

GOVERNORS STATE UNIVERSITY  
College of Business and Public Administration

Course Title: MIS 301  
Introduction to Management Information Systems

Session: Winter 1993 (Block 1)

Time: Section B: 11:00-12:15 MW

D 3905

Instructor: Professor David Parmenter

Office: C 3709

Office phone: (708) 534-4961

Office hours: 1:00-2:00 MTW, 1:00-3:00 R

Textbook: Computers (3rd Edition) by Trainor & Krasnewich  
The study guide to accompany the text is optional  
The Digital Professor Student Kit is optional

MIS 301  
GSU ARCHIVES

DESCRIPTION:

This course provides an introduction to the use of computers in a business environment. It contains two distinct components, a lecture/textbook component and a laboratory component. The conceptual aspects of MIS will be covered in a standard lecture format, making full use of the textbook. Topics covered will include basic computer hardware, software development, systems design and decision making. The laboratory portion of the course will provide students with hands on computer experience in some of the more popular applications packages. Emphasis in this course will be on the work processing package WordPerfect and the electronic spreadsheet Lotus 1-2-3. Students will also learn basic computer programming techniques using the programming language BASIC.

RATIONALE:

In theory you are being trained to be entry level managers. As such you will probably have a computer sitting on your desk. To be an effective decision maker you need to be able to make full use of that computer and the information which it can provide.

COMPETENCIES:

Since this is an introductory course I am assuming that the average student has never even turned a computer on. Thus one of the main goals of this course is simply to get you over your fear of using a computer. You will learn certain packages, such as WordPerfect and Lotus 1-2-3, well enough that you should be able to use them in the future for other classes or at work. You will be introduced to

computer programming sufficiently to understand the basic logic of programming and, perhaps more importantly, to fully appreciate what programmers do. From the lecture portion of the course you should become familiar with the basic concepts involved in computer hardware, computer software and management information systems.

EVALUATION:

Your grade in this course will be based on the following assignments.

Lab assignments	10 @ 20 points each	=	200
Quizzes	4 @ 50 points each	=	200
Final exam	1 @ 100 points	=	<u>100</u>
			500

The lab assignments will be homework assignments which require work on the computer. The quizzes will be held in the lab and will involve multiple choice and essay questions on the lecture material as well as a problem to be solved using the relevant computer software. The final exam will also involve both textbook and computer material.

Although a curve will be used if necessary, expect grades to be assigned approximately as follows:

450-500	A
400-449	B
350-399	C
300-349	D
0-299	F

SCHEDULE:

<u>Date</u>	<u>Topic</u>	<u>Chapters</u>
1/11	Introduction	1
	Assignment #1 due today	
1/13	Demonstration of WordPerfect	4, 5
1/18	Holiday-Martin Luther King Day	
1/20	Meet in computer lab (Room D 2109)	
1/25	Technological Progress	2
	Assignment #2 due today	
1/27	Meet in computer lab (Room D 2109)	
2/1	Computer Information Systems	3
2/3	Meet in computer lab (Room D 2109)	
	Quiz #1 (Chapters 1, 2, 3, 4 and 5)	

2/8	Processing Hardware	9
	Assignment #3 due today	
2/10	Meet in computer lab (Room D 2109)	
2/15	Peripheral Hardware and Communications	10, 11
	Assignment #4 due today	
2/17	Meet in computer lab (Room D 2109)	
2/22	Management and Decision Making Systems	12
2/24	Meet in computer lab (Room D 2109)	
	Quiz #2 (Chapters 9, 10, 11 and 12)	
3/1	Systems Design and Implementation	13
3/3	Demonstration of Lotus 1-2-3	6
	Assignment #5 due today	
3/8	Graphics	7
3/10	Meet in computer lab (Room D 2109)	
3/15	File and Database Management	8
	Assignment #6 due today	
3/17	Meet in computer lab (Room D 2109)	
	Quiz #3 (Chapters 6, 7, 8 and 13)	
3/22	Software Development	14
	Assignment #7 due today	
3/24	Computer Crime	15
3/29	Demonstration of BASIC	Appendix D
3/31	Meet in computer lab (Room D 2109)	
	Assignment #8 due today	
4/5	Demonstration of BASIC	Appendix D
4/7	Meet in computer lab (Room D 2109)	
4/12	Keeping Up With Change	16
	Assignment #9 due today	
4/14	Meet in computer lab (Room D 2109)	
	Quiz #4 (Chapters 14, 15, 16 and Appendix D)	
4/19	Review	
	Assignment #10 due today	
4/21	Final Exam (Cumulative)	

**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 as soon as possible.