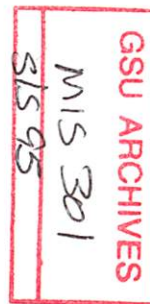


MIS 301 INTRODUCTION TO MANAGEMENT INFORMATION SYSTEMS

INSTRUCTOR: Prof. Donald Fricker

TRIMESTER:.....~~Fall 94~~. Summer 95.

PHONE: 1-(708)534-4948 **OFFICE NUMBER** C3355



OFFICE HOURS: MONDAY & WEDNESDAY 3:30 P.M. - 5:00 P.M. 6:30 P.M. - 7:30 P.M.

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

Description:

Provides an overview of business data processing and management information systems. Covers introductory concepts of computer technology, nature of computer application in business systems analysis techniques, and problem solving. Includes introduction to and use of Basic computer programming for business related problems. 3 credit hours.

Textbooks Required:

MICROCOMPUTER ESSENTIALS by Hutchinson and Sawyer
DOS 5.0
LOTUS 1-2-3 VER. 4
WORDPERFECT 5.1
BASIC PROGRAMMING
WINDOWS 3.1

Other Required Materials:

2 DS/DD diskettes for and IBM PC (if you don't have one, these are available from the bookstore)

Grades and Evaluation:

<i>Item</i>	<i>Points</i>
<i>Lab Assignments (12 @ 20 pts)</i>	<i>240</i>
<i>Quizzes (3 @ 50 pts.)</i>	<i>150</i>
<i>Final</i>	<i>75</i>
TOTAL	440

Final letter grades are assigned according total points using a flexible scale. This scale will consider total percentage of completion and class ranking.

PERFORMANCE OBJECTIVES:

Upon completion of this course the student will have:

- 1..an overview of the relevance of computers with specific reference to business applications.
- 2..studied the structure and basic elements of MIS.
- 3..an understanding of the role of microprocessors and microcomputers and each of the generations of computer development in the modern business environment.
- 4..studied the organization of computers, specific types of computers and the role of communication systems in the context of business data processing.
- 5..studied problem structuring approaches, especially program flow charting
- 6..studied the BASIC programming language, and will be familiar with important software programs in key business applications like word processing, spreadsheets, data bases and telecommunications.

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.

Manner of Instruction:

1. Lecture and class discussion of text topics. Students are encouraged to ask questions related to the chapters. esp. about current and breaking events in the field
2. Audio-visuals, student hands-on experience with exercises, problems and tests.
3. Computer assignments to illustrate the topics.

Class Policies and General Educational Issues:

1. Attendance is mandatory. If you are planning to be absent or have an unforeseen circumstance contact your co-worker classmate first.
2. Assignments must be on time and complete.
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 a similar product when in doubt. Have a fellow student proof your work before submitting it.

4. Incompletes are given only within University guidelines.

5. Any sloppy poorly presented assignments will be disposed of without a grade. All assignments should have in the upper right hand corner.

Your Name:

Class Meeting Time:

Name or Number of Assignment:

In class, follow along with your instructor and underscore the salient points in the textbook. Write marginal notes during class lectures and discussions, and give attention to the topics covered by your instructors.

TENTATIVE COURSE SCHEDULE

<u>DATE</u>	<u>TOPIC(S)</u>	<u>CHAPTER</u>	<u>ASSIGNMENT</u>	<u>DUE</u>
(7/07)	Introduction to Course			
(7/12)	Microcomputers: Power tools..... Input Hardware	1 (H&S) 2 (H&S)		
(7/14)	Processing Hardware Storage Hardware Output Hardware	3 (H&S) 4 (H&S) 5 (H&S)		
(7/19)	DOS 5.0 E-mail demo			
(7/21)	QUIZ 1 [1,2,3]		DOS Assignment 1 E-mail Assignment 2	
(7/26)	Wordperfect Introduction			
(7/28)	Wordperfect Advanced Lecture		Assignment 3 WP p. 38 #5,6 p. 70 #3,7,10	
(8/2)	Applications Software	6 (H&S)	Assignment 4 WP p. 99 #5 p. 134 #5	
(8/4)	QUIZ 2 [4,5,6]		Assignment 5 WP p. 171 #1,3,4	
(8/9)	Systems Software Communications and Networking Fundamentals Introduction to Lotus	7 (H&S) 8 (H&S)		
(8/11)	Advanced Lotus		Assignment 6 Lotus p. 64 #1,4,5 p. 103#2,3,5	
(8/16)	Basic Lecture		Assignment 7 Lotus p. 146 #3,5 pri	
(8/18)	QUIZ 3 [7,8]		Assignment 8 Lotus p. 185 #4 print p. 211 #2,4	
(8/23)	Homework Session		Assignment 9 Basic Program	
(8/25)	FINAL EXAM COMPREHSNSIVE		Assignment 10 Basic Program	

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