



MIS 201 Lab

Principles of Management Information Systems

First Semester 1437

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Course description: This course is designed to help business programs' students to develop and sharpen working skills in using related latest software applications and information technology tools. In this course, students will learn how to use the advanced features of Microsoft Excel, Access, Microsoft Project, EndNote, Table of Content necessary for development of large-scale information systems and documentation.

Learning outcomes: By the end of the course the students will acquire working skills for collecting, analysing, managing and using data, review basic and gain advanced knowledge of the applications. Students will explore the tools and techniques associated with the process of management information systems that align with organizational demands and needs.

After completing the course, students will be expected to be able to:

- Use spreadsheet software to collect, manage and analyse data.
- Build databases using MS Access, forms and reports, use queries to filter data.
- Use EndNote, Table of Content and Microsoft Word together to manage the content and format in-text citations and create bibliographies.
- Define the scope of a project and develop the project plan; apply routine project management techniques, use Gantt charts to present the activities of a project and analyse project management decisions in practice.
- Apply creative thinking and problem-solving skills to design and implement solutions.

Outline:

Weeks	Topics	Points
2-4	Spreadsheets: <ul style="list-style-type: none">• Functions(SUM , SUMIF, SUMIFS,COUNT, COUNTIF,COUNTIFS, COUNTA, COUNTBLANK AVERAGE, AVERAGEIF)• Sorting Data• Filtering Data• Data Form• Data Validation• IF Function and nested IF• PivotTables and PivotCharts Quiz 1	4
5-7	Databases: <ul style="list-style-type: none">• Creating a database;• Creating a query, form, report; Quiz 2	4
8	Table of Content: <ul style="list-style-type: none">• Creating a Table of Contents by Microsoft Word.• Updating a Table of Contents.	3
9	EndNote: <ul style="list-style-type: none">• Managing references when writing essays and articles.	
10-12	MS Project Management: <ul style="list-style-type: none">• Designed to assist a project manager in developing a plan, assigning resources to tasks, tracking progress, managing the budget, and analyzing workloads. Quiz 3	4
Total		15

References:

1. Microsoft® Office 2013: Post Advanced, 1st Edition, Misty E. Vermaat, Cengage Learning, 2014, ISBN-10: 1-285-16639-6, ISBN-13: 978-1-285-16639-1
2. Microsoft Excel 2013 Step by Step, Curtis D. Frye, 2013 Microsoft Press ISBN: 978-0-73566-939-0
3. The Companion Website provides additional resources that might be helpful to students, and it can be accessed at <http://www.prenhall.com/>.
4. <http://www.free-training-tutorial.com/>
5. <http://endnote.com/training>