Governors State University

MIS 610
Information Systems for Managers
FA 2001

Instructor: Dr. Phyllis R. Anderson

Office: C3386

Office Hours: Monday - Noon-1:00 pm
Wednesday – Noon – 1:00 pm
Friday – 3:00 – 6:00 pm

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Text: Microsoft Office 2000 Professional
Course Technology, ISBN 0-7600-6961-1

Course Credit: 3 Credit hours

Course Description
Provides an introduction to the use of computers to manage and analyze information in business and public administration. This includes introductory concepts of computer technology and management of information systems, concepts of systems analysis and problem solving, and extensive hands-on experience with various microcomputer software packages.

Performance Objectives
Upon successful completion of this course, students will have an understanding of computers, computer technology, computer hardware and software, and how computers can be used to produce meaningful information. In addition, students will become proficient in using computers running Windows 98, Microsoft Office 2000, and Internet Explorer.

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 this course, please notify the instructor as soon as possible.

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Assignments & Grade Values

Assignment	Grade Value	Description
1. Personal Address Book	20	Using MS Access, develop a personal address book using the following fields: Select, Greeting, Last Name, First Name, MI, Address 1, Address 2, City, State, ZIP, Telephone, FAX, Email, Birthdate, Notes. The database is to contain a minimum of 5 names.
2. Letter with mail merge	20	Using MS Word, write a one-page form letter merging it with your personal address book to provide inside address, salutation and at least one personal reference within the body. Produce five letters.
3. Department database	40	Using MS Access, develop a departmental or company address book using the following fields: Select, Greeting, Job Title, Last Name, First Name, MI, Address 1, Address 2, Department, City, State, ZIP, Telephone, FAX, Email, Notes. The database is to contain a minimum of 15 names and five departments. Use Queries to select individuals by department, and by first letter of last name..
4. Company memo	20	Using MS Word and the Department database, produce three formal memos inviting persons from different departments to meetings. Use a personal reference to the addressee inside of the memo, Mail merge with the Department database.
4. Company Picnic spreadsheet	40	Using MS Excel, develop a spreadsheet to automatically calculate picnic costs based on the number of adults and children attending, and on costs of supplies. Follow the sample design.
5. Department Budget spreadsheet	20	Using MS Excel, develop a one-year spreadsheet to illustrate a base budget and two alternative budgets based on 20% higher and 10% lower funding. Follow the sample design.
5. Graphs and charts	40	Using the Department Budget spreadsheet, produce graphs and charts to clearly illustrate the base budget, and the effects of the two alternate funding possibilities.
6. Memo with mail merge and chart	20	Using MS Word, produce a formal memo containing a table showing information in a manner similar to this assignment sheet. Use mail merge to address the memo to the heads of three departments.
7. Power Point presentation	100	Using MS Power Point, develop a five-minute presentation as described in the handout.
Grade Calculations	320 possible	A=288-320, B=256-287, C=224-255, D=192-223, F=191 or lower.

Department of Redundancy Department - Yearly Annual Budget
Baseline Assumption

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year Total
Receipts													0
Salaries													0
Benefits	0	0	0	0	0	0	0	0	0	0	0	0	0
Telephone													0
Office Supp													0
Heat/AC													0
Auto Exp													0
Print/Mail													0
Activity A													0
Activity B													0
Activity C													0
Activity D													0
Activity E													0
Activity F													0
													0
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0

Department of Redundancy Department - Yearly Annual Budget
Baseline Assumption Plus 10%

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year
Receipts													
Salaries													0
Benefits	0	0	0	0	0	0	0	0	0	0	0	0	
Telephone													
Office Supp													
Heat/AC													
Auto Exp													
Print/Mail													
Activity A													
Activity B													
Activity C													
Activity D													
Activity E													
Activity F													
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0

Department of Redundancy Department - Yearly Annual Budget
Baseline Assumption Minus 10%

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year
Receipts													0
Salaries													
Benefits	0	0	0	0	0	0	0	0	0	0	0	0	
Telephone													
Office Supp													
Heat/AC													
Auto Exp													
Print/Mail													
Activity A													
Activity B													
Activity C													
Activity D													
Activity E													
Activity F													
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0

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PowerPoint Presentation

A 5-minute presentation to a group (work, stockholders, church, club, etc.)

At least 15 slides – to include:
- Two charts/graphs
- Two organization charts
- Inserted pictures/clip art
- Text
- Multiple items

Slide and text transitions can be original, and add interest

Be careful of sounds – use them carefully

Choose a suitable background for the group

Considerations for Presentations

Purpose
- Informative
- Persuade / Sell
- Training

What is the expected outcome? Tailor the presentation to that purpose
What does the audience need / expect?
What is the situation?
Focus on the purpose of the presentation.
Organize whole presentation toward the purpose.

Structure of all presentations:
1. Introduction: Tell them what you are going to tell them
2. Body: Tell them what you want to tell them
3. Conclusion: Tell them what you told them

Be particularly careful of:
- Don't apologize
- Accuracy
- No insults
- No gimmicks
- No trite stuff
- Be cautious with humor
- Use perfect spelling, pronunciation, English (or other) usage
- Aim presentation at audience
- BE PROFESSIONAL

Organization
- Inductive: Facts first, conclusions last
- Deductive: Conclusions first, facts leading to conclusions
- Chronological: By time sequence
- Spatial: Break into areas, regions, floor, department, and cover sequentially
- Problem – Solution

Presentation materials and facilities
- Make sure all graphs and charts are simple, clear and easy to understand
- Limit number of points on a slide
- Make slides clear, easy to read and understand
- Use plain backgrounds, don't detract from the material
- NO GIMMICKS – transitions, sounds, data placement
- Be sure facilities are amenable to event
- KISS – Keep It Simple, Stupid

PRACTICE, PRACTICE, PRACTICE