

GOVERNORS STATE UNIVERSITY
College of Business and Public Administration

Course Title: MIS 370 Business Microcomputer Applications
Instructor: Professor Edna Fry
Session: Sept/Dec 1992 Fall Trimester Block I
Phone: 534-4949
Secretary: Vivian Sherman Phone: 5344938
Textbook: Keiko, Pitter, Using the IBM Micromputers,
Mitchell Publ. Co.

Course Description:

Introduction to the major business applications available for use on microcomputers, including hands-on experience with various software packages. Focuses on student use of electronic spreadsheet, word processing, database and graphics programs, as well as accessing other computer sources through telecommunications.

Performance Objectives:

Upon completion of this course, the student will be able to:

1. Evaluate hardware and software for business use.
2. Prepare business reports using word processing packages.
3. Use an electronic spreadsheet program to create a useful business problem solution.
4. Use a database program to create a file structure useful in a business situation, enter data therein, and create a printed output of file contents.
5. Transfer database files between word processing packages and electronic spreadsheets.
6. Understand the use of graphics programs in business communication.
7. Understand the use of telecommunications to enhance micro-computer capabilities.
8. Create an integrated system using wordprocessing, electronic spreadsheets and a database program.

GSU ARCHIVES

MIS 370

Course Policies:

1. Assignments must be on time and complete.
Late assignments will not be accepted.
2. Examinations must be taken when announced except for valid reasons.
3. All assignments and examinations requiring written responses are to be free of grammatical errors, such as spelling, sentence run-on, fragmentation and subject-verb disagreement. Written responses should contain no faulty logic, unclear thoughts or awkward structure.
4. All homework is to be neatly organized and identified properly (or it will not be graded!).
5. Class attendance is required.

Student Evaluation:

Test 1	100 pt.
Homework	200 pt.
Application	<u>200 pt.</u>
Total	500 pt.

450-500	=	A
400-449	=	B
350-399	=	C
300-349	=	D
Below		F

TENTATIVE SCHEDULE

<u>Week</u>	<u>Topic</u>
1	Using the IBM PC
2	Dbase III Plus
3	Dbase III Plus Dos
4	Word Perfect
5	Word Perfect
6	Lotus 1-2-3
7	Lotus 1-2-3
8	Lotus 1-2-3
9	Dbase III Plus
10	Dbase III Plus
11	Dbase IV
12	Transferring Files Between Applications
13	TEST
14	Final Projects
15	Final Projects