

GOVERNORS STATE UNIVERSITY
College of Business and Public Administration

Course Title: MIS370 - Business Microcomputer Applications

Session: Fall 1995, Block 1

Section/Time: D:9:30A-10:45A TR

Instructor: Kenneth D. Weeks

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Office Hours: 11:00P-12:00P TR;& 6:30P-7:30P TW; 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. Reynolds, George W. Information Systems for Managers (3rd ed.). Minneapolis/St. Paul: West Publishing Company, 1995.
2. Schultz, Gregory. Microsoft Access 2.0 for Windows: Illustrated. Cambridge, MA: Course Technology, Inc. 1994.
3. Beskeen, David W. and Steven M. Johnson. Microsoft PowerPoint 4.0 for Windows: Illustrated (Brief Edition). Cambridge, MA: Course Technology, Inc., 1995.

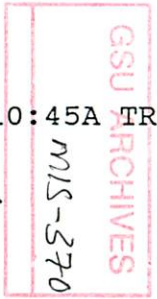
Suggested:

1. Ernst, Warren. Using Netscape. Indianapolis, IN: Que Corporation, 1995.
2. You will also need blank diskettes to use as data disks. I suggest 3.5" HD.

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. Access 2.0 and PowerPoint will first be demonstrated using the projection system in the room. This will be followed by lab sessions.

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 will be some lab time during class hours but this time will generally not be sufficient to complete the homework assignments.
2. Assignments and cases should be on time and must be in an 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. 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. Any written 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>
Access 2.0 Applications Review (6 @ 25)	150
Power Point Applications Review (3 @ 25)	75
Spreadsheet Application Case	25
Systems Analysis Case	50
<u>Exams (3 @ 100 Pts)</u>	<u>300</u>
TOTAL	600

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>
540	90	A
480	80	B
420	70	C
360	60	D

TENTATIVE COURSE SCHEDULE

<u>DATE</u>	<u>TOPIC(S)</u>	<u>CHAPTER</u>	<u>ASSIGNMENT</u>	<u>DUE</u>
(9/5)	Management and Information Technology	1 (T)		
(9/7)	Computer Hardware - Trends and Issues	2 (T)		
(9/12)	Computer Software - Trends and Issues	3 (T)		
(9/14)	Working with Windows	W (A)		
	Getting Started with MS PowerPoint 4.0	1 (P)		
(9/19)	Data Communications and Networks	4 (T)		
(9/21)	Creating a Presentation	2 (P)		
	Creating a DSS with Spreadsheets			
(9/26)	Data Management	5 (T)		
(9/28)	Modifying a Presentation	3 (P)	2 (P)	
(10/3)	EXAM 1 [1,2,3,4,5(T);1,2(P)]			
(10/5)	Enhancing a Presentation	4 (P)	3 (P)	
(10/10)	Transaction Processing and Management Reporting Systems	6 (T)		
(10/12)	Getting Started with MS Access 2.0	1 (A)	4 (P)	
(10/17)	Decision Support and Expert Systems	7 (T)		
(10/19)	Building a Database	2 (A)	Spreadsheet (H)	
(10/24)	Office Automation	8 (T)		
(10/26)	Changing Table Design	3 (A)	2 (A)	
(10/31)	Information Engineering	9 (T)		
(11/2)	Working with Records	4 (A)	3 (A)	
(11/7)	EXAM 2 [6,7,8,9,(T); 3,4(P); 1,2,3(A)]			
(11/9)	Managing Data with Forms	5 (A)	4 (A)	
(11/14)	Information Technology Planning	10 (T)		
(11/16)	Retrieving Data	6 (A)	5 (A)	
(11/21)	Design, Construction, and Maintenance	11 (T)		
(11/28)	Acquiring Info. Technology Resources	12 (T)		
(11/30)	Presenting Data	7 (A)	6 (A)	
(12/5)	End-User Computing	13 (T)		
(12/7)	Computer Security and Disaster Planning	14 (T)	7 (A)	
(12/12)	EXAM 3 [10,11,12,13,14(T); 4-7(A)]			Written Case (H)
(12/14)	Course Review			

NOTE: (T)=Text by Reynolds, (P)=PowerPoint text, (A)=Access text, (H)=Class Handout. 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 (if other than required).
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.