

**School of Business**

**Department of Management & HRM**

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| **Course Name:**  | **Introduction to Computers** |
| **Course Code** **& Section No:** | **MIS 105** |
| **Semester:** | **Fall 2014** |

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| Instructor & Department Information  |
| 1. **Instructor Name:**
 | **Mirza M. Ferdous (MzF)** |
| 1. **T**
 | NAC 972 |
| 1. **Office Hours:**
 | *will be discussed in class* |
| 1. **Office Phone:**
 | 1757 |
| 1. **Email Address:**
 | mferdous@northsouth.edu mirzamferdous@gmail.com  |
| 1. **Department:**
 | Accounting & Finance |
| 1. **Links:**
 | **Course Website: www.mzfsir.weebly.com**North South University Website: <http://www.northsouth.edu>School of Business Website: http://www.northsouth.edu/academic/sob/ |

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| Course & Section Information  |
| **Class Time & Location** |  |
| **Course Prerequisite(s)** | ENG 103/105, BUS 101, BUS 251 |
| **Course Credit Hours** | 3:0 |
| **Course Description** | This course will give you a basic understanding of how Information Technology is implemented in modern business. You will learn about the functions of computer systems, and the relationships between the different types of IT environments, computer hardware, software, and end users. Additionally, this course will provide you with an overview of micro-computer and database operating systems, e-commerce, and the societal impacts of information technology. You will also learn the basics of popular business application software and networking. |
| **Course Objectives** | * To identify the relationships between businesses & technology
* To have a working knowledge of the different types of software
* To learn how to use MS. Excel
* To have the necessary skills required to create websites
* To understand the principles of computer hardware/architecture
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| **Student Learning Outcomes** | Upon the successful completion of this course, a student will be able to: 1. Demonstrate effective written and oral communications skills (assignments & interview)
2. Work effectively in teams (assignments & project)
3. The ability to appreciate a global perspective of technology
4. A thorough understanding of the types of software and the software markets
5. The ability to use Ms. Excel
6. The ability to create a website and understand the principles behind commercial web design.
7. The ability to identify hardware components, their functions and their adequacy in terms of business activities.
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| Learning Resources And Textbook(s)  |

**Text Book(s)**

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| **Author**  | **Title**  | **Edition & Year** | **Publisher** | **ISBN** |
| Capron,H.L., Johnson,J.A | Computers, Tools for an Information Age | Latest edition | Prentice Hall |  |

**Others (Reference Books, CD ROMS, DVDs, e-Library, Internet, Articles, …)**

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| ***Resource Type*** | ***Description***  | ***Type*** | ***Comments*** |
| 1. Internet
2. Faculty website
 | Business news and information***www.mzfsir.weebly.com*** |  | For research purposes (for assignments, group project)All of the lectures, assignments, notices etc. will be available on the website. It will be our primary means of communication throughout the semester. |

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| Teaching Strategy  |

* **Lectures** **-** Every lecture will have a chapter reference in your textbook. Additional lecture materials will be provided through handouts and web-references. You are encouraged to take notes in class.
* **Labs -** Instruction handouts will be provided for lab classes. All students are required to bring a USB flash drive to lab class.
* **Assignments -** Students will need internet access to complete certain take home assignments. Assignments will mostly involve case studies discussed in class. Certain assignments will be followed by in-class multimedia presentations.
* **Project -** There will be a group project for this class. The project will include a group presentation. I will discuss the specific guidelines for the project and presentation in class. The project submission date will be announced in class.
* **Exams -** The lecture-quiz schedule will be announced in class and the lab-quiz schedule will be announced in lab class 1 week prior to the first quiz date. Please refer to the course schedule for additional exam information.

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| Assessment Strategy and Grading Scheme |
| **Grading tool** | **PERCENTAGE** |
| QUIZ (TOTAL 3) | 10% |
| ASSIGNMENTS (TOTAL 3) | 10% |
| MIDTERM 1 | 15% |
| MIDTERM 2 | 15% |
| FINAL EXAM | 20% |
| GROUP PROJECT | 10% |
| INTERVIEW | 10% |
| ATTENDANCE & PARTICIPATION | 10% |
| **TOTAL** | **100%** |

*\*\*THE SCHEDULE FOR QUIZZES, ASSIGNMENTS, MIDTERMS WILL BE AVAILABLE ON THE WEBSITE\*\**

Please Refer to NSU Student Handbook, Section: “Grading Policy”

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| Classroom Rules of Conduct |
| * Come to class on time – I will deduct participation points for students coming late to class.
* Put your mobile phones on vibrate during classes, if you have to take a call, please leave the classroom. If you phone rings in class, you will loose class-performance points.
* Class performance points will also be based on class participation- I encourage cooperative learning, so please share your ideas and ask/answer questions. Furthermore, your behavior in the classroom will contribute to your class performance points.
* All students are required to bring some sort of USB mass storage device to class and labs with them-I suggest a generic flash/jump drive.
* There will be no make-up quizzes, if you miss a quiz, you will not be allowed a make up quiz. However, under certain circumstances a quiz can be made up with an extra take-home assignment.
* If you miss a mid-term exam, your make-up will be decided comprehensively with the next exam.
* Any form of cheating, plagiarism, and disruptive behavior will result in an F. Please consult the NSU standard policy for students for specific information on this.

**Academic Integrity Policy:** School of Business does not tolerate academic dishonesty by its students. At minimum, students must not be involved in cheating, copyright infringement, submitting the same work in multiple courses, significant collaboration with other individuals outside of sanctioned group activities, and fabrications.Students are advised that violations of the Student Integrity Code will be treated seriously, with special attention given to repeated offences. Please Refer to NSU Student Handbook, Sections: “Disciplinary Actions” and “Procedures and Guidelines”. |
| **Late Assignment Policy**  |  |
| Promptness is a highly valued attribute in the workplace. Employees are expected to plan ahead to meet deadlines. Managers reprimand or terminate employees who are repeatedly late in submitting assignments. In this course – late assignments will not be accepted. |

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| **Group ProjectS Policy**  |  |
| Each group (between 2-6 students) will submit a final report and will face an interview regarding their project at the end of the semester. More details about the structure, components, time and criteria for assessment of the project will be discussed in class. |

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| Exams & Make Up Policy |
| In order to complete the course, students must submit all the required assignments and sit for the exams. Make-up exams are not given unless there is a major circumstance preventing the student from sitting in the exam (official material evidence is required). The timing of the make-up is to be fixed with the instructor of the course if granted. Cell phones are prohibited in exam sessions.  |

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| Attendance Policy |
| Students are required and expected to attend all classes and participate in class discussions. North South University mandates to fail students who are absent 25% or more from their classes, even if such absences are excusable. Please Refer to NSU Student Handbook, Section: “Study Principles and Policies”  |
| Communication Policy |
| All communications should take place using the instructor’s email. Students will need to refer to the website ([www.mzfsir.weebly.com](http://www.mzfsir.weebly.com)) for lectures, dates, and notices. It is the student’s responsibility to be aware of any announcements made via the website. |

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| Appropriate Use Policy |
| All members of the North South University community must use electronic communications in a responsible manner. The University may restrict the use of its computers and network systems for electronic communications subject to violations of university policies/codes or local laws or national laws. Also, the university reserves the right to limit access to its networks through university-owned or other computers, and to remove or limit access to material posted on university-owned computers.  |

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| Students With Special Needs |
|  North South University will provide educational opportunities that ensure fair, appropriate and reasonable accommodation to students who have disabilities/special needs that may affect their ability to participate in course activities or meet course requirements. Students with disabilities are encouraged to contact their instructors to ensure that their needs are met. The University through its Special Need section will exert all efforts to accommodate special needs. Special Needs SectionTelephones: Location: Email: Please Refer to NSU Student Handbook, Section: “Special Needs Services”  |

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| Students Support and Learning Resources |
| 1. SOB-Learning Center:
2. The University Student Learning Support Center (SLSC): These centers provide academic support services to students at NSU. The SLSC is a supportive environment where students can seek assistance with academic coursework, writing assignments, transitioning to college academic life, and other academic issues. SLSC programs include: Peer Tutoring, the Writing Lab, Writing Workshops, and Academic Success Workshops. Students may also seek confidential academic counseling from the professional staff at the Center.

Students Learning & Support Center (SLSC)Tel: Fax: Location: E-mail: Please Refer to NSU Student Handbook, Section: “Student Leaning Support Center”  |
| Students Complaints Policy |
| Students at North South University have the right to pursue complaints related to faculty, staff, and other students.  The nature of the complaints may be either academic or non-academic.  For more information about the policy and processes related to this policy, you may refer to the students’ handbook.  |

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| Course Contents &Schedule |   |

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| **No** | **Topic** | **Date/week** | **اChapter/Assignment** |
|  | Hardware and software basic concepts |  |  |
| ***QUIZ 1*** |
|  | Types of computer systems |  |  |
|  | The internet & other networks – basics |  |  |
|  | Software market & applications software |  |  |
|  | Systems software |  | ***ASSIGNMENT 1*** |
| ***MIDTERM 1*** |
|  | Introduction to Ms. Excel & web design concepts |  |  |
| ***QUIZ 2*** |
|  | Basics to logical statements in Excel |  |  |
|  | Stats & lookups in Excel |  |  |
|  | Web design principles – Concept, content |  |  |
|  | Graphs & charts in Excel and website design |  | ***ASSIGNMENT 2 & ASSIGNMENT 3*** |
| ***MIDTERM 2*** |
|  | Hardware basics (computer systems) |  |  |
|  | Hardware basics (devices) |  |  |
| ***QUIZ 3*** |
|   |  |  |  |
| ***FINAL EXAM*** |
| ***GROUP PROJECT & INTERVIEW*** |

Note: The instructor reserves the right to make changes to the syllabus if necessary.