

# GOVERNORS STATE UNIVERSITY

## College of Business & Public Administration


### MIS




**Course No. & Title:**  MIS 301 "Introduction to Computer Concepts"

**Session:**  Fall of 1999

 **Instructor:** Rawsam Alasmar

 **Phone No.:** H: (630) 424-9376 {If no one at home, leave a message and I will get back to you with-in 24 hours}

 **Calling Hours:** 7:00 a.m. – 11:00 p.m. If you see me at GSU (i.e. computer lab, classes, cafeteria, Gym...etc.) stop me and ask questions.

### Course Description

This course will provide an introduction to the use of computers in business data processing including introductory concepts of computer technology. This will include hands-on experience with Microsoft package applications, focuses on the use of electronic spreadsheet, word processing, database and graphic software.

### Evaluation of Student

Exam # 1 (Chapters 1, 2, 3 & 4)	100 Points
Exam # 2 (Chapters 5, 6 & 7)	100 Points
Quizzes (Total of 5)	100 Points
Word (5 projects)	100 Points
Excel (5 projects)	100 Points
Access (5 projects)	100 Points
PowerPoint (5 projects)	100 Points
Final Project "Special topics"	200 Points
Attendance & Participation	100 Points
Total Points	1000 Points

900 – 1000 = A 😊    800 – 899 = B 😐    700 – 799 = C ☹️    600 – 699 = D 🌟

## Tentative Schedule


<b>September</b>			
4	Chapter 1	Lab 1 "Word"	Lab 2 "Word"
11	Chapter 2	Lab 3 "Word"	
18	<b>No Class</b>		
25	Chapter 3	Lab 1 "Excel"	Lab 2 "Excel"
<b>October</b>			
2	Chapter 4	Lab 3 "Excel"	Lab 1 "Access"
9	Review for Exam	Lab 2 "Access"	Lab 3 "Access"
16	<b>Exam # 1 (Chapters 1, 2, 3 &amp; 4)</b>		
23	Chapter 5	Lab 1 "PowerPoint"	Lab 2 "PowerPoint"
30	Chapter 6	Lab 3 "PowerPoint"	Lab 1 "Cyberspace"
<b>November</b>			
6	Chapter 7	Lab 2 "Cyberspace"	
13	Review for Exam		
20	<b>Exam # 2 (Chapters 5, 6 &amp; 7)</b>		
27	<b>Thanksgiving Holiday</b>		
<b>December</b>			
4	Lab day		
11	Final project "PowerPoint presentation"		


## Textbooks and Required Materials

Larry and Nancy Long. Computers Brief Edition. Prentice Hall, 1999.

Robert T. Grauer, Maryann Barber. Exploring Microsoft Office 97 Professional . Prentice Hall, 1998.

Expert Office 97 CD-ROM.

 Two high-density 3 1/2" diskettes formatted for DOS.

 Buddy up with a classmate.

