

Fall
2002

GSU ARCHIVES
MIS 301
FALL 2002

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MIS301 Syllabus

Course Number & Title: Mis301 Basics of Information Technology
Credit Hours: 3
Instructor: Talha "Tal" Abubakr
Office (C3399) Hours: Monday: 5:30 – 7:30 PM and Tuesday: 5:30 – 7:30 PM
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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, database, and presentation software.

Textbooks:

Shelly, Cashman, and Vermaat, Discovering Computers 2002, Course Technology, 2001

Shelly, Cashman, and Vermaat, Office 2000 Introductory Concepts and Techniques, Enhanced Edition, Course Technology, 1999

Computer Specifications

You can access WebCT using either an IBM/PC-compatible or an Apple Macintosh computer system. Recommended minimum requirements are as follows:

- IBM/PC -compatible: Pentium 166 with at least 64 Megabytes of memory, a minimum of 10 MB of free space on the hard drive, monitor, a sound card and speakers, and modem for Internet access.

Please note that these are the minimum requirements. It is recommended that your system be greater than these specifications. With a faster processor and additional memory, the less waiting time you'll experience.

Your Browser

A browser is a software program you use to retrieve documents from the World Wide Web (WWW or Web) and to display them in a readable format. The browser you use must support tables, frames, and JavaScript and be set up to accept cookies. To use the Chat and/or Whiteboard WebCT features, your browser must be a Java capable browser.

The two most popular browsers are Internet Explorer and Netscape Navigator. For best results, use Netscape 4.0 or higher, or Internet Explorer 5.0 or higher.

Expected student Outcomes:

Upon completion of this course, the student will:

- To explain the relevance of computers today and for the future.
- Identify and describe the structure and basic elements of MIS.
- To explain about microprocessors, microcomputers, and computer communications in the modern business environment.
- Understand and explain the organization of computers, specific types of computers, specific components of computers, and their role in the context of business world.
- Apply practical examples of the computer as a useful tool.
- To prepare documents, workbooks, databases, and presentation suitable for course work, professional purposes, and personal use.
- Develop an exercise-oriented approach that allows students to learn by example.
- Develop independent study habits for those who are working alone in a distance education environment.

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 changes as the trimester progresses.

Manner of Instruction:

- Chapter materials and assignments will be available on WebCt.
- Webct will be used for all quizzes and the submission of homework assignments.
- Office hours will be conducted through the use of chat rooms in WebCt.

- Students are encouraged to ask questions related to the text... **Especially** current and breaking events in the field. (Submitted via the Bulletin Board)
- Audio-visuais, student hand-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 practice assignment, which demonstrates needed skills.
- Midterm and final will be procured.

Class Policies and General Educational Issues:

- Buddy up with a classmate through the use of chat rooms and e-mail. They can be invaluable for helping and keeping up.
- Make-up exams will not be given.
- Written assignments are to be free of spelling, punctuation, and grammar errors. Awkward phrases or unclear remarks will results in loss of points. Must 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.
- You should expect to spend many hours in the computer labs (or on a computer) to complete the assignments.
- Copying of assignments cheats the student out of 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.
- Incomplete will be for (provable) extenuating circumstances only and will be given within University guidelines. Failure to complete the assignments is NOT an extenuating circumstance.

Evaluation

| | |
|---|--------------------|
| Assignments (12 assignments/20 pts. each) | 240 points (63.2%) |
| Quizzes (7 quizzes/20 pts. each) | 140 points (36.8%) |

Grading Scale

| | |
|-----------|---|
| 90 - 100% | A |
| 80 - 89% | B |
| 70 - 79% | C |
| 60 - 69% | D |
| 0 - 59% | F |

Chapter Reading Assignments and Quizzes

| Week | Reading Assignment and Quizzes |
|------|--|
| 1 | Lecture: Chapter 1 |
| 2 | Labor Day – No Class |
| 3 | Lecture: Chapter 2 |
| 4 | Quiz One (Chapter 1 and 2) |
| 5 | Lecture: Chapter 3 |
| 6 | Quiz Chapter 3 |
| 7 | Lecture: Chapter 4 |
| 8 | Quiz Chapter 4 |
| 9 | Lecture: Chapter 5 |
| 10 | Quiz Chapter 5 |
| 11 | Lecture: Chapter 6 |
| 12 | Quiz Chapter 6 |
| 13 | Lecture: Chapter 7 |
| 14 | Quiz Chapter 7 and Lecture: Chapter 8 |
| 15 | Quiz Chapter 8 |

Lab Assignments

On the WebCT homepage, click on **Submitting Assignments**. Under **Title**, click on the name of the assignment to be submitted. To upload completed assignment files, click **Student files**. To submit assignments after uploading them, click **Submit assignment**. You need to click **Submit assignment** one more time to complete submitting your assignment. Make sure you get a confirmation message. The name of the uploaded file should contain words without any spaces. Use underscore (_) instead of a space.