**MIS 201**

**Principles of Management Information Systems**

**Practical**

**Second Semester 1435/1436**

**Course Syllabus**

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| **Instructor:** | Rayed alharbi | **Instructor Title** | Teaching Assistant |
| **Office:** |  | **Phone:** |  |
| **Section#:** |  | **Location** | MIS DEP. |
| **Office Hours:** | Monday, Wednesday: 10-11 | **Email:** | Rn-1177@hotmail.com |

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| **Weeks** | **Topics** | **Points** |
| 1-5 | **Spreadsheets:**   * Creating a worksheet; * Performing calculations and using functions(); * Creating an appropriate chart; * What-if analysis; * Using spreadsheet to filter data based on several criteria, find specific information; * Analyzing financial performance using spreadsheets; * Using presentation SW to summarize analysis of performance for management. | 6 |
| 6-10 | **Database:**   * Create a database; * Search a database for information; * Creating a query, form, report; * Redesigning database (adding new relevant information, deleting fields.) | 6 |
| 11-13 | **Web Design/Project:**   * Learn how to work with FrontPage program . * Creating a simple website. | 3 |