



COURSE TITLE : **MANAGEMENT OF INFORMATION SYSTEMS 2**

COURSE NUMBER : MIS 120

CREDITS : 3

PREREQUISITE : MIS 110

ECTS CREDITS : 6

OFFERED : SPRING

SEMESTER HOURS : 45

**COURSE DESCRIPTION & OBJECTIVES :**

This is a continuation of the 1st semester's course. Students will master the ability to learn and implement new software packages. They will become experienced users of such products as EXCEL, POWERPOINT, and ACCESS. The purpose of this course is to help prepare future managers to provide leadership in managing the use of information system technology. 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. Problem solving will be practiced in the assignments throughout the course. Will be dealt with in class :

- advanced EXCEL (sophisticated formulae, Pivot tables, programming in Visual Basic, graphs)
- the management perspective of information systems
- Microsoft ACCESS– overview ; designing, creating & changing a database
- ACCESS – creating table relationships, adding/sorting data, retrieving data
- ACCESS – building screen forms, creating reports ; linking an access database to a Word document
- Finishing a case study report using the above techniques
- 

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

**EVALUATION :**

The final grade will be made up of class participation & exercises (60%) and a final project (40%).