

Fall 1998
Fry

MIS 301B
Introduction to Computer Concepts
Governors State University

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Office:	C3397	Credit Hours:	3
Office Hours:	Monday/Wednesday:	9:00-9:30 a.m.	
	Wednesday:	6:30-7:30 p.m.	
	Tuesday/Thursday:	11:00-11:30 a.m.	



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. Discovering Computers: A Link to the Future 98. Course Technology, 1998.

Shelly, Cashman, and Vermaat. Microsoft Office 97: Introductory Concepts and Techniques. Course Technology, 1997.

Shelly, Cashman, and Vermaat. Netscape Navigator, 4.0. Course Technology, 1997.

Other Required Materials:

Each student will need at least two high-density 3-1/2" diskettes, formatted for DOS. These are available in the bookstore, at Wal-Mart, Office Max, etc.

Each student will need a GSU e-mail address. The instructor will apply for these for all students enrolled prior to the first day of class. *Any students enrolling after this time should apply for an e-mail address themselves in the ACS lab on the second floor (above the cafeteria).*

Expected student Outcomes:

Upon completion of this course, the student will:

- Gain an overview of the relevance of computers today and for the future.
- Understand the structure and basic elements of MIS.
- Gain an appreciation and knowledge of microprocessors, microcomputers, and computer communications 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 the business world.
- Understand and use several application software packages.

Syllabus statement for persons with disabilities:

It is the intention of this 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.

Note: This syllabus is subject to change as the trimester progresses.

Manner of Instruction:

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

Class Policies and General Educational Issues:

1. Buddy up with a classmate. They can be invaluable for helping and keeping up.
2. Attendance is expected. If you must miss class, contact your "buddy" classmate first to get copies of notes and assignments.
3. Make-up exams will be given only in cases of excused absences. If you are ill, this will require a doctor's excuse; out of town business, a receipt of air-fare, etc; sick child, doctor's receipt; car trouble, receipt from garage, etc. (Each of these must be dated with the exam date in question.)
4. Written assignments are to be free of spelling, punctuation, and grammar errors. Awkward phrases or unclear remarks will result in loss of points. Most software packages automatically check for these types of errors so the existence of such errors tends to indicate that the user does not know how to correctly use the package.
5. Sloppy or poorly presented work shows lack of respect for you, the instructor, and the class material. Therefore, it will be returned for improvement without grading.
6. All reading material should be read prior to the class when it will be discussed.
7. Some time is available during class, which may be used to work on assignments. However, **you should expect** to spend many hours in the computer labs (or on a personal computer) to complete the assignments.
8. You will need to purchase a (at least) 1" binder for accumulation of the software assignments. All assignments should be compiled into this notebook. The assignments should be in proper order with each homework assignment following the practice assignment associated with it. The first page of the notebook should contain your name and your class meeting day and time. The notebook is due after the completion of each application package.
9. Copying of assignments cheats the student out of the learning of tools valuable for survival in today's business world. Therefore, copying will not be tolerated and will be handled according to the University's rules of conduct, Student handbook.
10. Incompletes will be for (provable) extenuating circumstances only and will be given within University guidelines. Failure to complete the assignments is NOT an extenuating circumstance.

Grades and Evaluation:

Word	3 x 20	60
Excel	3 x 20	60
Access	3 x 20	60
PowerPoint	2 x 20	<u>40</u>
		220
Test 1		100
Test 2		100
Microsoft Office (exam)		100
Netscape		<u>40</u>
Total		560

Grading Scale

90-100	A
80-89	B
70-79	C
60-69	D
Below	F

Tentative Schedule

Class	Topic	Chapter
1	An Overview of Using Computers <u>Discovering Computers 98: A Link to the Future</u>	1
2	Software Application User Tools <u>Discovering Computers 98: A Link to the Future</u> Microsoft Word 97	2
3	Microsoft Word 97	
4	The System Unit <u>Discovering Computers 98: A Link to the Future</u> Microsoft Word 97	3
5	Microsoft Excel 97	
6	Input / Output <u>Discovering Computers 98: A Link to the Future</u>	4
7	Test 1 <u>Discovering Computers 98: A Link to the Future</u> Microsoft Excel 97	1,2,3,4
8	Data Storage <u>Discovering Computers 98: A Link to the Future</u>	5
9	Microsoft Access 97	
10	Communications & Networks <u>Discovering Computers 98: A Link to the Future</u>	6
11	Microsoft Access 97	

12	<p>The Internet and The World Wide Web</p> <p><u>Discovering Computers 98: A Link to the Future</u></p> <p>Microsoft Access 97</p>	7
13	Microsoft PowerPoint 97	
14	<p>Operating System and System Software</p> <p><u>Discovering Computers 98: A Link to the Future</u></p> <p>Microsoft PowerPoint 97</p>	8
15	Test II	5,6,7,8