

# BUSI 11: INTRODUCTION TO INFORMATION SYSTEMS

## Foothill College Course Outline of Record

Heading	Value
<b>Effective Term:</b>	Summer 2024
<b>Units:</b>	5
<b>Hours:</b>	5 lecture per week (60 total per quarter)
<b>Advisory:</b>	Elementary Algebra or equivalent; demonstrated proficiency in English by placement via multiple measures OR through an equivalent placement process OR completion of ESLL 125 & ESLL 249; knowledge of Excel; not open to students with credit in BUSI 11H, CIS 10 or 60.
<b>Degree &amp; Credit Status:</b>	Degree-Applicable Credit Course
<b>Foothill GE:</b>	Non-GE
<b>Transferable:</b>	CSU/UC
<b>Grade Type:</b>	Letter Grade (Request for Pass/No Pass)
<b>Repeatability:</b>	Not Repeatable

## Student Learning Outcomes

- Students will demonstrate their knowledge of information systems terms and concepts in creating their assignments and presentations.
- Students will critically analyze, evaluate and interpret information by integrating computer information systems concepts from book with real-world cases/examples to practice problem solving and decision-making processes
- Students will demonstrate an understanding and appropriate use of MSOffice by creating reports, charts, graphics, slides and files using personal productivity tools such as Word, Excel, Access, and PowerPoint.

## Description

Introduction to the concepts of management and information systems especially as used in business and similar organizations. Covers the need for information, how computers are used in business and other organizations to provide information, elements of computer hardware and software, software development, data storage and communication, and the social impact of computers. Hands-on introduction to personal productivity software such as word processing, spreadsheet, database, and presentation applications.

## Course Objectives

The student will be able to:

1. Understand the objectives of a computer information system.
2. Develop and use the vocabulary used in information processing.
3. Describe what equipment and software makes up a computer information system and how it works.
4. Analyze how businesses and other organizations use computer information systems to reach goals.

5. Use common personal productivity software applications.
6. Learn how to find resources related to information systems.
7. Develop decision-making skills based on computation, critical thinking, and creative problem-solving.

## Course Content

1. Information systems in the digital age
  - a. The importance of valuable business information to achieve organizational strategies
  - b. Characteristics of good information
  - c. Computer-based systems for providing information
  - d. Current management information systems
    - i. Transaction processing systems
    - ii. Management information systems
    - iii. Decision support systems
    - iv. Executive support systems
    - v. Knowledge management systems
    - vi. Office automation systems
    - vii. E-business and m-commerce systems
  - e. Enterprise resource systems
  - f. Technology updates
2. IT infrastructure
  - a. Information technology overview
  - b. Input, output and storage
  - c. Hardware
  - d. Computer software
    - i. Operating systems
    - ii. Applications software
    - iii. Virtualization
  - e. Outsourcing business processes
3. Types of business intelligence
  - a. Data models and database design
  - b. Flat file and relational databases
  - c. Managing data resources
  - d. Business intelligence tools
    - i. Analytics
    - ii. Business performance management software
    - iii. Decision making using decision support systems
4. Data communications
  - a. Telecommunications and various network methods
  - b. Global internet issues
  - c. Security and control
    - i. Passwords
    - ii. Biometrics
  - d. Mobile devices
    - i. Personal information vs. organizational
    - ii. Surveillance and privacy issues
5. People issues and information systems
  - a. Communication and feedback
    - i. Document sharing
    - ii. Virtual meetings
    - iii. Interoffice documents and presentations
  - b. Critical and systems thinking

- i. Creative problem solving
  - ii. Project management
  - iii. Teamwork and collaboration
- c. Ethical, legal, and social issues
- d. Accountability and moral issues
- e. Careers and professions in information systems
- 6. Information systems development
  - a. The systems development life cycle process
  - b. Achieving business objectives
  - c. Managing and planning for change
  - d. Agile infrastructure and cloud computing
  - e. Programming
    - i. Comparison of programming languages
    - ii. Structured and object-oriented programming
  - f. Maintenance and upgrades
  - g. Documentation, help and training
- 7. Practical business management information systems
  - a. Use of spreadsheet programs to analyze management data
  - b. Use of presentation software programs to present to management
  - c. Create database structure to include analyzing tables, charts queries and reports
  - d. Create word processing documents based on analyzing data

## Lab Content

Not applicable.

## Special Facilities and/or Equipment

1. When offered on/off campus: Computer workstation or terminals with access to the appropriate applications software.
2. When taught as an online distance learning section, students and faculty need ongoing and continuous internet and email access.
3. When taught online, a website must be available where such assignments are posted and students have a forum where they can discuss them, ask questions of the instructor, and receive feedback in a timely fashion.

## Method(s) of Evaluation

Methods of Evaluation may include but are not limited to the following:

Class discussions on current weekly material covered (in e-forums if online)  
 Case problems requiring use of personal productivity software to use computation, critical thinking, and creative problem-solving  
 Oral reports/presentations as individual or group projects  
 Quizzes and objective examinations (midterm and final exams)  
 Written article analysis of current information systems topics  
 Written critical analysis of text questions, cases, and handout materials

## Method(s) of Instruction

Methods of Instruction may include but are not limited to the following:

Lectures  
 Cooperative learning exercises  
 Demonstration

In-class and/or online discussions  
 Oral and/or online presentations  
 Individual reading/research

## Representative Text(s) and Other Materials

Kroenke and Boyle. Using MIS. 2019.

Laudon and Laudon. Essentials Of Management Information System, 12th ed.. 2016.

When course is taught online: Additional information in website, online tutorials and supplementary websites, such as:

Laudon textbook online companion, supplementary site: [http://wps.prenhall.com/bp\\_laudon\\_essmis\\_10/](http://wps.prenhall.com/bp_laudon_essmis_10/)

## Types and/or Examples of Required Reading, Writing, and Outside of Class Assignments

1. Weekly reading assignments from text chapters, handouts, and outside sources ranging from 75-100 pages/week.
2. Application of concepts from weekly current topics: a weekly written assignment answering questions or case analysis, ranging from 300-500 words/week.
3. Weekly exercises based on analyzing spreadsheets.

## Discipline(s)

Business