

MIS 301 INTRODUCTION TO MANAGEMENT INFORMATION SYSTEMS

INSTRUCTOR: Prof. Donald Fricker

TRIMESTER: WINTER 1995

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OFFICE NUMBER C3355

OFFICE HOURS: MONDAY & WEDNESDAY 3:30 P.M. - 5:00 P.M. 6:30 P.M. - 7:30 P.M.

Please call and let me know if you are coming to the office during office hours. Although I am always on campus, I am sometimes tied up with other GSU activities and do not want you to make a needless trip.

Description:

Provides an overview of business data processing and management information systems. Covers introductory concepts of computer technology, nature of computer application in business systems analysis techniques, and problem solving. Includes introduction to and use of Basic computer programming for business related problems. 3 credit hours.

Textbooks Required:

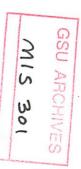
MICROCOMPUTER ESSENTIALS by Hutchinson and Sawyer DOS 5.0

LOTUS 1-2-3 VER. 4

WORDPERFECT 5.1

BASIC PROGRAMMING

WINDOWS 3.1



Other Required Materials:

2 DS/DD diskettes for and IBM PC (if you don't have one, these are available from the bookstore)

Grades and Evaluation:

Item	Points
Lab Assignments (12 @ 20 pts)	240
Quizzes (3 @ 50 pts.)	150
Final	75

TOTAL 465

Final letter grades are assigned according total points using a flexible scale. This scale will consider total percentage of completion and class ranking.

PERFORMANCE OBJECTIVES:

Upon completion of this course the student will have:

- 1...an overview of the relevance of computers with specific reference to business applications.
- 2...studied the structure and basic elements of MIS.
- 3..an understanding of the role of microprocessors and microcomputers and each of the generations of computer development in the modern business environment.
- 4...studied the organization of computers, specific types of computers and the role of communication systems in the context of business data processing.
- 5..studied problem structuring approaches, especially program flow charting
- 6..studied the BASIC programming language, and will be familiar with important software programs in key business applications like word processing, spreadsheets, data bases and telecommunications.

Syllabus Statement for Persons with Disabilities:

It is the intention of the institution to support full participation of all students, regardless of physical ability level. Therefore, if any student needs consideration of his/;her physical abilities in order to complete the course, please notify the instructor.

Manner of Instruction:

- 1. Lecture and class discussion of text topics. Students are encouraged to ask questions related to the chapters. esp. about current and breaking events in the field
- 2. Audio-visuals, student hands-on experience with exercises, problems and tests.
- 3. Computer assignments to illustrate the topics.

Class Policies and General Educational Issues:

- 1. Attendance is mandatory. If you are planning to be absent or have an unforseen circumstance contact your co-worker classmate first.
- 2. Assignments must be on time and complete.
- 3. Written assignments are to be free of spelling, punctuation, usage and grammar errors. Written assignments should contain no faulty logic, awkward phrases or unclear remarks. Use Rightwriter, Grammatik, or a similar product when in doubt. Have a fellow student proof your work before submitting it.

- 4. Incompletes are given only within University guidelines.
- 5. Any sloppy poorly presented assignments will be disposed of without a grade. All assignments should have in the upper right hand corner.

Your Name: Class Meeting Time: Name or Number of Assignment:

In class, follow along with your instructor and underscore the salient points in the textbook. Write marginal notes during class lectures and discussions, and give attention to the topics covered by your instructors.

Tentative Schedule MIS 301

esi	on	Lecture Topic and Readings	Homework
ek	1	Introduction to class	Background
			questionnaire
3ek	2	DOS lectureHomework handout	Assignment 1
		DOS 5.0	Dos Handout
			Assignment 2
			Electronic Mail
∍ek	3	Introduction to Windows/Electronic Mail	Session 2 p. 59
		Windows 3.1	Hands-on 1,2 and 3
		Sessions 1 and 2	no assignments
-	4	A 2	collected
зеk	4	Advanced Windows and homework session	Assignment 3
		Sessions 3,4 and 5	p. 108 Hands-on 3
			screen capture c.
			p. 149 Hands-on 1,2,3 Assignment 4
			p. 181 Hands-on 1
			screen caputure m.
			Hands-on 2
		·	screen capture c.
зеk	5	Introduction to Wordperfect	Assignment 5
,,,,	•	Sessions 1 and 2	p.36 Hands-on 2,4,5
			p. 69 1,3,4,6,7,10
		Chapters 1 and 2 Computer Essentials	
eek	6	Advanced Wordperfect and homework session	Assignment 6
		Sessions 3,4and 5	p.99 Hands-on 1
		TEST	e. Print 5,6
			p.131 Hands-on 1,3,4,5
	_		p.171 1,3,5
eek	7 .	Wordperfect homework	
,	_	Chapters 3 and 4 Computer Essentials	Assignment 7
eek	8	Introduction to Lotus	L-41 Tutorial
		Lotus 1-2-3 Relase 4 for Windows	
eek	Q	TEST Advanced Lotus and homework session	L-77
3617	9	Tutorial 1-6	Assignment 8
		TUCOPIET 1-0	L-110 Tutorial
			L-149 Tutorial
Laek	10	Lotus Homework	Assignment 9
		10 out Homowork	L-198 Tutorial
		Chapters 5 and 6 Computer Essentials	L-246 Tutorial
		onapour of and o compared hobonization	Assignment 10
			L-280 Tutorial
eek	11	Basic and homework session	Assignment 11
		Basic Programming	p. 45 Tutorial
		TEST	Assignment 12
.ek		Advanced Basic and homework session	p. 50 7 a.b.
∍ek			
.,∍ек	14	All work due and gradebook check-in required	

FINAL

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BACKGROUND QUESTIONNAIRE

This questionnaire is designed to:

- provide your instructor with some necessary administrative information, i.e. names, phone numbers, etc.
- provide your instructor with an idea of the degree of computer expertise possessed by the average student in this class.

Please answer the	following	questions:
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1.	NAME
2.	SOCIAL SECURITY NUMBER
	DAYTIME PHONE ()
4.	MAJOR OR CONCENTRATION
5.	YEAR IN SCHOOL
6.	REASON FOR TAKING THIS COURSE.
7.	WHAT DO YOU EXPECT TO GAIN FROM THIS COURSE.

- 8. DO YOU HAVE ACCESS TO A COMPUTER AT HOME OR WORK? DOES IT HAVE A MODEM? WHAT SOFTWARE IS AVAILABLE?
- 9. PREVIOUS EXPERIENCE WITH COMPUTERS.