

MIS 301 INTRODUCTION TO MANAGEMENT INFORMATION SYSTEMS

INSTRUCTOR: *Prof. Donald Fricker*

TRIMESTER:.....WINTER 1995

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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**

GSU ARCHIVES
MIS 301

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:

<i>Item</i>	<i>Points</i>
<i>Lab Assignments (12 @ 20 pts)</i>	240
<i>Quizzes (3 @ 50 pts.)</i>	150
<i>Final</i>	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 unforeseen 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

Session	Lecture Topic and Readings	Homework
Week 1	Introduction to class	Background questionnaire
Week 2	DOS lecture--Homework handout DOS 5.0	<u>Assignment 1</u> Dos Handout <u>Assignment 2</u>
Week 3	Introduction to Windows/Electronic Mail Windows 3.1 Sessions 1 and 2	Electronic Mail Session 2 p. 59 Hands-on 1,2 and 3 no assignments collected
Week 4	Advanced Windows and homework session Sessions 3,4 and 5	<u>Assignment 3</u> p. 108 Hands-on 3 screen capture c. p. 149 Hands-on 1,2,3 <u>Assignment 4</u> p. 181 Hands-on 1 screen capture m. Hands-on 2 screen capture c.
Week 5	Introduction to Wordperfect Sessions 1 and 2	<u>Assignment 5</u> p.36 Hands-on 2,4,5 p. 69 1,3,4,6,7,10
Week 6	Chapters 1 and 2 Computer Essentials Advanced Wordperfect and homework session Sessions 3,4 and 5 <u>TEST</u>	<u>Assignment 6</u> p.99 Hands-on 1 e. Print 5,6 p.131 Hands-on 1,3,4,5 p.171 1,3,5
Week 7	Wordperfect homework Chapters 3 and 4 Computer Essentials	<u>Assignment 7</u>
Week 8	Introduction to Lotus Lotus 1-2-3 Release 4 for Windows <u>TEST</u>	L-41 Tutorial
Week 9	Advanced Lotus and homework session Tutorial 1-6	L-77 <u>Assignment 8</u>
Week 10	Lotus Homework Chapters 5 and 6 Computer Essentials	L-110 Tutorial L-149 Tutorial <u>Assignment 9</u> L-198 Tutorial L-246 Tutorial <u>Assignment 10</u> L-280 Tutorial
Week 11	Basic and homework session Basic Programming <u>TEST</u>	<u>Assignment 11</u> p. 45 Tutorial <u>Assignment 12</u>
Week 12	Advanced Basic and homework session	p. 50 7 a.b.
Week 13	Advanced Topics if time permits	
Week 14	All work due and gradebook check-in required	
Week 15	<u>FINAL</u>	

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:

1. NAME _____
2. SOCIAL SECURITY NUMBER _____
3. DAYTIME PHONE (_____) _____
EVENING PHONE (_____) _____
[Indicate preference if you desire].
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.