INSTRUCTOR: John R. Morales  
HOME: (815) 436-8735  
TRIMESTER: Spring/Summer '93, Block-3  
4:30 p.m. - 7:20 p.m. M/W  
Room D-3905  
OFFICE HOURS: 4:00 p.m. - 4:30 p.m. M/W  
BIS Lab - C3308  
LAB PHONE: (708) 534-5000 Ext. 5846

Description:  
This course will provide an overview of business data processing and management information systems. Covers introductory concepts of computer technology, nature of computer application in business systems analysis techniques, and problem solving. Includes introduction to and use of Basic computer programming for business related problems.

Textbooks Required:  

Also Recommended (Optional):  
Study Guide to Accompany Computers!

Other Required Materials:  
2 - 3 1/2" Double Side Double Density floppy disks for storing assignments. (available in the bookstore).

Grades and Evaluation:  
Assignments will ordinarily be accepted by the date due that appears in the class calendar.

* All ASSIGNMENTS not turned in by the due date will be penalized 6 points. NO assignments will be accepted after being late more than 1 class session.

Grading Scale  
197 - 220 = A  
175 - 198 = B  
153 - 176 = C  
131 - 154 = D  
Below 132 = F

Point Values  
FINAL EXAM .......... 100 pts.  
12 ASSIGNMENTS ........ 10 pts. ea.
**Class Calendar:**
The class calendar on the following pages includes your assignments their due dates and your MIDTERM and FINAL exam dates.

**Performance Objectives:**
Upon completion of this course the student will have:

- an overview of the relevance of computers with specific reference to business applications.

- studied the structure and basic elements of MIS.

- an understanding of the role of microprocessors and microcomputers and each of the generations of computer development in the modern business environment.

- studied the organization of computers, specific types of computers and the role of communication systems in the context of business data processing.

- an understanding of DOS (Disk Operating System) and some of the commonly used DOS commands.

- studied problem structuring approaches, especially program flow charting.

- studied the Basic programming language, and will be familiar with important software programs in key business applications like word processing, spreadsheets, data bases, graphics and telecommunications.
Class Calendar

WEEK 1

Monday
Intro: An overview of MIS in Business
Tour: Main Campus Computer Lab and Business Information Systems Lab
Reading: Using IBM Microcomputers
Module 1-Lesson 1 "Components of the PC"

Wednesday
Reading: Ch. 1- "End-User Computing" (All)
Appendix A- "Operating an IBM or Compatible Microcomputer Using Dos" (All)
Module 1-Lesson 2 "Disk Operating System" (All)
Video: Tape 1 "The Information Age"
Intro: Components of a PC
Dos and Most Commonly Use Commands
Hand-In: Assignment 1 & 2

WEEK 2

Monday
HOLIDAY

Wednesday
Reading: Ch. 9- "Processing Hardware" (All)
Module 2-Lesson 1 "Creating Documents" (All)
Video: Tape 2- "A Computer System"
Intro: Word Perfect 5.1 and more on Dos
Hand-In: Assignment 3

WEEK 3

Monday
Reading: Module 2-Lesson 2 "Formatting Documents" (All)
Video: Tape 3- "Computer Hardware"
Intro: More on Word Perfect 5.1
Hand-In: Assignment 4

Wednesday
Reading: Ch. 4- "Using Software" (All)
Module 3-Lesson 1 "Creating a Simple Spreadsheet" (All)
Video: Tape 4- "Computer Software"
Intro: Lotus 123 and more on Word Perfect 5.1
Hand-In: Assignment 5
# Class Calendar

**WEEK 4**

**Monday**
Reading: Module 3-Lesson 2 "Enhancing the Simple Spreadsheet" (AH)
Video: Tape 5- "Business Systems Development"
Intro: More on Lotus 123
Hand-In: Assignment 6

**Wednesday**
Reading: Ch. 2- "Technological Progress" p32
Video: Tape 6- "Computer Communications"
Intro: Dbase 3 Plus and more on Lotus 123
Hand-In: Assignment 7

**WEEK 5**

**Monday**
Reading: Module 4-Lesson 2 "Manipulating the Data" (AH)
Video: Tape 7- "Database Systems"
Intro: More on Dbase 3 Plus
Hand In: Assignment 8

**Wednesday**
Reading: Ch. 3- "Computer Information Systems" (AH)
Video: Tape 8- "Microcomputers"
Intro: More on Dbase 3 Plus
Hand-In: Assignment 9

**WEEK 6**

**Monday**
Reading: Appendix D- "Programming Small Computers in Basic" (AH)
Video: Tape 9- "Computers in Society"
Intro: Basic Programming
Hand-In: Assignment 10

**Wednesday**
Reading: Ch. 10- "Peripheral Hardware" p272-291
Video: Tape 10- "AI and the Future"
Intro: More on Basic Programming
Hand-In: Assignment 11
Class Calendar

WEEK 7

Monday
Video: Tape 11 "Computer Crime and Security"
Hand-In: Assignment 12
Review: Final Exam

Wednesday
FINAL: Chapters- 1,2,3,4,9,10,11, Appendix A and Appendix D