

GOVERNORS STATE UNIVERSITY
College of Business and Public Administration

Course: MIS 301 Introduction to Management
Information Systems

Instructor: Prof. Donald Fricker

Session: Winter 1998

Phone: 708/534-4948 Please leave a brief but detailed and organized message on the voice mail if I do not answer. Always speak slowly when reciting a phone number.

E-mail: Dfricker@aol.com (I check this account everyday. Please limit your e-mail messages to general questions.) A specific class account will be assigned for homework submission later.

Units: Three

Office Hours: Mon: 2:00-4:30 p.m.;
7:00- 7:30 p.m.
Wed: 2:00-4:30 p.m.;
7:00- 7:30 p.m.
Thurs: 7:00- 7:30 p.m. and by appointment.

Always let me know when you are coming to the office during office hours. Appointments receive first priority.

Prerequisite: No prior experience is necessary for this course. If you have prior computing experience please see your advisor about having the class waived.

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.

Textbooks: Shelly, Cashman, Waggoner, Discovering Computers: a link to the future, 1997.(a brief edition.

Shelly, Cashman, Vermat, Microsoft Office for Windows '97 Introductory Concepts and Techniques.
Course One.

Shelly, Cashman and Jordan, Netscape Navigator, 1996.

Other Required Materials:

GSU ARCHIVES
MIS 301
W 98

At least three DS/DD 3-1/2 diskettes formatted for the DOS (IBM).

Expected Student Outcomes:

Upon 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, microcomputers and computer communications in the modern business environment.

Gain an understanding of the organization of computers, specific types of computers, specific components of computers 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 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.

Manner of Instruction:

Lecture and class discussion of text topics. Students are encouraged to ask questions related to the text...especially current and breaking events in the field.

Audio-visuals, students hands-on experience with exercises, problems, and examinations.

Computer assignments to illustrate the topics.

<u>Grades and Evaluations:</u>	
	Points
Computer Assignments (10 @ 30 points)	300
Midterm	100
Final	100
Class attendance/misc.	<u>50</u>
Total	450

<u>Percent</u>	<u>Final Grade</u>
90-100	A
80-89	B
70-79	C
60-69	D
Below	F

Homework Policy:

One day late

(-5 points)

Two days late

(-10 points)

Will not be accepted after two days except with a verified medical excuse.

This syllabus is subject to change as the trimester progresses.