GOVERNORS STATE UNIVERSITY
College of Business and Public Administration

Course Number and Title: MIS370 BUSINESS MICROCOMPUTER APPLICATIONS

Session: Fall 1997

Instructor: Prof. Donald E. Fricker

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Office Hours: Monday and Wednesday 10:30 a.m -11:00a.m.
2:00-4:00 p.m.
6:30-7:30 p.m.

Credit Hours: 3

Catalog Description:

Provides an overview of business data processing and management information systems. Covers introductory concepts of systems analysis techniques, nature of computer applications in business, problem solving, and discusses the future of computer technology. Includes an introduction to and use of database software in business related problems, and the integration of applications software.

Prerequisite: MIS 301

Textbooks:

Required: Cats-Baril, William and Ronald Thompson, Information Technology and Management, Irwin, 1997.

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

Suggested: Shelly, Gary B., Thomas J. Cashman, Kurt A. Jordan, Netscape Navigator: An Introduction. Danvers, MA: Boyd & Fraser Publishing Company, 1996.

You will also need blank diskettes to use as data disks. I suggest 3.5" H.D. (At least 2 new unused.)

Overview:

Each class meeting will consist of a brief lecture which highlights and expands on the assigned reading from the text, followed by a general class discussion of real life cases and questions. Students are expected to read the text before coming to class and be prepared to contribute to a discussion of the chapter. Office '97 will be taught through hands-on lab sessions.

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.

Objectives:

1. Students will develop an end-users perspective in the application of computer information systems in today's business world.
2. Students will understand how information systems should be designed and managed.
3. Students will develop a working knowledge of the Office '97 package.
4. Students will be able to apply knowledge from this course to solve problems with information systems.

Course Policies:

1. Success in this course requires substantial computer time. A substantial portion of this time will fall outside of scheduled class time. There will be some lab time during class hours but this time will generally not be sufficient to complete the homework assignments.

2. Assignments and cases should be on time and must be in an acceptable format. Suggested due dates are indicated in the class schedule. Failure to complete assignments as assigned will hinder your progress in the course. Unacceptable assignments will be returned ungraded. All assignments must be turned in by Friday, December 6, or the week of the final.

3. <u>Acceptable assignments will:</u>
   a. <u>Clearly indicate student's name and assignment being submitted on the first page.</u> NOTE: Consider a title page with student name and assignment description.
   b. Securely hold multiple pages together (staple, paper clip, folder). NOTE: Folding corners is not acceptable.
   c. Be submitted individually. <u>DO NOT STAPLE MULTIPLE ASSIGNMENTS TOGETHER.</u>
   d. Any written cases are to be typed (word processor) and free of errors, such as spelling, sentence run-on, fragmentation, subject-verb agreement, missing punctuation, etc.

4.   All examinations are to be taken on the scheduled dates. Makeup exams may not be given without prior approval or documentation of illness or other problem.

Student Evaluation and Grading Policy:

A	90%	....	750 - 675
B	80-89%	....	674 - 600
C	70-79%	....	559 - 525
D	60-69%	....	524 - 450
F	less 60%	<	449

Course Point Scale

Assignments 1 – 8	50 pts.	400 pts.
Assignments 9 –10	75 pts.	150 pts.
Midterm	100 pts	100 pts.
Final	100 pts.	100 pts.

Total:-------------------------------------→>>>> 750 pts.