

*MIS 370<sup>c</sup> - Management Information Systems  
Winter, 1997*

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**Office Hours:** TR 10:30 - 11:00 a.m., 3:15 - 4:30, Tuesdays 6:00 - 7:30 p.m.,  
and by appointment (Note: Please let me know when you will be coming  
during my office hours. While I am always on campus during my office hours, at  
times I am busy with other GSU duties. This may save a wasted trip.)

**Catalog Description:**

Provides an introduction to the use of computers in business and their use as a business resource in management of a businesses information. Includes hands-on experience with various microcomputer software packages and integration of these packages. Emphasis is on presentation and database software and advanced uses for word-processing and spreadsheets.

**Textbooks:** Cats-Baril, William, and Thompson, Ronald. Information Technology and Management, Irwin Publishing, Chicago, IL, 1997.

Shelly and Cashman, Netscapes Navigator, Course Technology, 1996.

Shelly and Cashman, Microsoft Office, Enhanced Version, Course Technology, 1997.

**Other Required Materials:**

At least five HD 3 1/2" diskettes formatted for the DOS (IBM). These are available in the bookstore or at any number of department stores such as WalMart, k-Mart, Best Buy, Office Max, etc.

**Expected Student Outcomes**

Upon completion of this course, the student will:

- Students will develop an end-user's perspective in the application of computer based information systems in today's business world.
- Students will understand how information systems should be designed and managed.
- Students will develop a working knowledge of several software packages and movement from one to another.
- 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.*

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## Manner of Instruction:

- Class discussion of text topics. Students are encouraged to ask questions related to the text...**ESPECIALLY** current and breaking events in the field. Students will pair up for the presentation of a textbook chapter. (Presentations worthy of an A must have multiple supporting references. However, multiple references does not guarantee a grade of A.)
- Software skills will be learned through in-class exercises. Expertise will be demonstrated with out-of-class assignments.

## Class Policies and General Educational Issues:

1. Attendance is mandatory. All students should pair-up with a classmate. If you are planning to be absent or have an unforeseen circumstance, contact your co-worker classmate first.
2. Success in this course requires substantial computer time. Most of this time will fall outside of class time. **Please plan on spending at least three hours per week outside of class working on assignments.**
3. Assignments must be on time and complete. Late assignments will lose points for tardiness and **WILL NOT BE ACCEPTED AFTER ONE WEEK PAST THE DUE DATE!**
3. Written assignments are to be free of spelling, punctuation, usage, and grammar errors. Written assignments should contain no faulty logic, awkward phrases or unclear remarks. Use Rightwriter, Grammatik, or similar product when in doubt. Have a fellow student proof your work before submitting it. **These types of errors indicate lack of knowledge of the software package.**
4. Incompletes will be for extenuating circumstances only and will be given only within University guidelines.
5. Sloppy or poorly presented assignments will be disposed of (or returned) without a grade.
6. **All assignments should have in the upper right hand corner:**
  - Your name
  - Class meeting time
  - Name or Number of assignment
7. Multiple pages must be securely held together. All labs provide staplers near the printers. (Paper clips and folders are also acceptable...folded corners are not.
8. All assignments must be submitted individually. **Do not staple multiple assignments together.**
9. Make-up exams will only be given with **PRIOR** approval or with **WRITTEN DOCUMENTATION** of illness or other problem.
10. All students will form pairs for the presentation of a chapter topic. Chapter topics will be chosen on a first-come first-serve basis. Missing your presentation will result in automatic failure of the course unless **DOCUMENTED** acceptable excuse is agreed upon with the instructor and substitute work can be found and completed.

## Grades and Evaluations:

<u>Item</u>	<u>Points</u>
Lab Assignments (10 @ 20 pts)	200
Presentation	100
Individual Project	50
Exams (3 @ 100 pts)	300
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	650

Final grades will be assigned according to total points using a flexible scale. This scale will consider total percentage of completion and demonstration of understanding.

**This syllabus is subject to change as the trimester progresses.**

***Tentative Schedule***

<b><i>WEEK</i></b>	<b><i>Topic</i></b>	<b><i>Assignment</i></b>
1	Introduction Introduction to Info Technology and Management	Chapter 1
2	Review of Windows, Use of Lab MS Word	
3	MS Excel Organizational Responsiveness	Chapter 2
4	Decision Making with Organizations Advanced Excel	Chapter 3
5	Organizational Communications Information Systems Concepts	Chapter 4 Chapter 5
6	<b>EXAM 1</b> MS PowerPoint	
7	MS PowerPoint Information Technology	Chapter 6
8	Information Resource Development MS PowerPoint	Chapter 7
9	Business Process Management MS Access	Chapter 8
10	Personal and Workgroup Productivity MS Access	Chapter 9
11	<b>EXAM 2</b> MS Access	
12	Competitive Uses of Information Technology MS Access	Chapter 10
13	Information Resource Management Advanced Software Topics	Chapter 11
14	Networks and Electronic Commerce Advanced Software Topics	Chapter 12
15	Information Technology and Society <b>EXAM 3</b>	Chapter 13