# College of Business
## and
# Public Administration
### MIS 301 *Introduction to Management Information Systems*

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|---|---|
| **INSTRUCTOR:** | John R. Morales |
| **HOME:** | (815) 436-8735 |
| **TRIMESTER:** | Spring/Summer '93, Block-3 |
| | 4:30 p.m. – 7:20 p.m. M/W |
| | Room D-3905 |
| **OFFICE HOURS:** | 4:00 p.m. – 4:30 p.m. M/W |
| | BIS Lab – C3308 |
| **LAB PHONE:** | (708) 534-5000  Ext. 5846 |
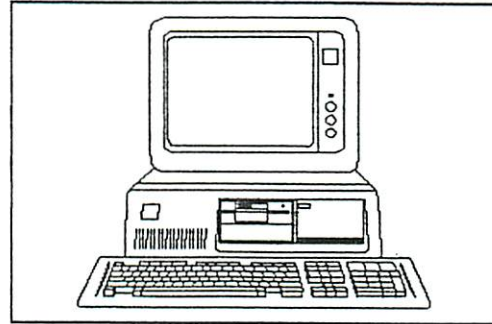
## Description:
This course will provide an overview of business data processing and management information systems. Covers introductory concepts of computer technology, nature of computer application in business systems analysis techniques, and problem solving. Includes introduction to and use of Basic computer programming for business related problems.

## Textbooks Required:
Trainor, T., & Krasnewich, D., *Computers!*, McGraw Hill 1992, Third Edition.
Keiko Pitter, *Using IBM Microcomputers*, McGraw Hill 1992, Fourth Edition.

## Also Recommended (Optional):
*Study Guide to Accompany Computers!*

## Other Required Materials:
2 - 3 1/2" Double Side Double Density floppy disks for storing assignments. (available in the bookstore).

## Grades and Evaluation:
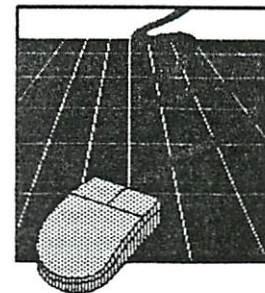Assignments will ordinarily be accepted by the date due that appears in the class calendar.

\* All ASSIGNMENTS not turned in by the due date will be penalized 6 points. NO assignments will be accepted after being late more than 1 class session.

**Grading Scale**
197 – 220 = A
175 – 198 = B
153 – 176 = C
131 – 154 = D
Below 132 = F

**Point Values**
FINAL EXAM ............ 100 pts.
12 ASSIGNMENTS ........ 10 pts. ea.

**Class Calendar:**
The class calendar on the following pages includes your assignments their due dates and your MIDTERM and FINAL exam dates.

**Performance Objectives:**
Upon completion of this course the student will have:

• an overview of the relevance of computers with specific reference to business applications.

• studied the structure and basic elements of MIS.

• an understanding of the role of microprocessors and microcomputers and each of the generations of computer development in the modern business environment.

• studied the organization of computers, specific types of computers and the role of communication systems in the context of business data processing.

• an understanding of DOS (Disk Operating System) and some of the commonly used DOS commands.

• studied problem structuring approaches, especially program flow charting.

• studied the Basic programming language, and will be familiar with important software programs in key business applications like word processing, spreadsheets, data bases, graphics and telecommunications.

# Class Calendar

▶ **W E E K  1**       **Monday**
   Intro: An overview of MIS in Business
   Tour: Main Campus Computer Lab and
     Business Information Systems Lab
  Reading: Using IBM Microcomputers
     Module 1-Lesson 1 "Components of the PC"

     **Wednesday**
  Reading: Ch. 1- "End-User Computing" (All)
     Appendix A- "Operating an IBM or Compatible
     Microcomputer Using Dos" (All)
     Module 1-Lesson 2 "Disk Operating System" (All)
   Video: Tape 1 "The Information Age"
   Intro: Components of a PC
     Dos and Most Commonly Use Commands
  Hand-In: Assignment 1 & 2

▶ **W E E K  2**       **Monday**
     HOLIDAY

     **Wednesday**
  Reading: Ch. 9- "Processing Hardware" (All)
     Module 2-Lesson 1 "Creating Documents" (All)
   Video: Tape 2- "A Computer System"
   Intro: Word Perfect 5.1 and more on Dos
  Hand-In: Assignment 3

▶ **W E E K  3**       **Monday**
  Reading: Module 2-Lesson 2 "Formatting Documents" (All)
   Video: Tape 3- "Computer Hardware"
   Intro: More on Word Perfect 5.1
  Hand-In: Assignment 4

     **Wednesday**
  Reading: Ch. 4- "Using Software" (All)
     Module 3-Lesson 1 "Creating a Simple Spreadsheet"
     (All)
   Video: Tape 4- "Computer Software"
   Intro: Lotus 123 and more on Word Perfect 5.1
  Hand-In: Assignment 5

# Class Calendar

► **W E E K  4**

**Monday**
Reading: Module 3-Lesson 2 "Enhancing the Simple Spreadsheet" (All)
Video: Tape 5- "Business Systems Development"
Intro: More on Lotus 123
Hand-In: Assignment 6

**Wednesday**
Reading: Ch. 2- "Technological Progress" p32
Module 4-Lesson 1 "Creating Files" (All)
Video: Tape 6- "Computer Communications"
Intro: Dbase 3 Plus and more on Lotus 123
Hand-In: Assignment 7

► **W E E K  5**

**Monday**
Reading: Module 4-Lesson 2 "Manipulating the Data" (All)
Video: Tape 7- "Database Systems"
Intro: More on Dbase 3 Plus
Hand In: Assignment 8

**Wednesday**
Reading: Ch. 3- "Computer Information Systems" (All)
Module 4-Lesson 3 "Creating Labels and Reports" (All)
Video: Tape 8- "Microcomputers"
Intro: More on Dbase 3 Plus
Hand-In: Assignment 9

► **W E E K  6**

**Monday**
Reading: Appendix D- "Programming Small Computers in Basic" (All)
Video: Tape 9- "Computers in Society"
Intro: Basic Programming
Hand-In: Assignment 10

**Wednesday**
Reading: Ch. 10- "Peripheral Hardware" p272-291
Ch. 11- "Data Communications" (All)
Video: Tape 10- "AI and the Future
Intro: More on Basic Programming
Hand-In: Assignment 11

# Class Calendar

▶ **WEEK 7**

              **Monday**
      Video:    Tape 11 "Computer Crime and Security"
  Hand-In:    Assignment 12
    Review:    Final Exam

              **Wednesday**
     FINAL:    Chapters- 1,2,3,4,9,10,11, Appendix A and Appendix D