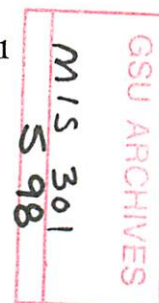


MIS 301
Introduction to Computer concepts
Governors State University

Summer 1998

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Credit Hours: 3

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Office Hours: By Appointment. I am on Campus Weekdays; however please call ahead as I am often Away from my desk for extended periods of time.

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 Spreadsheets, wordprocessing and graphics software.

Text Books:

Shelly, Cashman, and Waggoner. Discovering Computers: A link to the Future, Brief Edition Course Technology, 1997.

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

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

Other Materials: Each Student will need at least tow high-density 3.5" disks for DOS. Each Student will need a GSU e-mail address. The Instructor will apply for these for all Students listed on the class roster who are present at the Second class meeting. Any Student adding the course is responsible for apply for an account within the ACS Lab on Their own.

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 communications.
- Gain in understanding of the organization of computers, specific type of computers, components, and their role in the context of the business world.
- Understand and use several application software packages.

Note: This syllabus is subject to change as the block progresses

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Tentative Schedule Summer 1998

<u>Class</u>	Topic	Reading.
May 11	Introduction to class An Overview of Using Computers	DC Chap 1
May 13	Office 97 Intro to Win 95 Software Applications: User Tools	S Win Proj 1 DC Chap 2
May 18	Office 97 Windows 95 Netscape Navigator – Using the Web The System Unit	S Win Proj 2 NN Proj 1 & 2 DC Chap 3
May 20	Introduction to Office 97 Intro to Word 97 Input and Output	S MO 97 S Word Proj 1 DC Chap 4
May 25	Holiday	
May 27	Word 97 Concepts Exam Chap 1-4	S Word Proj 2
June 1	Data Storage Excel Concepts	DC Chap 5 S Excel Proj 2
June 3	Communication and Networks Intro to ACCESS	DC Chap 6 S Access Proj 1
June 8	The Internet and WWW	DC Chap 7
June 10	Operating Systems and System Software Intro to Power Point 97	DC Chap 8 S PowerPoint Proj 1
June 15	Power point Concepts Intro to Outlook OutLook Concepts Office Integration	S PowerPoint Proj 2 S OutLook Proj 1 S Outlook Proj 2 S Integration Proj 1
June 17	OPEN LAB Time	
June 22	OPEN LAB Time	
June 24	Final Exam Chap 5-8 Projects Due.	

Tentative Schedule

Class	Topic	Reading
1	Introduction to class	
2	An Overview of Using Computers	DC Chap 1
3	Office 97 Intro to Win 95	S Win Proj 1
4	Office 97 Windows 95	S Win Proj 2
5	Software Applications: User Tools.	DC Chap 2
6	Netscape Navigator- Using the Web.	NN Proj 1 & 2
7	Netscape Navigator	NN Proj 3
8	Introduction to Office 97	S MO 97
9	The System Unit	DC Chap 3
10	Intro to WORD 97	S Word Proj 1
11	Input and Output	DC Chap 4
12	Word 97 Concepts	S Word Proj 2
13	EXAM 1 DC Chapters 1 – 4	
14	Intro to EXCEL 97	S Excel Proj 1
15	Data Storage	DC Chap 5
16	Excel 97 Concepts	S Excel Proj 2
17	Communication and Networks	DC Chap 6
18	Intro to ACCESS	S Access Proj 1
19	The Internet and WWW	DC Chap 7
20	Access 97 Concepts	S Access Proj 2
21	Operating Systems & System Software	DC Chap 8
22	Intro to POWERPOINT 97	S PowerPoint Proj 1
23	EXAM 2 DC Chapters 5 – 8	
24	PowerPoint Concepts	S PowerPoint Proj 2
25	Intro to OutLook	S Outlook Proj 1
26	OutLook Concepts	S Outlook Proj 2
27	Office Integration	S Integration Proj 1

Computer Assignments MIS 301

You are to complete each of the following "Projects", "In the Labs", and "Cases and Places". All assignments should be compiled in a 3-ring binder in order. Please use dividers to separate Assignments by category (Word, Excel, Access, etc)

1. Word 97 – Project 1
In the Lab #3, page WD 1.68
2. Word 97 – Project 2
In the Lab #1, Page WD 3.57-3.59
3. Excel 97 – Project 1
In the Lab #2 Page E2.73-2.76
4. Excel 97 – Project 2
In the Lab #1 page E3.65- 3.67
5. Access 97 Project 1
In the Lab #1, page A1.65-1.66
6. Access 97 Project 2
In the lab #1, page A2.54
7. Access 97 Project 3
In the lab #1, page A3.54 - .3.55
8. PowerPoint 97 Project 1
Cases and Places #4 page PP1.73
9. Outlook 97 Project 1
In the Lab #1 pages O1.45 – 1.46
10. Integration Project 1
YOUR CHOICE OF: In the lab #1 or #2 or #3. (Choose only ONE project)

BONUS

1. Integration feature for Word 97 – Creating Web Pages – WD 1.12, Lab #3
Create your own web page.
2. Integration feature for PowerPoint – Importing Clip Art into PowerPoint.
In the lab #3, Importing and Animating Clip Art.
3. PowerPoint 97 Project #2
In the lab #3, pages PP2.70 – 2.71