Governors State University
College of Business and Public Administration

Course Number & Title: MIS 301B Introduction to Management Information Systems

Session: Summer 1996, Block 3
Tuesday/Thursday: 1:00-3:50 p.m.

Instruction: Margaret Neumann, Ph.D.

Office Phone No.: 708-534-4968
Home Phone No.: 815-741-0717

Office: C3350

Office Hours: Tuesday/Thursday: 12:30-1:00, 3:50-4:30PM and by appointment

Credit Hours: Three

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 and graphics software.


Shelly, Cashman and Jordan, Netscape Navigator, 1996.

Other Required Materials:
At least two High Density 3-1/2" diskettes formatted for DOS (IBM). These are available in the bookstore or at any number of department stores such as WalMart, k-Mart, Best Buy, Office Max, etc.

Expected Student Outcomes

Upon the completion of this course, the student will:

--- Gain an overview of the relevance of computers with specific reference to business applications.
--- Understand the structure and basic elements of MIS.
--- Gain an appreciation of the role of microprocessors, micro-computers, and computer communication in the modern business environment.
—gain an understanding of the organization of computers, specific
types of computers, specific components of computers, and their
role in the context of business data processing.
—understand and use several application software packages in
business applications.

Syllabus statement for persons with disabilities:

It is the intention of the institution to support full participa-
tion 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.

Manner of Instruction

—Lecture and class discussion of test topics. Students are
encouraged to ask questions related to the text...ESPECIALLY
current and breaking events in the field.
—Audio-visuals, student hands-on experience with exercises,
problems, and examinations.
—Computer assignments to illustrate the topics.
—Classes will alternate between text book and software. All
homework assignments will be associated with an in-class practice
assignment which demonstrates needed skills.
—Software will be taught largely by independent practice.

Class Policies and General Educational Issues:

1. Buddy up with a classmate. They can be invaluable for helping
and keeping up. Please exchange names and phone numbers with
your neighbors.

2. Attendance is expected. If you are planning to be absent or
have an unforseen circumstance, contact your co-worker
classmate first.

3. Assignments must be on time and complete. Late assignments
will be docked points.

4. Written assignments are to be free of spelling, punctuation,
usage, and grammar errors. Written assignments should contain
no faulty logic, awkward phrases or unclear remarks. Use
Rightwriter, Grammatic, or similar product when in doubt or
have a fellow student proof your work before submitting it.

5. Incompletes will be for extenuating circumstances only and
will be given only within University guidelines.

6. Sloppy or poorly presented assignments will be disposed of (or
returned) without a grade.
7. All assignments should have in the upper right hand corner:
   Your name
   Class meeting time
   Name or Number of assignment

8. You may wish to follow along with the instructor by highlighting or underlining salient points in the text. Write marginal notes during class lectures and discussions and give attention to the topics covered by your instructor.

9. All reading material should be read prior to the class when it will be discussed.

10. **NOTE:** While some time is available during class to work on software assignments, it is not possible for you to do all of your homework during class time.

**Grades and Evaluations:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Points</th>
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<tbody>
<tr>
<td>Lab Assignments (8 @ 20 pts)</td>
<td>160</td>
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<tr>
<td>Exams (2@ 100 pts)</td>
<td>200</td>
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<td>360</td>
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Final grades will be assigned according to total points using a flexible scale. This scale will consider total percentage of completion and demonstration of understanding.

**This syllabus is subject to change as the trimester progresses.**
### Tentative Schedule

<table>
<thead>
<tr>
<th>Class</th>
<th>Topic</th>
<th>Reading for Next Class</th>
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<tbody>
<tr>
<td>1</td>
<td>Introduction/Explanation of Lab/Policies</td>
<td>Chapter 1</td>
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<td></td>
<td>Introduction to Windows</td>
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<td>2</td>
<td>The Digital Age</td>
<td>Chapter 2</td>
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<td>Introduction to WordPerfect</td>
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<td>3</td>
<td>A Working Knowledge of a Computer &amp; Commun.</td>
<td>Chapter 3</td>
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<td>System</td>
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<td>Word Processing</td>
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<td>4</td>
<td>Application Software</td>
<td>Chapter 4</td>
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<td>System Software</td>
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<td>5</td>
<td>Review</td>
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<td></td>
<td>Word Processing</td>
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<td>6</td>
<td>EXAM 1</td>
<td>CHAPTERS 1-4</td>
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<td>7</td>
<td>Processing Hardware</td>
<td>Chapter 5</td>
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<td>Introduction to Netscapes</td>
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<td>8</td>
<td>Input/Output Hardware &amp; Communications</td>
<td>Chapter 6</td>
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<td>Introduction to Spreadsheets and Lotus 1-2-3</td>
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<td>9</td>
<td>Storage &amp; Databases</td>
<td>Chapter 8</td>
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<td>More 1-2-3</td>
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<td>10</td>
<td>Communications</td>
<td>Chapter 9</td>
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<td>Advanced 1-2-3</td>
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<td>11</td>
<td>Promises &amp; Challenges of the Digital Age</td>
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<td>Lotus 1-2-3</td>
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<td>12</td>
<td>FINAL EXAM</td>
<td>CHAPTERS 5-9</td>
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<td></td>
<td>Lotus</td>
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