Management Information Systems 301

Introduction to Computer Concepts

Governors State University

Summer 2000
Office Phone: Contact Student Services
Instructor: Kelli M. Wall

Course Credit: 3 Hours

Course Description: This course will provide an introduction to the use of computers in business data processing including introductory concepts of computer technology. This will include hands-on experience with Microsoft applications focusing on student use of word processing, electronic spreadsheets, database, and graphics software.

Textbooks: As described in the catalog, along with a minimum of 8 high-density 3 ½” preformatted diskettes. Students need to bring these to lectures and exams.

Additional Materials: 4 Blue Books- 1 for each exam should be purchased by the student and brought to class on the day of each exam.

This course is designed so that students will learn the necessity of application orientation and the integration of Management Information Systems in the workplace.

Manner of Instruction:

- Lecture material assigned for the specific date needs to be prepared and read prior to the start of each lecture – this ensures students understand material and participate in the lecture discussion.
- The Socratic method will be employed during lectures and hands-on training – this ensures students’ success when working in the classroom and in future job situations.
- Each class will begin with discussions of Discovering Computers 2000, break, and finish with the software applications.

General Educational Issues
1. Pair up with a partner to keep up with the class pace and acquire notes or additional help with assignments.

   Attendance is mandatory to absorb the majority of the material. Class pace is accelerated during the summer and each class missed will result in a loss of 40 pts. In addition, if a student is late, please see the instructor to be marked present since attendance is taken at the start of class.

3. Missed exams will only be made up if there is an illness (need a dated doctor’s excuse), or a business trip (dated airfare receipt), etc. The student is responsible for contacting the instructor prior to the exam date, not after. Student services can be contacted to notify instructor of any emergency. There are no make up exams or late homework accepted. Homework is late if turned in after attendance is taken.

4. Written assignments must be grammatically correct and proofread to be error-free or the grade will be lowered.

5. This course allows for computer time during the class for coursework completion, but the student can expect to spend several hours working in the computer lab or on a computer at home.

6. Purchase a lightweight folder for all coursework. The student’s name and course title should appear outside the folder, and the completed work should be placed chronologically inside and is due at the completion of each application along with a disk labeled with student’s name, course number and application.

7. Cheating will not be tolerated, excused or given any additional chances. Copying of assignments will result in handling according to the University’s rules of conduct.

Grades and Evaluation:

| Exam #1 (Word & Chapters 1 & 2) | 100 points |
| Exam #2 (Excel & Chapters 3 & 4) | 100 points |
| Exam #3 (PP & Chapters 5 & 6) | 100 points |
| Exam #4 (Access & Chapter 7) | 100 points |
| Quizzes (5 Total) | 100 points |
| Word Projects | 100 points |
| Excel Projects | 100 points |
| Access Projects | 100 points |
| PowerPoint Projects | 100 points |
| Attendance & Participation | 100 points |

| Total Points | 1000 points |

900-1000 = A  
800-899 = B  
700-799 = C  
600-699 = D
There will be 4 unannounced quizzes during this course. They will cover past material and material for that night. (i.e. A quiz given on May 11th will cover Disc. Computers Chapters 1 & 2, and Word Projects 1-3).

*Caveat: syllabus is subject to change as the trimester progresses.*
Exercises Schedule

Word Projects - Labs Due
Project 1 - Page WD 1.62: In the Lab 3
Project 2 - Page WD 2.59: In the Lab 2
Project 2 - Page WD 2.62: In the Lab 3
Project 3 - Page WD 3.64: In the Lab 2
Project 3 - Page WD 3.65: In the Lab 3

Excel Projects - Labs Due
Project 1 - Page E 1.61: In the Lab 2
Project 1 - Page E 1.62: In the Lab 3
Project 2 - Page E 2.68: In the Lab 1
Project 2 - Page E 2.69: In the Lab 2
Project 3 - Page E 3.70: In the Lab 1

Project 2 - Page E 2.69: In the Lab 2
Project 3 - Page E 3.70: In the Lab 1

PowerPoint - Labs Due
Project 1 - Page PP 1.74: In the Lab 2
Project 1 - Page PP 1.76: In the Lab 3
Project 2 - Page PP 2.62: In the Lab 2
Project 2 - Page PP 2.63: In the Lab 3
Project - Oral PowerPoint Presentation

Excel Labs Due May 30th

Access Labs Due June 21st

PowerPoint Labs Due June 9th and Presentation Due June 14th.

All labs are to be turned in when class begins, with both a labeled folder and labeled disk.