

GOVERNORS STATE UNIVERSITY
College of Business and Public Administration

Course Number & Title: MIS 370 BUSINESS MICROCOMPUTER APPLICATIONS

Session: Spring/Summer 1995

Instructor: Professor Edna Fry

Phone No.: 708/534-4949

Office Hours: Mon./Wed.: 12:00-1:00 p.m.
6:00-7:30 p.m.

Credit Hours: 3

Catalog 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.

Prerequisites: MIS 301 or permission.

Textbooks: O'Brien, James, Management Information Systems, Irwin Publishing Co.

Ageloff, Roy, An Introduction to dBASE IV

Expected Student Outcomes:

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

1. Understand BASIC Information System Concept.
2. Prepare business reports using word processing packages.
3. Apply the generic systems approach to problem solving.
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 Information Systems Development.
8. Create an integrated system using wordprocessing, electronic spreadsheets and a database program.

Course 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 an introduction to and use of database software in business related problems, and the integration of applications software.

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:

Case I	100 pt.
Test I	100 pt.
Test II	100 pt.
Group Presentation	100 pt.
Homework/Computer	<u>200 pt.</u>
Total	600 pt.

Grading Scale:

90 or higher	= A
89% - 80%	= B
79% - 70%	= C
69% - 60%	= D
Below	= F

General Education Issues:

Writing and critical thinking skills are incorporated into this class through extensive case analysis discussions and writing assignments.

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.

**dak
5/95**

TENTATIVE SCHEDULE

<u>Class</u>	<u>Topic</u>	<u>Assignment</u>
Week 1	Overview DBase Introduction to Information Systems	Chapter 1
Week 2	Review of Lotus, DOS, Information System for Operations, Management and Strategic Advantage	Chapter 2
Week 3	Review Lotus, DOS, Solving Business Problem with Information System Using System Development Tools	Chapter 3 Chapter 18-1
Week 4	Case I	
Week 5	Managerial Overview Computer Hardware Cases page 121, 145	Chapter 4
Week 6	Managerial Overview Computer Software Cases page 161, 178	Chapter 5
Week 7	Managerial Overview Telecommunications Cases pages 199, 214	Chapter 6
Week 8	Managerial Overview DataBase Management Case page 258	Chapter 7
Week 9	Test I - 4, 5, 6, 7	
Week 10	Managerial Decision Making and Executive Support	Chapter 10
Week 11	Managing IT: Management and Planning Issues	Chapter 13
Week 12 13	Group Presentations	Chapters 8, 9, 11, 15
Week 14	Review	
Week 15	FINAL	Chapters 10, 13

GROUP PRESENTATIONS
(100 points)

Chapter 15	International and Ethical Dimensions
Chapter 11	Artificial Intelligence in Business
Chapter 9	Transaction Processing and Information Reporting
Chapter 8	End User Computing and Office Automation

Presentation should include:

- 1. Outlines of Material**
- 2. Use of Overheads and Handouts**
- 3. Outside Research**
- 4. Cases**