepts and methods through hands-on projects developing computer-based solutions to business problems.

Additional Catalog Notes

Course Credit Limitation: CIS M16, CIS M140, and BUS M140 combined, one course.

Taxonomy of Programs (TOP) Code (CB03)

0702.00 - *Computer Information Systems

Course Credit Status (CB04)

D (Credit - Degree Applicable)

Course Transfer Status (CB05) (select one only)

A (Transferable to both UC and CSU)

Course Basic Skills Status (CB08)

N - The Course is Not a Basic Skills Course

SAM Priority Code (CB09)

D - Possibly Occupational

Course Cooperative Work Experience Education Status (CB10)

N - Is Not Part of a Cooperative Work Experience Education Program

Course Classification Status (CB11)

Y - Credit Course

Educational Assistance Class Instruction (Approved Special Class) (CB13)

N - The Course is Not an Approved Special Class

Course Prior to Transfer Level (CB21)

Y - Not Applicable

Course Noncredit Category (CB22)

Y - Credit Course

Funding Agency Category (CB23)

Y - Not Applicable (Funding Not Used)

Course Program Status (CB24)

1 - Program Applicable

General Education Status (CB25)

Y - Not Applicable

Support Course Status (CB26)

N - Course is not a support course

Field trips

Will not be required

Grading method

Letter Graded

Alternate grading methods

Student Option- Letter/Pass

Pass/No Pass Grading

Does this course require an instructional materials fee?

No

Repeatable for Credit

No

Is this course part of a family?

No

Units and Hours

Carnegie Unit Override

No

In-Class

Lecture

Minimum Contact/In-Class Lecture Hours

52.5

Maximum Contact/In-Class Lecture Hours

52.5

Activity

Laboratory

Total in-Class

Total in-Class

Total Minimum Contact/In-Class Hours

52.5

Total Maximum Contact/In-Class Hours

52.5

Outside-of-Class**Internship/Cooperative Work Experience**

Paid

Unpaid

Total Outside-of-Class**Total Outside-of-Class****Minimum Outside-of-Class Hours**

105

Maximum Outside-of-Class Hours

105

Total Student Learning**Total Student Learning****Total Minimum Student Learning Hours**

157.5

Total Maximum Student Learning Hours

157.5

Minimum Units (CB07)

3

Maximum Units (CB06)

3

Advisories on Recommended Preparation

ENGL M02

Requisite Justification**Requisite Type**

Recommended Preparation

Requisite

ENGL M02

Requisite Description

Course not in a sequence

Level of Scrutiny/Justification

Required communication/computation skill

Student Learning Outcomes (CSLOs)**Upon satisfactory completion of the course, students will be able to:**

- | | |
|---|---|
| 1 | explain major concepts in Information Systems and their roles in business. |
| 2 | analyze emerging Internet technologies and describe their impact on business. |

Course Objectives**Upon satisfactory completion of the course, students will be able to:**

- | | |
|---|---|
| 1 | describe existing and emerging technologies and their impact on organizations and society. |
| 2 | demonstrate an understanding of the development and use of information systems in business. |
| 3 | solve common business problems using appropriate information technology applications and systems. |
| 4 | describe the role of enterprise resource planning systems. |

- 5 describe the guidelines for designing a management support system.
- 6 analyze the use of the Internet, telecommunications, and networking in business.
- 7 define business analytics and describe its role in the decision-making process.
- 8 discuss the ethical issues related to information technology.
- 9 describe basic safeguards in computer and network security.

Course Content

Lecture/Course Content

1. (8%) System infrastructure concepts
2. (7%) Systems development life cycle
3. (10%) Types of information systems and their roles in business
4. (7%) Information systems security, crime, and ethics
5. (10%) System and application software programs and concepts
6. (5%) Internet usage; e-business systems
7. (10%) Practical exercises in Internet technologies
8. (10%) Practical exercises in electronic spreadsheet development
9. (10%) Organization and management of structured and unstructured data using spreadsheets and database tools
10. (10%) Practical exercises in using database software
11. (5%) Communication and network concepts, systems, and applications
12. (8%) Information systems concepts

Laboratory or Activity Content

Not applicable

Methods of Evaluation

Which of these methods will students use to demonstrate proficiency in the subject matter of this course? (Check all that apply):

Problem solving exercises
Written expression

Methods of Evaluation may include, but are not limited to, the following typical classroom assessment techniques/required assignments (check as many as are deemed appropriate):

Classroom Discussion
Essay exams
Objective exams
Projects
Problem-solving exams
Participation
Reports/Papers/Journals
Skills demonstrations

Instructional Methodology

Specify the methods of instruction that may be employed in this course

Audio-visual presentations
Computer-aided presentations
Collaborative group work
Class activities
Class discussions
Case studies
Distance Education
Demonstrations
Group discussions
Guest speakers
Instructor-guided interpretation and analysis
Instructor-guided use of technology
Internet research
Lecture
Small group activities

Describe specific examples of the methods the instructor will use:

The instructor will use audio-visual presentations, class discussions, lectures, demonstrations, and computer-aided presentations to explain methods for effectively teaching concepts in Business.

Representative Course Assignments**Writing Assignments**

1. Written answers for short answer exam questions.
2. Written analyses on chapter learning outcomes.
3. Written essays on assigned topics related to technology in Business. For example, students will prepare a report on a topic such as "The Costs of Cyber Crime to the U.S. Economy."
4. Written reports evaluating Data Sources in Business. For example, students will look at how data is collected, organized, and illustrated to prepare a strategic business plan.

Critical Thinking Assignments

1. Analysis of the emerging Internet technologies and their impact on Business. For example, students will look at new technology and analyze how it will help to make strategic business decisions.
2. Analysis of how data should be communicated to stakeholders. For example, students will prepare a PowerPoint presentation that will share a compelling message to stakeholders.
3. Spreadsheet analysis. For example, students will prepare a spreadsheet and analyze the data presented in the spreadsheet.

Reading Assignments

1. Reading textbook case studies to broaden the understanding of application standards for computer applications in Business.
2. Reading a Business related journal article, and/or periodicals to learn about business environments, consumer and organizational behavior. An example would be: reading a journal such as the Harvard Business Review, Forbes, or Entrepreneur Magazine to develop a greater understanding of current business trends.

Skills Demonstrations

N/A

Other assignments (if applicable)

N/A

Outside Assignments**Representative Outside Assignments**

1. Assigned readings from textbook and other sources such as the Internet and business publications.
2. Internet-based research, spreadsheet analysis, preparation of PowerPoint presentations, etc. For example student will computer application and evaluate the effectiveness in Business.
3. Attendance at business seminars, fairs, and lectures.
4. Cooperative group work.

Articulation**C-ID Descriptor Number**

BUS 140

Status

Approved

Equivalent Courses at 4 year institutions

University	Course ID	Course Title	Units
CSU Fresno	IS 52	Computer Concepts	2
San Francisco State University	ISYS 263	Introduction to Information Technology	3
CSU San Bernardino	IST 101	Introduction to Information Technology	4
CSU Chico	BSIS 105	Introduction to Computers in Business	3
CSU Northridge	is 212	Information Systems for Business Users	3

Comparable Courses within the VCCCD

CAOT R800 - Introduction to Business Information Worker
 BUS N164 - Computer Fundamentals and Productivity Tools (NC)

Equivalent Courses at other CCCs

College	Course ID	Course Title	Units
Imperial Valley College	CIS 101	Introduction to Information Systems	3
Riverside City College	CIS 1A	Introduction to Computer Information Systems	3

District General Education**A. Natural Sciences****B. Social and Behavioral Sciences****C. Humanities****D. Language and Rationality****E. Health and Physical Education/Kinesiology****F. Ethnic Studies/Gender Studies****Course is CSU transferable**

Yes

CSU Baccalaureate List effective term:

F2017

CSU GE-Breadth**Area A: English Language Communication and Critical Thinking****Area B: Scientific Inquiry and Quantitative Reasoning****Area C: Arts and Humanities****Area D: Social Sciences****Area E: Lifelong Learning and Self-Development****Area F: Ethnic Studies****CSU Graduation Requirement in U.S. History, Constitution and American Ideals:****UC TCA**

UC TCA

Approved

IGETC**Area 1: English Communication****Area 2A: Mathematical Concepts & Quantitative Reasoning****Area 3: Arts and Humanities****Area 4: Social and Behavioral Sciences****Area 5: Physical and Biological Sciences****Area 6: Languages Other than English (LOTE)****Textbooks and Lab Manuals****Resource Type**

Textbook

DescriptionParsons, June Jamrich. *New Perspectives on Computer Concepts, 2018, Comprehensive*. 20th ed., Cengage, 2018.**Resource Type**

Textbook

DescriptionVermaat, Misty, et al. *Enhanced Discovering Computers 2017*. Cengage, 2017.**Resource Type**

Textbook

DescriptionRainer, R. Kelly, and Brad Prince. *Introduction to Information Systems*. 8th ed., Wiley, 2020.**Library Resources****Assignments requiring library resources**

Possible research using the Library's print and online resources, particularly EBSCO Business Source Elite database.

Sufficient Library Resources exist

Yes

Example of Assignments Requiring Library Resources

Research and readings from the Library's print and online resources on such topics as cyber crime and its costs to the U.S. economy.

Distance Education Addendum**Definitions****Distance Education Modalities**

Hybrid (51%–99% online)

Hybrid (1%–50% online)

100% online

Faculty Certifications

Faculty assigned to teach Hybrid or Fully Online sections of this course will receive training in how to satisfy the Federal and state regulations governing regular effective/substantive contact for distance education. The training will include common elements in the district-supported learning management system (LMS), online teaching methods, regular effective/substantive contact, and best practices.

Yes

Faculty assigned to teach Hybrid or Fully Online sections of this course will meet with the EAC Alternate Media Specialist to ensure that the course content meets the required Federal and state accessibility standards for access by students with disabilities. Common areas for discussion include accessibility of PDF files, images, captioning of videos, Power Point presentations, math and scientific notation, and ensuring the use of style mark-up in Word documents.

Yes

Regular Effective/Substantive Contact

Hybrid (1%–50% online) Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Asynchronous Dialog (e.g., discussion board)	Discussion boards may include topics relevant to the coursework and will be use to bridge theory with practice.
E-mail	Emails and Announcements may be used to send out updates/changes, reminders, alerts.
Face to Face (by student request; cannot be required)	Faculty may be available to meet with students in person by student request and at a mutually agreed upon day/time.
Other DE (e.g., recorded lectures)	Recorded lectures, videos from third parties (npr.org, podcast, etc) may be made available to students.
Synchronous Dialog (e.g., online chat)	Chat rooms may be used to deliver synchronized content such as a Question and Answer session.
Video Conferencing	Video Conferencing may be used on a group or one-to-one basis as needed.

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Video Conferencing	Video Conferencing may be used on a group or one-to-one basis as needed.

100% online Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Asynchronous Dialog (e.g., discussion board)	Discussion boards may include topics relevant to the coursework and will be use to bridge theory with practice.
E-mail	Emails and Announcements may be used to send out updates/changes, reminders, alerts.
Face to Face (by student request; cannot be required)	Faculty may be available to meet with students in person by student request and at a mutually agreed upon day/time.
Other DE (e.g., recorded lectures)	Recorded lectures, videos from third parties (npr.org, podcast, etc) may be made available to students.

Synchronous Dialog (e.g., online chat)

Chat rooms may be used to deliver synchronized content such as a Question and Answer session.

Video Conferencing

Video Conferencing may be used on a group or one-to-one basis as needed.

Examinations

Hybrid (1%–50% online) Modality

Online
On campus

Hybrid (51%–99% online) Modality

Online
On campus

Primary Minimum Qualification

BUSINESS

Review and Approval Dates

Department Chair

11/3/2020

Dean

11/3/2020

Technical Review

11/19/2020

Curriculum Committee

12/1/2020

DTRW-I

MM/DD/YYYY

Curriculum Committee

MM/DD/YYYY

Board

MM/DD/YYYY

CCCCO

MM/DD/YYYY

Control Number

CCC000580453

DOE/accreditation approval date

MM/DD/YYYY