

Xavier University

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Management Information Systems Syllabi

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## 220 Management of Information Technology

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## **COURSE MODULES**

This course consists of 5 separate modules:

- Hardware/software (includes Data Communications & Security Issues)
- Internet and Web Development & Ecommerce (includes ethical issues related to the Internet)
- IT in Organizations (includes System Development & Integration, Business Intelligence, and IT careers)
- Database and Microsoft Access
- Microsoft Excel Problem Solving

Each module will be “self-contained” and will be assessed independently from the other modules. See the evaluations section of this syllabus for details on the grading procedure.

## **BACKGROUND REQUIREMENTS**

We will use Blackboard for the course learning material discussion, lab assignments and for turning in assignments. All resources, documents, exams, and assignments will be conducted electronically. All assignments will be submitted through Blackboard.

It is important that you have ready access to a computer with an Internet connection and that you can effectively transfer files to your out-of-class work environment. File transfers will primarily be accomplished through the Xavier network disk space available to students as implemented in INFO120.

**Prerequisites:** It is assumed that students have a working knowledge of basic file management, word processing, and presentation graphics (PowerPoint) skills. Projects will include discussion, hardware applications, software applications (Programming and Web Site Development), as well as an introduction to Microsoft Access and advanced Excel exercises. Emphasis will be using Excel to solve basic business problems, and you are expected to have a working knowledge of Excel basics coming into the course, along with the Computer-based Training software from INFO120. Excel projects will extend from the projects in INFO120

## **TEAMWORK AND PARTICIPATION**

Some amount of class time will be devoted to team and individual projects. Class and team participation in these projects is critical to a successful learning experience and will be reflected in the Projects and Assignments portion of the grade distribution for each module. These projects will have a virtual component in order for you to learn how to work in a real world environment. As Thomas Friedman has pointed in his books, *The World is Flat*, you will need to be ready to work virtually all over the world.

Class participation will involve discussion of our reading assignments, group case work, and special projects in the Discussion Board section of Bb.

## **EXAMS**

There will be 3 exams (1 for Modules One, 1 for Module Two and 1 for Modules Three & Four combined), plus a final Excel project which will count as an exam.

## **CLASS POLICIES**

1. You are expected to regularly participate in the class and meet the assigned deadlines. Attendance will be evaluated predominately by your work in the Discussion Board of the class.

3. Assignments are to be submitted by the due date or there will be a lose of points (10% everyday late.)
4. You must do your own work. You may work in teams however you must submit your own work. Plagiarism will result in a zero score. Identical Excel worksheets and Access Work will be considered plagiarism and will result in a zero for that exercise. More than one offense will result in a report to the Dean's office which can result in expulsion from the course.

### **EVALUATION**

<b>Assignments</b>	<b>Grade %</b>	<b>Grade Distribution</b>
Module 1 Exam	15%	94 – 100 A
Module 2 Exam	15%	90-93 A-
Module 3/4 Exam	15%	87-89 B+
Access Projects & MyITLab Exam(s)	10%	83-86 B
Excel Projects & MyITLab Exam(s)	15%	80-82 B-
Individual Projects and Assignments	10%	77-79 C+
Group Projects and Assignments	10%	73-76 C
Forum Participation and Feedback	10%	70-72 C-
		60-69 D
		Below 60 F