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220-01-02-03 Management of Information Technology

Gwen White
Xavier University

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Xavier University Williams College of Business

INFO 220-01, 02 & 03 – MANAGEMENT OF INFORMATION TECHNOLOGY

INSTRUCTOR: Gwen White **OFFICE:** Smith 221 **E-MAIL** whiteg@xavier.edu

OFFICE HOURS: T & R 10-1

Please email prior to office visit **TELEPHONE:** 745-2943

Course Meets:

220-01 M-W-F 10-10:50AM 220-02 M-W-F 11-11:50AM 220-03 M-W-F 1-1:50PM

TEXT: There are no official books so note taking will be required. However there are books available on the Safari e-books resource by logging into Xavier's library that will help with the course. Students may choose to purchase these books from Amazon or other book sites.

1. Microsoft® Excel® 2010 Inside Out by Mark Dodge and Craig Stinson. ISBN: 0-7356-2688-X (highly recommend buying a used copy online)
2. Microsoft® Access® 2010 Inside Out By: Jeff Conrad and John Viescas ISBN: 0-7356-2685-5 (highly recommend buying a used copy online)
3. Microsoft® Project 2010 Inside Out By: Teresa S. Stover, Bonnie Biafore, and Andreea Marinescu ISBN: 0-7356-2687-1 (will only use for one week)
4. Microsoft® Visio® 2010: Step by Step By: Scott A. Helmers ISBN: 0-7356-4887-5 (will only use for one week)
5. Various (free) web pages and videos will be linked from the course home page as reference for additional topics.

DESCRIPTION: This course will enable students to become proficient at using software to solve business problems.

Prerequisite: INFO120

WILLIAMS COLLEGE OF BUSINESS MISSION: "We educate students of business, enabling them to improve organizations and society, consistent with the Jesuit tradition."

COURSE OBJECTIVES*:

1. To develop spreadsheet applications to analyze data and solve business problems.
2. To design databases and applications to collect and organize data, perform transaction processing, produce reports, and analyze data.
3. To develop skills in productivity software to design business process diagrams, manage projects, develop online surveys and web pages and implement an online accounting system for a small business.

4. To critically examine ethical issues related to the impact of technology on organizations and society.

BACKGROUND REQUIREMENTS

Prerequisites (INFO120): It is assumed that students have a working knowledge of basic Internet, Windows, Excel, Word, and Powerpoint skills. Students are expected to have all Excel skills learned in INFO120.

CLASS POLICIES

- Assignments are to be submitted by the due date or you will lose points (10% every day late until the 5th day, after the 5th day the assignment will receive a maximum of 50%). Due dates, including late work deadlines will be indicated on the course home page. It is the students responsibility to keep track of all due dates.
- INFO 220 has a zero tolerance for academic dishonesty. **If two files are deemed to be partially copied from another student, both students will receive a score of zero for that assignment. A second infraction will result in an F grade for the course.**
- Attendance is strictly required for INFO 220. Students will be asked to logon to Canvas each day and use the Attendance link.

EVALUATION

Assignments	Grade %
Excel Projects	25%
Access Projects	15%
MS Project	5%
MS Visio	5%
Qualtrics Survey and Analysis	5%
Web Site Development	5%
Quickbooks Online	5%
Ethics Group Presentations and Discussions	5%
Skills Tests	15%
Final Project	10%
Attendance and Participation	5%

Grade Distribution					
93 – 100	A	77-79.9	C+	60-62.9	D-
90-92.9	A-	73-76.9	C	Below 60	F
87-89.9	B+	70-72.9	C-		
83-86.9	B	67-69.9	D+		
80-82.9	B-	63-66.9	D		

Date	Details
Sun Jan 24, 2016	Excel Assignment 1
Sun Jan 31, 2016	Excel Assignment 2 - Advanced Functions
Sun Feb 7, 2016	Excel Assignment 3 - Pivot Table
Sun Feb 14, 2016	Excel Assignment 4 - Solver/Macros
Sun Feb 21, 2016	Access Assignment 1
Sun Feb 28, 2016	Access Assignment 2
Sun Mar 6, 2016	Access Assignment 3
Sun Mar 20, 2016	Quickbooks Assignment
Sun Mar 27, 2016	Qualtrics Form Assignment
Sun Apr 10, 2016	Ethics Assignment
Sun Apr 17, 2016	Web Design Assignment
Sun Apr 24, 2016	MS Project
Sun May 1, 2016	Final Project MS Visio - Assignment
Fri May 6, 2016	Skills Exam - Excel and Access
	Attendance/Participation

Learning Goals – Williams College of Business

Undergraduate Program

Critical Thinking

Learning Goal: WCB graduates will be able to think logically, reason quantitatively, and utilize appropriate analytical techniques and technology when evaluating and making decisions.

Corresponding Objectives:

- (1) WCB students will collect, evaluate and synthesize information to offer solutions and support decision making.
- (2) WCB students will evaluate and articulate implications of business decisions and their impact on organizational stakeholders, both individually and in teams.

- **Ethics and Social Responsibility**

Learning Goal: WCB graduates will be able to recognize ethical issues, discern moral implications of decision making, and be prepared, and willing, to serve as responsible and professional members of society.

Corresponding Objectives:

- (1) WCB students will recognize ethical issues and their implications on personal and business decisions.
 - (2) WCB students will demonstrate the skills necessary to analyze information and make informed, ethical decisions in complex, conflicting or ambiguous environments or situations.
- **Effective Written and Oral Communication**
- Learning Goal:* WCB graduates will be able to organize, support and communicate ideas clearly and effectively, employ multiple mediums of communication (e.g., written, oral and visual), and adapt communication to audience, context or purpose.

Corresponding Objectives:

- (1) WCB students will produce business documents and reports demonstrating their ability to organize and communicate ideas clearly and professionally.
 - (2) WCB students will make effective presentations, accompanied by the appropriate technology, demonstrating their ability to organize and communicate ideas clearly and professionally, both individually and in teams.
- **Global Perspective and Cultural Diversity**
- Learning Goal:* WCB graduates will appreciate the historical and cultural contexts of the world in which they live, demonstrate the competencies required for engaging in global business activities, and respect and value diverse peoples and perspectives.

Corresponding Objectives:

- (1) WCB students will identify and contrast key attributes of countries' business environments.
 - (2) WCB students will evaluate and integrate global economic, political, technological, environmental and societal issues into their decision making.
 - (3) WCB students will integrate the concepts of respect, inclusiveness and valuing all persons into their decision making.
- **Understanding and Application of Knowledge Across Business Disciplines**
- Learning Goal:* WCB graduates will be able to evaluate business from an integrative and holistic point of view, leverage the synergies between functional business areas, and demonstrate college-level mastery of their chosen discipline.

Corresponding Objectives:

- (1) WCB students will demonstrate the appropriate knowledge of accounting, economics, finance, management, management information systems, marketing, quantitative business analytics, international issues, and the legal and social environment of business.
- (2) WCB students will evaluate business problems from an integrative point of view, including diverse business functions, competition and external environment (social, political, economic, and environmental.)
- (3) WCB students will demonstrate college-level mastery of the body of knowledge and skills relative to their major. (To be determined at the departmental level.)
- **Personal and Professional Development**
Learning Goal: WCB graduates will be well-prepared for their future careers and appreciate the importance of continuous professional development and life-long learning.

Corresponding Objective:

- WCB students will articulate career goals, prepare a professional resume, demonstrate behavior-based interviewing techniques and develop a professional network.