



COURSE TITLE : **MANAGEMENT OF INFORMATION SYSTEMS 1**

COURSE NUMBER : MIS 110

CREDITS : 3

PREREQUISITE : NONE

ECTS CREDITS : 6

OFFERED : FALL

SEMESTER HOURS : 45

**COURSE DESCRIPTION & OBJECTIVES :**

This course will emphasize the use of computers in office work, problem solving and the preparation of documents. This requires an ability to know which applications can be best applied to which problems, as well as the ability to learn and implement new software packages. The course will introduce computer hardware, user's interface WINDOWS 98/2000 and applications software such as WORDPROCESSING and SPREADSHEETS. The classes will take place in a computer laboratory where each student will have an access to a PC.

**INSTRUCTIONAL METHODOLOGY :**

Most of the computer work will be presented in tutorials of various styles so that after this course the student should feel confident in learning any business application software through self-tutorial. At the end of the course, the students should be able to type their reports/projects and present them in a professional manner. Problem solving will be practiced in the assignments throughout the course. Will be dealt with in class :

- the Keyboard; WINDOWS 2000
- Word – General Formating, Pre-defined styles, Creating styles, Levels, Automatic summary, Mail Merge, Plan, etc.
- Excel – Simple Calculations, Addressing Cells & Intervals, Formulas, Graphs, Pivot Tables, etc.
- Embedding Excel into Word . Report writing.

TEXT : **Microsoft Office 2007 Plus**, Grauer et al, 7<sup>th</sup> Ed., Pearson

**EVALUATION :**

The final grade will be made up of class exercises and quizzes (30%), a mid-term test (30%) and a final examination (40%).