

GOVERNORS STATE UNIVERSITY  
College of Business and Public Administration

Course Title: MIS301<sup>A</sup> Introduction to Management Information Systems

Session: Fall 1995

Section/Time: B 2:00-03:15 p M-W  
C 7:30-10:20 p M  
A 12:30-01:45 p M-W

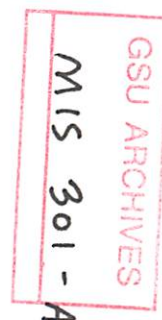
Credit Hours: Three

Prerequisite: None

Instructor: Prof. Donald Fricker

Office: C3355

PHONE-Office: (708) 534-4948 voicemail available please leave a message.  
PHONE-home: (312) 472-1133 if you are experiencing an emergency.  
E-Mail: GBP71@BGU.EDU



I check my voicemail and E-mail on a daily basis. Voicemail is a good way to get in contact with me. E-mail is a good way to clarify class questions and assignments without having to play telephone tag. I can respond at any time and you can receive your response at any time.

Office Hours: 3:20-4:50 A 6:30-7:20p M  
7:00-7:20p T  
3:20-4:20p W  
12:00-12:50p S or by appointment.

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

Catalog Description: Provides an introduction to the use of computers in business data processing, including introductory concepts of computer technology. Includes hands-on experience with various microcomputer software packages, focusing on student use of operating systems, electronic spreadsheet, communications, word-processing, and graphics software.

Textbooks:

Shelly Cashman Series, Custom Edition, Windows 3.1, Wordperfect for Windows, Lotus 5.0, 1995.  
Sawyer, Williams, and Hutchinson, Using Information Technology, Irwin, 1995.  
Shelly, Cashman, and Jordan, Netscape Navigator, Boyd and Fraser, 1996.

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 in questions and answer format. Students are expected to read the text before coming to class and be prepared to contribute. This will be supplemented by lab sessions which are used for homework completion.

Objectives:

1. Students will develop the ability to self-train and become self-reliant in computing and computer information systems in today's business world.

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2. Students will understand the use of computers as decision tools, specifically they will be able to develop spreadsheet applications as decisions aids using Lotus 5.
3. Students will develop a working knowledge of Windows.
4. Students will learn about the Internet via. Netscapes and Pine.
5. Students will learn wordprocessing via. Wordperfect 6.
6. 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. Attendance is mandatory. Students who unavoidable miss an occasional session or who are planning absences should utilize the class partner or work group approach to make-up the session. Only students who have used this approach should bring session questions to office hours for further clarification.
2. Success in this course requires substantial computer time. As much time as possible will be dedicated to computer lab homework time. This will be during scheduled class hours, however it is not always possible to complete assignments during this time and optional homework time should be included in your schedule.
3. All assignments must be on time and complete 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. The late penalty is 10% of the possible points per class. Assignments will usually not be accepted after the final.
4. Acceptable assignments will:
  - a. Clearly indicate on the first page (no cover pages please):

Name \_\_\_\_\_  
Class Name Section and Meeting Time \_\_\_\_\_  
Assignment Name and Number \_\_\_\_\_  
Page Number from Text \_\_\_\_\_

Please use a highlighter to show the steps in your work. Print when your book assigns you to or when the instructor calls for specific printouts.

- b. Securely fasten multiple pages together. (staple, paper clip, folder).  
NOTE: Folding corners is not acceptable.
- c. Submit individually. DO NOT STAPLE MULTIPLE ASSIGNMENTS TOGETHER.
- d. Any original writing should be word-processed free of errors, such as spelling, sentence run-on, fragmentation, subject-verb disagreement, missing punctuation, unclear thoughts or awkward logic etc.

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- e. Homework assignments not meeting the acceptable criteria will be returned ungraded the first time with comments. After one warning homework not meeting the acceptable criteria will be disposed of with no grade and no further comments.
5. All quizzes and examinations are to be taken on the scheduled dates. Makeup quizzes and exams will not be given without prior approval or documentation of illness or other problem.
6. Incomplete grades will be given only within University guidelines. And further.....
  - a. The student must be passing when the request is made.
  - b. An unforeseen and unavoidable circumstance prevents the student from finishing before the end of the semester.
  - c. The student meets with the faculty member and gives a statement in writing agreeing to the conditions of the incomplete and the make-up and grading procedures along with a dated schedule for completion of the course.

### Student Evaluation and Grading Policy:

Item	Points
Midterm	100
Final	100
10 home work assignments	
@ 25 pts each	250
11 Study Logs	
@ 2 pts each	22
9 Quizzes	
@ 15 pts each	135
<b>TOTAL</b>	<b>607</b>

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

TOTAL POINTS	PERCENT	LETTER GRADE
540	90	A
480	80	B
420	70	C
360	60	D

below this point failing grades are assigned.



## Tentative Schedule for MIS 301 W'96 Page-2

		Lecture on Readings
___/___/___	16	Lecture on E-mail
___/___/___	17	Lab Assignment 6 E-Mail
___/___/___	18	Lab Assignment 7 Netscapes Read READ Williams Et. al Chap. 5
___/___/___	19	Lecture on Readings
___/___/___	20	Lecture on Read Lotus 1 - 127 Advanced Assignment Research and Approval one page memo due for signature and return
___/___/___	21	Quiz 5 READ Williams Et. al Chap. 6
___/___/___	22	Lecture on Readings Lab Assignment 8 L 127 Comp. Ex. 1 Read Lotus 134 - 261 READ Williams Et. al Chap. 7
___/___/___	23	Quiz 6 READ Williams Et. al Chap. 8
___/___/___	24	Quiz 7 Lecture on Readings Lab Assignment 9 L 202 Comp. Ex. 1 L 261 Comp. Ex. 1 READ Williams Et. al Chap. 9
___/___/___	25	Quiz 8 Lecture on Readings
___/___/___	26	Quiz 9
___/___/___	27	Independent Lab Work
___/___/___	28	Independent Lab Work
___/___/___	29	Advanced Assignment due
___/___/___	30	Final covering Chaps. 4-9 of Williams

\* student keeps track of dates with instructor to make a more flexible schedule.

\*\* sessions are intended to last about an hour and fifteen minutes

\*\*\* assignments are usually due the period after lab unless prior approval has been given for more work time.