

**Governors State University**  
**College of Business and Public Administration**

---

**Course Number & Title:** MIS 301 Introduction to Management Information Systems

**Session:** Winter 1997  
Tuesday 9:30 - 10:45 a.m.  
Thursday 9:30 - 10:45 a.m.

**Instructor:** John S. Bailey, Jr.

**Office Phone Number:** 708 - 534 - 4977  
**Home Phone Number:** 708 - 534 - 1456

**E-Mail:** J-BAILEY@govst.edu  
**Office Number:** C3352

**Office Hours:**

Monday	6:30 p.m. to 7:30 p.m.
Tuesday	8:30 a.m. to 9:30 a.m. 10:45 a.m. to 12:00 p.m.
Thursday	8:30 a.m. to 9:30 a.m. 10:45 a.m. to 3:30 p.m. 6:30 a.m. to 7:30 p.m.

**Credit Hours:** Three

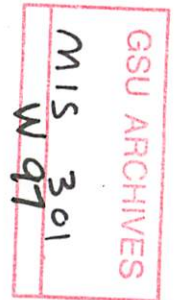
**Catalog Description:**

Provides an introduction to the use of computers in business data processing including introductory concepts of computer technology. Includes hands-on experience with various microcomputer software packages, focusing on student use of electronic spreadsheet, word-processing and graphics software.

**Textbooks:** Shelly, Cashman, and Waggoner, Using Computers A Gateway to Information, Brief Edition, Boyd & Fraser, 1996.

Shelly, Cashman, and Vermaat, Introduction Concepts and Techniques, Word, Excel, Windows, 1996.

Shelly and Cashman and Jordan, Netscape Navigator, 1996.



MIS 301

---

### **Other Required Materials:**

At least two High Density ( HD ) 3 1/2" diskettes formatted for DOS (IBM). These are available in the bookstore or at any number of department stores such as Wal-mart, K-mart, Best Buy, Office Max, etc.

### **Expected Student Outcomes**

**Upon the completion of this course, the student will:**

- Gain an overview of the relevance of computers with specific reference to business applications.
- Understand the structure and basic elements of MIS.
- Gain an appreciation of the role of microprocessors, microcomputers, and computers, communication in the modern business environment.
- Gain an understanding of the organization of computers, specific types of computers, specific components of computers, and their role in the context of business data processing .
- Understand and use several application software packages in business applications.
- Learn to package the outputs into presentation form and present them

### **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.**

### **Manner of Instruction**

- Lecture and class discussion of text topics. Students are encouraged to ask questions related to the text . . . **ESPECIALLY** current and breaking events in the field.
- Audio-visual, student hands-on experience with exercises, problems, and examinations.
- Computer assignments to illustrate the topics.
- Classes will alternate between text book and software. All homework assignments will be associated with an in-class practice assignment which demonstrates needed skills.
- Software will be learned largely by independent practice.

### **Class Policies and General Educational Issues:**

1. Buddy up with a classmate. This can be invaluable for helping and keeping up. Please exchange names and phone numbers with your neighbors.
2. Attendance is expected. If you are planning to be absent or have an unforeseen circumstance, contact your co-worker classmate first.

- 
3. Assignments must be on time and complete. Late assignments will be docked points.
  4. 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 Spell and Grammar checking products when in doubt or have a fellow student proof your work before submitting it.
  5. Incompletes will be given for extenuating circumstances only and will be given only within University guidelines.
  6. Sloppy or poorly presented assignments will be returned without a grade.
  7. All assignments should have in the upper right hand corner:
    - Your Name
    - Class meeting time
    - Name or Number of assignment
  8. All reading material should be read prior to the class when it will be discussed.
  9. **NOTE:** While some time is available during class to work on software assignments, it is not possible for you to do all of your home work during class time.

**Grades and Evaluations:**

Item	Points
Lab Assignments ( 7 @ 20 points each )	140
Examinations ( 2 @ 100 points each )	200
Presentation Portion ( of Lab Assignments )	<u>60</u>
Total	400

Final grade will be assigned according to total points using a flexible scale. This scale will consider total percentage of completion and demonstration of understanding.

---

**This syllabus is subject to change as the trimester progresses.**

## Tentative Schedule

<b>Week</b>	<b>Topic</b>	<b>Reading for Next Class</b>
1.	Introduction Lab Policies	Chapter 1
2.	Computer Concepts Introduction to Windows	Windows 1 Chapter 2
3.	Software Tools Windows 3.1	Windows 2 Chapter 3
4.	Input Introduction to Word	Word Chapter 1 Chapter 4
5.	The System Unit Computer Components	Word Chapter 2
6.	Word Catch-up and Review	Study For Examination
7.	Examination One Review Examination	Chapter 5
8.	Output Word	Word Chapter 3 Chapter 6
9.	Secondary Storage Netscapes	Netscapes 1 Chapter 7
10.	Communication and Networks Operating Systems	Chapter 8 Excel 1
11.	Introduction to Excel Excel 2	Excel 2 Excel 3
12.	Excel 3 Catch-up on Projects	OLE 1
13.	Object Linking and Embedding OLE Catch-up	
14.	Presentation by Students Review	
15.	Examination 2	