

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

**Course Title:** MIS370<sup>D</sup> - Business Microcomputer Applications

**Session:** Winter 1995, Block 1

**Section/Time:** D:11:00A-12:15P MW

**Instructor:** Kenneth D. Weeks

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**Office Hours:** 10:00A-11:00A MW; 11:00P-12:00P TR;  
& 6:30P-7:30P WR; or by appointment.

**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:**

1. O'Brien, James A. Management Information Systems: A Managerial End User Perspective (2nd ed.). Homewood, IL: Richard D. Irwin, 1993.
2. Morgan, James N. Application Cases in MIS: Using Spreadsheet and Database Software. Homewood, IL: Richard D. Irwin, 1993.
3. Ageloff, Roy. An Introduction to dBase IV Versions 1.5/2.0. Microcomputer Applications for Business Series. Cambridge, MA: Course Technology, Inc., 1993.

**NOTE:** The Ageloff text is available with or without a copy of the student version of dBase IV software.

4. 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 of real life cases and questions. Students are expected to read the text before coming to class and be prepared to contribute to a discussion of cases from the chapter. dBase IV will be demonstrated using the overhead projection system in the room. This may be supplemented by optional lab sessions. The course also includes cases which require 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 a word processor and in some cases will require a spreadsheet and/or database package for further analysis.

**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 spreadsheet applications as decisions aids.

4. Students will develop a working knowledge of a database package.
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. Success in this course requires substantial computer time. This time generally will fall outside of scheduled class time. There may occasionally be optional lab time. Lab time may be during scheduled class time, 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 week. Assignments are usually not accepted after the final exam.
3. Acceptable assignments will:
  - a. Clearly indicate student's name and assignment being submitted on the first page. NOTE: Consider a title page with student name and assignment description.
  - 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 typed (word-processor) and free of errors, such as spelling, sentence run-on, fragmentation, subject-verb agreement, 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:**

<u>Item</u>	<u>Points</u>
Morgan Application Cases (4 @ 25)	100
Written Case	50
dBase IV Case Problems (5 @ 20 Pts)	100
<u>Exams (3 @ 100 Pts)</u>	<u>300</u>
<b>TOTAL</b>	<b>550</b>

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

<u>TOTAL POINTS</u>	<u>PERCENT</u>	<u>LETTER GRADE</u>
495	90	A
440	80	B
385	70	C
330	60	D

**TENTATIVE COURSE SCHEDULE**

<u>DATE</u>	<u>TOPIC(S)</u>	<u>CHAPTER</u>	<u>ASSIGNMENT DUE</u>
(1/16)	HOLIDAY NO CLASS		
(1/18)	Introduction to Information Systems	1 (O)	
(1/23)	Managerial Overview: Computer Hardware	4 (O)	
(1/25)	Solving Business Problems with IS	3 (O)	
(1/30)	Using Systems Development Tools	A (O)	
	Developing Spreadsheets Applications	1 (M)	
(2/1)	Managerial Overview: Computer Software	5 (O)	
(2/6)	Managerial Overview: Telecommunications	6 (O)	3:Howard's p25(M)
(2/8)	<b>EXAM 1</b> [1,3,4,5,6,A,(O);1(M)]		
(2/13)	HOLIDAY NO CLASS		
(2/15)	Intro. to Database Concepts and dBase IV	1 (A)	6:Pt. Landes p42(M)
(2/20)	Managerial Overview: Database Management	7 (O)	
(2/22)	Creating a Database File Structure	2 (A)	10:Numismania p57(M)
(2/27)	End User Computing and Office Automation	8 (O)	
(3/1)	Keeping the Database Current	3 (A)	4.NBA dB56 (A)
(3/6)	Information Systems for Operations, etc.	2 (O)	
	Business Information Systems	12 (O)	
(3/8)	Transaction Processing and Reporting	9 (O)	4.NBA dB90 (A)
(3/13)	Managerial Decision Making	10 (O)	
(3/15)	<b>EXAM 2</b> [2,7,8,9,10,12(O); 1-3(A)]		
(3/20)	Querying the Database	4 (A)	
(3/22)	More Querying the Database	5 (A)	
(3/27)	Using the Report Generator	6 (A)	4.NBA dB133 (A)
(3/29)	A Systems Solution to a Case Study	B (O)	4.NBA dB175 (A)
(4/3)	Artificial Intelligence in Business	11 (O)	
(4/5)	Developing Database Applications	3 (M)	4.NBA dB214 (A)
(4/10)	Managing IT: Management and Planning	13 (O)	
(4/12)	Managing IT: Implementation and Control	14 (O)	Jeff. St. pC-2(O)
(4/17)	Managing IT: International and Ethical	15 (O)	
(4/19)	Dimensions		6:Teen Temp p120(M)
(4/24)	<b>EXAM 3</b> [11,13,14,15,B(O); 4-6(A); 3(M)]		
(4/26)	Course Review		

**NOTE:** (O)=O'Brien text, (M)=Morgan text, (A)=Ageloff dBase IV text.  
Assignment Due column indicates due dates for written assignments.

BACKGROUND QUESTIONNAIRE

This questionnaire is designed to:

- provide your instructor with some necessary administrative information, i.e. names, phone numbers, etc.
- provide your instructor with an idea of the degree of computer expertise possessed by the average student in this class.

Please answer the following questions:

1. NAME \_\_\_\_\_
2. SOCIAL SECURITY NUMBER \_\_\_\_\_
3. DAYTIME PHONE ( \_\_\_\_\_ ) \_\_\_\_\_  
EVENING PHONE ( \_\_\_\_\_ ) \_\_\_\_\_  
[Indicate preference if you desire].
4. MAJOR OR CONCENTRATION \_\_\_\_\_
5. YEAR IN SCHOOL \_\_\_\_\_
6. REASON FOR TAKING THIS COURSE.
7. WHAT DO YOU EXPECT TO GAIN FROM THIS COURSE.
8. HOW DID YOU FULFILL THE MIS301 REQUIREMENT? (i.e. when did you take MIS301 and who was your instructor, or what other course did you take and where {title or description please}).
9. OTHER EXPERIENCE WITH COMPUTERS.