

**College of Micronesia-FSM
P.O. Box 159
Kolonias, Pohnpei FM 96941**

Course Outline Cover Page

Business Information Systems
Course Title

IS 260
Department and Number

Course Description:

The purpose of this course program is to provide practical training in the industry. The students will spend four weeks in the classroom learning about the general expectations in any data-processing organization and then they spend twelve weeks gaining training in one of the selected internship sites.

Course Prepared by: Business Division **State** Pohnpei-national campus

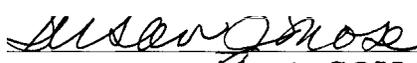
	Hours per Week		No. of Week		Total Hours		Semester Credits
Lecture	3	x	16	=	48/16	=	3
Laboratory	_____	x	_____	=	_____	=	_____
Workshop	_____	x	_____	=	_____	=	_____
Total Semester Credits =							3

Purpose of Course: Degree Requirement _____
 Degree Elective _____
 Certificate _____
 Remedial _____
 Other (workshop) _____

Prerequisite Course(s): IS 220 and IS 230. IS 240 or concurrently with permission of the instructor.

SPENSIN JAMES
Signature, Chairperson, Curriculum Committee

9/9/99
Date Approved by Committee


ident, COM-FSM

9/10/99
Date Approved by President

College of Micronesia – FSM
IS 260
Business Information Systems
Course Outline

A. General Objectives

The purpose of this ~~internship course program is to provide practical training in the industry.~~ The students will spend ~~4 weeks~~ in the classroom learning about the general expectations in any data-processing organization ~~and then they spend 12 weeks gaining training in one of the selected internship sites.~~ (needs to be re-written)!

B. Specific Objectives

By the end of the course, the student will be able to: (needs to be expanded!)

1. Describe the Principles of Business Data processing.
2. Demonstrate the importance of control guidelines.
3. Describe the different stages of operations.
4. Describe how to document, analyze errors and correct errors
5. Demonstrate the importance of Backup.
6. Show familiarity with disaster/recovery management
7. Show how to update the master files and print reports.
8. Express the importance of coordination with various other departments.
9. Demonstrate the importance of security considerations.
10. Develop an understanding of the significance of reliability, accuracy, correctness and completeness of data.

C. Textbook:

Management Information Systems, 8 edition, Raymond McLeod, Jr, Southwestern Publishing, 2001.

D. Methods of Instruction:

Lecture (and demonstration for 4 weeks and working at outside organizations for 12 weeks.)

E. Course Content:

- I. Introduction to Business Data processing
- II. Duties and responsibilities of various computer staff
- III. Acquiring information for operation and programming
- IV. Error analysis
- V. Documenting the events in a log
- VI. Backup procedure
- VII. Data-entry and verification of data
- VIII. Processing and update verification
- IX. Control guidelines
- X. Report presentations
- XI. Understanding the importance of correctness and completeness of data.
- XII. Disaster/recovery management
- XIII. Ethical Implications of Information Technology
- XIV. The General System model of the firm
- XV. The Systems Approach
- XVI. The Database Management System
- XVII. The Accounting Information System
- XVIII. The Management Information System
- XIX. Decision Support Systems

E. Evaluation:

Grades will be assigned based on the following percentage of total points received from assignments, quizzes, and the mid-term and final exam.

A.....	90% to 100%
B.....	80% to 90%
C.....	70% to 80%
D.....	60% to 70%
F.....	59% and below

F. Attendance Policy:

The standard COM-FSM Attendance Policy will apply to this course.