

GOVERNORS STATE UNIVERSITY
College of Business and Public Administration

Course Number and Title: MIS370 Business Microcomputer Applications

Session: Spring/Summer 1998 (Block III)

Instructor: Adolph G. Scheiwe

Phone Number: 708.747.1035

E-mail: A-Scheiwe@govst.edu

Office Hours: TBA

Credit Hours: 3

Catalog Description:

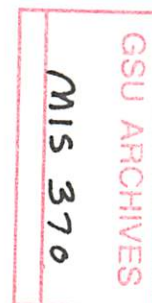
Provides an overview of business data processing and management information systems. Covers introductory concepts of systems analysis techniques, nature of computer applications in business, problem solving, and discusses the future of computer technology. Includes the use of database software in business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

Prerequisite: MIS 301

Textbooks:

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

McLeod, Management Information Systems, 7th
Edition, Prentiss Hall, 1998
Chapters 1- 8, 10,11,13,15,17, & 22



Overview:

Each class meeting will begin with a quiz of the weeks reading assignment. The purposes of these quizzes are two-fold. It attempts to ensure that students read the assignments and that they arrive at class on time. No make-up quizzes will be allowed, although a quiz may be given early if notice is given, in advance, with an acceptable reason. Only the top ten scores of these quizzes will be used in the calculation of the student's final grade. Each class meeting will consist of a class discussion. This discussion will cover, but not necessarily limited to:

- a.) assignments due that day
- b.) the current weeks reading assignment, the basis for the following week's assignments.
- c.) current events and real-life cases.

Students are expected to read the text(s) before coming to class and be prepared to contribute to the discussion. Office 97 will be taught using the tutorial method, with virtually all work being done apart from class time. Students should not expect to have class time to work on assignments or projects.

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 and advanced working knowledge of the Office 97 package.
4. Students will be able to apply knowledge from this course to solve problems with information systems.
5. Students will be prepared to take the Certified Microsoft Office User (CMOU) exam.

Student Evaluation and Grading Policy:

A	90%	550 - +
B	80%	489 - 549
C	70%	428 - 488
D	60%	367 - 427
F		<= 366

Course Point Scale:

Quizzes	only top 10 scores used	2 pts	20 pts
McCleod assignments		2 pts	12 pts
Test Your Knowledge		2 pts	22 pts
Following example from text		5 pts	55 pts
Apply Your Knowledge		3 pts	33 pts
In the Lab		5 pts	75 pts
Project			100 pts
Mid-Term			100 pts
Final			<u>100 pts</u>
		subtotal	517 pts
Class participation		3 pts	45 pts
Grade received from Project mates			<u>50 pts</u>
			612 pts