

MIS 330
WALL

MIS 301
Basics of Information Technology
Governors State University

GSU ARCHIVES
MIS 301
F 2000

Fall 2000

Office Phone

Contact Student Services or Regenia Nobles in College of
Business 534-5000

Instructor

Kelli M. Wall

Course Credit

3 Hours

Course Description: This course will provide an introduction to the use of computers in business data processing including introductory concepts of computer technology. This will include hands-on experience with four Microsoft® applications: Word, Excel, PowerPoint & Access.

Textbooks: As described in the catalog, along with a minimum of 4 high-density 3 ½" preformatted diskettes. Students need to bring these to all class periods, including exam days. This course is designed so that students will learn the necessity of application orientation and the integration of Management Information Systems in the workplace.

Manner of Instruction: The Socratic method will be employed during lectures and hands-on training: this ensures students' success when working in the classroom and in future job situations.

Additional information

1. Pair up with a partner and exchange numbers to ask questions.
2. Attendance is mandatory to absorb the majority of the material. Class pace is accelerated and does not allow any time away from class. If you are late, see the instructor since attendance is taken at the beginning of class. Each class period missed will result in a reduction of 40 pts.
3. Missed exams and/or late homework are not accepted unless there is an illness (documented by a doctor), or a death in the family (Mass card necessary). Work-related travel is also a valid excuse with proper documentation. The instructor must be notified **before** these events occur, or credit is not awarded.
4. This course does allow for some class time to complete projects, however, the student may expect to spend several hours in the computer lab following the lectures and homework will not be completed during the lecture time period.
5. Purchase a lightweight folder for all coursework. The student's name and course title should appear outside the folder, and the completed work should be placed chronologically inside and

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is due at the assigned deadline along with a disk labeled with the student's name, course number and application.

6. Cheating will not be tolerated, excused or given any additional chances. Copying of assignments will result in handling according to the University's rules of conduct.

Assignments and Point Assignment:

Week	Discovering Computers	Office 2000	Labs
Week 1	1	Word	1.60, 1.61, 1.62
Week 2	2	Word	2.57 & 3.63**
Week 3	3	Excel	1.62
Week 4	Exam 1	Exam 1	Exam 1
Week 5	4	Excel	2.69
Week 6	5	Excel	3.70
Week 7	Exam 2	Exam 2	Exam 2
Week 8	6	PowerPoint	1.72 & 2.63
Week 9	Lab Day	Lab Day	Lab Day
Week 10	Exam 3	Exam 3	Exam 3
Week 11	7	Access	1.59
Week 12		Access	2.46
Week 13		Access	3.55
Week 14	PowerPoint	Presentations	
Week 15	Exam 4	Exam 4	Exam 4

Will count as participation

Each project is worth 50 pts. each for a total of 550 pts.

Each exam is worth 100 pts. each for a total of 300 pts.

PowerPoint Presentation is worth 100 pts.

Attendance and Participation is worth 50 pts.

900-1000 = A

800-899 = B

700-799 = C

600-699 = D

Word Projects Due: September 20

Excel Projects Due: October 11

PowerPoint Projects Due: November 1

Access Projects Due: December 6