

**GOVERNORS STATE UNIVERSITY**  
**College of Business and Public Administration**

FS/95  
MIS-370  
GSU ARCHIVES

Course Title: MIS370 - Business Microcomputer Applications

Session: Fall 1995

Section/Time: A 2:00-03:15p MW C 4:30-07:20p W  
B 7:30-10:20p R

Instructor: Prof. Donald Fricker

Office: C3355

PHONE-Office: (708) 534-4948 voicemail available please leave a message.

PHONE-home: (312)472-1133 if you are experiencing an emergency.

E-mail: GBP71R0@bgu.edu

I check my voicemail and E-mail on a daily basis. Voicemail is a good way to get in contact with me. E-mail is a good way to clarify class questions and assignments without having to play telephone tag. I can respond at any time and you can receive your response at any time.

Office Hours: 3:20-4:50 & 6:30-7:20p M

3:20-4:20p

W

3:20-4:50p

R

11:50-12:10p

S

or by appointment.

Please call and let me know if you are coming to the office during office hours. I am always on campus during office hours but, I am sometimes tied up with other GSU activities and do not want you to make a needless trip.

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

Credit Hours: Three

Prerequisite: MIS301.

Textbooks:

Reynolds, Information Systems for Managers, Third edition West, 1995.

Schultz, Microsoft Access 2.0 for Windows, Course Technology, 1995.

Beskeen, and Johnson, Microsoft Power Point 4.0 for Windows, Course Technology, 1995.

Ernst, Using Netscape, Que 1995

You will also need blank diskettes to use as data disks.

Overview: Each class meeting will consist of a brief lecture which highlights and expands on the assigned reading from the text, followed by a general class discussion. Students are expected to read the text before coming to class and be prepared to contribute to a discussion. This will be supplemented by optional lab sessions. The course also includes homework which requires students to think about the provided information and suggest solutions as though they are the manager of the company described. These are to be written up using the assigned software for the course.

**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 understand the use of computers as decision tools, specifically they will be able to develop database applications using Access.
4. Students will develop a working knowledge of presentation software using Power Point.
5. Students will be able to apply knowledge from this course to solve problems with information systems.

**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.

**Course Policies:**

1. Attendance is mandatory. Students who unavoidable miss an occasional session or who are planning absences should utilize the class partner or work group approach to make-up the session. Only students who have used this approach should bring session questions to office hours for further clarification.
2. Success in this course requires substantial computer time. This time generally will fall outside of scheduled class time. There will occasionally be optional lab time. This may be during scheduled class hours, however it is not always possible to gain access to a computer lab during the scheduled class hours.
2. All assignments and cases must be on time and in acceptable format. Due dates are clearly indicated in the class schedule. Failure to complete assignments as assigned will hinder your progress in the course. Unacceptable assignments will be returned ungraded, and will subsequently be late. The late penalty is 10% of the possible points per class. Assignments will usually not be accepted after the final.
3. Acceptable assignments will:
  - a. Clearly indicate on the first page (no cover pages please):
 

Name \_\_\_\_\_  
 Class name Section and Meeting Time \_\_\_\_\_  
 Assignment Name and Number \_\_\_\_\_
  - b. Securely hold multiple pages together. (staple, paper clip, folder).  
NOTE: Folding corners is not acceptable.
  - c. Be submitted individually. DO NOT STAPLE MULTIPLE ASSIGNMENTS TOGETHER.
  - d. Cases are to be word-processed and free of errors, such as spelling, sentence run-on, fragmentation, subject-verb disagreement, missing punctuation, etc.
4. All examinations are to be taken on the scheduled dates. Makeup exams may not be given without prior approval or documentation of illness or other problem.

**Student Evaluation and Grading Policy:**

Item	Points
10 Homework Assignments @ 30 pts each	300
Midterm	150
Final	150
<b>TOTAL</b>	<b>600</b>

Final letter grades are assigned according to total points using a flexible scale. The final scale usually will fall near the following:

TOTAL POINTS	PERCENT	LETTER GRADE
540	90	A
480	80	B
420	70	C
360	60	