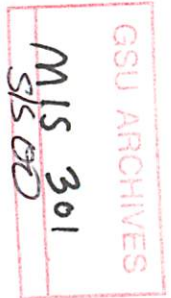


Management Information Systems 301

Introduction to Computer Concepts

Governors State University



Summer 2000
Office Phone:
Instructor:

TTh 7:30- 10:20 pm
Contact Student Services
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.

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

Date	Discovering Computers	Office 2000	Labs
May 9	1	Word	Project 1 & 2
May 11	2	Word	Projects 3
May 16	3	Excel	Project 1
May 18	Exam 1	Exam 1	Exam 1
May 23	4	Excel	Project 2
May 25	5	Excel	Project 3
May 30	Exam 2	Exam 2	Exam 2
Jun 2	6	PowerPoint	Projects 1 & 2
Jun 7	7	Access	Project 1
Jun 9		Access	Projects 2 & 3
Jun 14	Exam 3	Exam 3	Exam 3
Jun 16	PowerPoint	Presentations	
Jun 21	Exam 4	Exam 4	Exam 4

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.

Wall
MIS 301
Supplemental Syllabus
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

Word Labs Due May 16th

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

Excel Labs Due May 30th

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

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

Access – Labs Due

Project 1 – Page A 1.57: In the Lab 1
Project 1 – Page A 1.61: In the Lab 3
Project 2 – Page A 2.44: In the Lab 1
Project 2 – Page A 2.46: In the Lab 3
Project 3 – Page A 3.57: In the Lab 3

Access Labs Due June 21st

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