**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 |