Course Number and Title: MIS370 Business Microcomputer Applications

Session: Fall 1998

Instructor: Adolph G. Scheiwe

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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

Overview:

Students are expected to read the texts 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.

Course Policies:

1. Success in this course will require extensive computer time. As an estimate, students should plan on devoting at least seven (7) hours of computer time per class meeting. In addition, three (3) hours may be needed for reading assignments. These estimates fall within the guidelines of spending 3 - 4 hours on homework for every hour of scheduled classroom time.

2. Assignments and cases should be on time and must be in an acceptable format. Suggested due dates are indicated with the homework assignment schedule. Failure to complete assignments as assigned will hinder your progress in this course. Unacceptable assignments will be returned ungraded. All assignments must be turned in by Wednesday 09 Dec. 1998.
3. Acceptable assignments will
   a. clearly indicate student's name and assignment being submitted on the first page. Consider using a title page with the student's name and assignment description.

   b. have multiple pages stapled together. Do not fold the corners.

   c. be submitted individually.

   d. any written assignments will be word-processed. It is expected that the assignments will grammatically error free.

   e. be accompanyied by a 3.5 disk. All disks turn in will have, as a minimum, the student's name, the instructor's name and the assignment number. The disk should be also labeled with the name of the school and a phone number where the student can be reached.

4. Never turn in your only copy of a disk or your only copy of an assignment. Always make a copy of the disk, and since all written assignments are word-processed, save the assignment on a disk or your hard drive.

5. All exams are to be taken on the scheduled dates. If you know that you will be unable to attend class on a test date, an exam will be made available to you prior to the rest of the class taking the test. Unforeseen problems that arise must be documented (i.e., illness or death in the immediate family).

Student Evaluation and Grading Policy:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90%</td>
<td>432 - +</td>
</tr>
<tr>
<td>B</td>
<td>80%</td>
<td>384 - 431</td>
</tr>
<tr>
<td>C</td>
<td>70%</td>
<td>336 - 383</td>
</tr>
<tr>
<td>D</td>
<td>60%</td>
<td>288 - 335</td>
</tr>
<tr>
<td>F</td>
<td>&lt;= 335</td>
<td>335</td>
</tr>
</tbody>
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Course Point Scale:

- Oz assignments (15) 4 pts 60 pts
- Following example from text 10 pts 110 pts
- In the Lab 5 pts 110 pts
- Mid-Term 100 pts
- Final 100 pts

subtotal 480 pts