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INFO 200-02 Managing Information Technology

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INFO 200-02: MANAGING INFORMATION TECHNOLOGY

COURSE SYLLABUS

CLASS LOCATION AND TIME: Hailstones Hall, Room 15
Info 200-02 Spring 2009 (Tuesday/Thursday 8:30am – 9:45am)

INSTRUCTOR:

Name: Dr. Adekunle Okunoye
Email: okunoye@xavier.edu
Office Location: Room 319 Hailstones Hall
Office Hours: **Monday** 10:00am – 2:00pm
Tuesday and Thursday 1:30pm – 2:30pm
Or by appointment
Telephone: 513 745 3052 (office)

COURSE DESCRIPTION

This course covers fundamentals of information systems (IS) and the issues that relate to its management and applications in business and organization. The ethical and societal implications of the applications of Information Systems in business and organization will also be covered. ***This semester, our discussion and presentations of contemporary issues will focus on information and communication technology (ICT) and global climate change.*** The course also provides technical overview and management of information technology and the use of basic office applications with emphasis on spreadsheet, database and web design. The students get hands-on view of specific applications during supervised class tutorials and carry out independent case exercises. The exercises deal with use of the applications and the real life application for business and organizational purposes.

MISSION

At Williams College of Business, “*we educate students of business, enabling them to improve organizations and society, consistent with the Jesuit tradition*”. In this course, we provide students with an understanding of the importance of information systems to individual, group, organization and society. Additionally, we prepare the students to apply this knowledge for greater good of others, by being able to address real business and organizational problems through the applications of information technology with ethical considerations.

COURSE OBJECTIVES

At the end of the course, the students should be able to:

- understand the development and use of information systems in organizations
- understand how IS can be used strategically for developing competitive advantage
- understand the IS role in management and decision-making
- develop interpersonal and team interaction skills
- further develop microcomputer skills, especially problem solving using spreadsheet, database and web technologies
- Understand the ethical and societal implications of information technology in a global world
- become familiar with current trends in IS/IT, especially globalization, e-business/e-commerce, governance, and regulation, and to understand the implications of these trends on people and organizations.

PREREQUISITES

It is assumed that students have a working knowledge of basic word processing and file management skills. The opportunity to review these skills will be made available through class exercises. Lab emphasis for the course will be on Microsoft Excel, Access and web design.

TEXTS AND OTHER MATERIALS

Required

Author: Huber M, Piercy C., and McKeown P.

Title: Information Systems - Creating Business Value

Publisher: John Wiley and Sons, Inc, ISBN: 0-471-26582-9

Author: Gardner C., and Rathswohl E.

Title: MIS Cases

Publisher: John Wiley and Sons, Inc, ISBN 978-0-470-10122-3

Flash Drive for data storage

Other Materials(required)

Data and other files for use with MIS Cases may be obtained from the course blackboard page and from the webpage to be provided later. You are **required to have a USB flash drive** to store the data and all the assignments.

Blackboard class web site - <http://blackboard.xu.edu> or through the Portal

COURSE POLICIES AND REQUIREMENTS

Attendance and participation: You are expected to attend each class meeting. Each **unexcused** absence will be recorded as a zero score for that day in the Attendance/Participation area. Class participation is critical for a successful course as reflected in the Attendance/Participation portion of the grade distribution. Class participation will involve required reading assignments, group case preparation, and introduction by students of current issues related to the chapter material. For any group activity, you must be present to receive the group grade. If you are absent you will receive a zero for that group activity.

Assignments, Quizzes and Exams: All assignments are due at the beginning of class on the due days (given in the course schedule). Unapproved late submission of assignments **will be not accepted**. Failure to turn in an assignment results in zero. Approved late submission will not be extended beyond 7 calendar days after the due date. RATs must be taking in class on the assigned day (see the schedule) **and there are no makeup RATs**. I strongly suggest that you keep track of your grades and retain copy of graded assignments etc. until the end of the course.

Academic Dishonesty: Unless otherwise specified (e.g., group projects or presentations), all assignments should be done individually. If you are caught using other student's work at any point in the exercises or any part of the course, it will result in an F for the course and additional discipline according to the policy of Xavier University.

TESTS, PRESENTATIONS AND EXAMS

- There will be multiple choice *Readiness Assessment Tests* (RATs) given during the course for new topic areas. These will be given prior to discussing new topics from the text.
- There will be a Midterm and a Final exam based on the IS textbook.
- MIS Cases and Group Assignments
- There will be group presentations on a current issues in information systems

GRADING

Your final grade will be determined as listed below and explained further in a separate section of this syllabus. Each student is required to read the instructions for all assignments at the beginning of the course. Any student who is unclear about any instruction should ask questions in class or see the professor immediately. You are expected to keep track of your own scores and class standing. You can also contact the instructor about the details of your scores before the final grading.

Grading Distribution

Assignments (see additional information in below section)	Grade %	Scale			
RAT	15	A	95-100	C+	77-79
Examinations (Book)	30	A-	90-94	C	73-76
Attendance/Participation	10	B+	87-89	C-	70-72
Presentations	10	B	83-86	D	60-69
MIS Cases and Exams (Access and Excel)	35	B-	80-82	F	Below 60
Total	100				

NOTE

We live in dynamic times. Your exposure to information technology in this course should strongly support this fact. Events may dictate that changes be made to what appears above and/or to the course schedule and assignments. Every attempt will be made to minimize any change, but I reserve the right to make changes if necessary. Advance notice will, of course, be given to the students. And, the current versions of the course Blackboard pages are to be taken as official. It is the student's responsibility to work with the current versions of these pages. It is the instructor's responsibility to keep the versions current.

Your Picture and Resume (1% extra credit)

To help me associate names and faces, get to know you better, please provide me with a copy of your resume/brief introduction on or before Tuesday January 20, 2009. Include your photograph in the resume. This photo may be from your driver's license or student ID. Use the digital dropbox on the Blackboard. Make certain to take the option to "**Send File**" not "Add File." Add file only adds the file to YOUR dropbox but **send file** additionally adds it to the instructor's dropbox. I will add one point to your final course average if I receive this file by Tuesday January 20, 2009. Contact me if there is any problem in completing this task on Blackboard.

RAT (15%) Information Systems – Creating Business Values (Huber et al.)

Students will be asked to read the chapters prior to class using the study guide. In class each student will be given a **Readiness Assessment Test** to evaluate his or her understanding of the material. The format of the RAT can change without prior notice. You are also allow to reference the reading materials and other source during the test except otherwise stated.

Attendance, Participation (10%) and Presentations (10%)

Regular attendance is required for success in this class. Your participation will be determined by how well you respond to questions and by the extent of your contribution to all discussions. Students must present an article in current issues in IS and reflect the discussions in the class (see more detail in the section titled current issues in IS). The presentations will be at the end of the term before the final exams. Any student who must miss class due to an unavoidable circumstance should see the professor in person as soon as possible.

Examinations (30%)

A midterm (15%) and final exam (15%) will be given covering the material in this book. Exams are expected to be completed within one hour. Each exam will be weighted the same. The final exam is not comprehensive.

Lab Work – MIS Cases - Excel , Access and Web Design (35%, including Exams)

Class time will be used for teaching and demonstration of cases in Excel, Access and Web Design. **You are expected to complete the cases assigned on individual basis (see the class schedule for due dates).** Some students may be able to complete the cases in the class time allotted. However, there will *rarely* be enough time to complete assigned cases in the class.

DETAILED INSTRUCTION ON CURRENT IS ISSUES

Current IS Issues: One journal article will be due on a current IS issue that directly relates to the topics discussed in the class. This article must deal with information technology or with the strategic use of technology in business and must pertain to material discussed in the class. It must have a recent publication date. A copy of the article (minimum of 3 pages or 2100 words) along with a one page abstract of the article is required on the assigned due date. This abstract page is to be single-spaced and have one inch margins. It must be no longer than 1 page in length. I will not be returning these so if you want a copy of the article or abstract you will need to make one. Article abstracts will be graded pass/fail based on currency, comprehensiveness, clarity, grammar, spelling, relevancy for the course, and over-all readability. (You may be required to rewrite the abstract if it fails to meet the expected standard). To encourage rich discussion, electronic version of the abstract will be made available to all the class members for review before the presentation.

Presentations of Current IS Issues: The article discussed above will be presented to the class based on the schedule (to be agreed upon). This is to be a PowerPoint presentation summarizing the article that you abstracted. You want this to be an interesting topic and one that would be easy and interesting to present. You will be graded on presentation style as well as clarity in discussing your topic. The details of the evaluation criteria will be made available to you in a separate document before the beginning of presentations (It will also be available on Blackboard). When using PowerPoint, as a general rule, do not exceed 20 words on a slide. You must make use of clip art and Internet graphics along with animation. You **may not** read your presentation and do not exceed the time limit. You can have notes to help guide you but if you read you will lose points. .

Article Abstract Guidelines

Description

Prepare a ***one-page***, single-spaced, word-processed abstract of an article related to any topic involving information technology. Articles may come from a variety of sources (e.g. *PC Computing, BYTE, Information Management, PC Magazine, Computer Magazine, Business Week, Fortune, CIO, Advertising Age*, etc.) Articles abstracted must be at least three pages in length (three pages of text--minus graphics or approximately 2100 words) and must have a recent publication date. Material must be current. This may mean 6 weeks in some cases or 6 months in other cases, depending on the topic. No article more than 1 year old will be accepted. You may use electronic resources, but it must be from a journal or magazine article and you must print the article. DO NOT use a general Web site as a resource. It must be an article.

Include the following:

- A copy of the article being abstracted. (This must be a copy and not the original article removed from the journal or magazine.)
- The bibliographic citation of the article in the top left hand corner (for style format-see below).
- A synopsis of the article highlighting the main thesis of the author and any supporting points.
- A personal evaluation of the article. Was the article valuable to you? Did it seem credible? Do you agree/disagree with author's conclusions? How does it relate to elements in your profession or major?

General Format to be followed:

- One page, single-spaced, word-processed with one inch margins. (Do not exceed one page...make this a summary of the important aspects of the article.)
- A copy of the article is to be stapled behind the abstract.
- The format must be followed.
- These articles will not be returned.

Note on Grading:

To receive an excellent grade (A+) all the guidelines must have been followed and you must exceed the 3 page minimum. In addition, there can be no typos or grammatical errors and the summary must be clear and to the point.

Author Last Name, First Initial. Year Published.
Title of article. Publication Name, Volume,
Issue, page numbers

Group Number
and Member's Names
Semester, Year

Three fourths of the page will be a summary of the article highlighting the main idea of the author and any supporting points. A brief discussion of the article's key points and conclusions are appropriate.

The last fourth of the page is to be your ***personal reaction*** to the article.
Comment on: How was it valuable to you? Was the article credible from your point of view? Why or Why not? How does this article relate to your profession?

Tentative Schedule

Week	Date	Topic	Book Chapter/Reading	Assignments due /Project
1	Tuesday, January 13, 2009	<ul style="list-style-type: none"> Introduction to class and instructor 		
	Thursday, January 15, 2009	<ul style="list-style-type: none"> Introduction to Information Systems 	Chapter 1	
2	Tuesday, January 20, 2009	<ul style="list-style-type: none"> Technology Fundamentals: IT Hardware, Software, and Networking (RAT) 	Chapter 2	
	Thursday, January 22, 2009	<ul style="list-style-type: none"> Technology Fundamentals: IT Hardware, Software, and Networking 		
3	Tuesday, January 27, 2009	<ul style="list-style-type: none"> Details of IT Hardware Details of IT Networking 	Field Guide A Field Guide C	Computer Assembly/Ads Project
	Thursday, January 29, 2009	<ul style="list-style-type: none"> Details of IT Software 	Field Guide B	VB Calculator
4	Tuesday, February 03, 2009	<ul style="list-style-type: none"> Knowledge Work, Decision Making, and Problem Solving (RAT) 	Chapter 3	
	Thursday, February 05, 2009	<ul style="list-style-type: none"> Introduction to Excel 		
5	Tuesday, February 10, 2009	<ul style="list-style-type: none"> The Organization: Understanding Organizations (RAT) 	Chapter 4	
	Thursday, February 12, 2009	<ul style="list-style-type: none"> The Organization: Understanding Organizations 		
6	Tuesday, February 17, 2009	<ul style="list-style-type: none"> Case 10 MIS Cases 		
	Thursday, February 19, 2009	<ul style="list-style-type: none"> Catch up and Review for Midterm 	All previous material	
7	Tuesday, February 24, 2009	<ul style="list-style-type: none"> Midterm Exam 		
	Thursday, February 26, 2009	<ul style="list-style-type: none"> Case 13 MIS Cases 		
8	Tuesday, March 03, 2009	<ul style="list-style-type: none"> <i>Spring Break</i> 		Case 11
	Thursday, March 05, 2009	<ul style="list-style-type: none"> <i>Spring Break</i> 		
9	Tuesday, March 10, 2009	<ul style="list-style-type: none"> MIS Cases - Excel 	Chapter 5	
	Thursday, March 12, 2009	<ul style="list-style-type: none"> IT for the Business Organizations (RAT) 		Case 14

10	Tuesday, March 17, 2009	<ul style="list-style-type: none"> • Introduction to Access 		
	Thursday, March 19, 2009	<ul style="list-style-type: none"> • Creating IS Solutions (RAT) 	Chapter 6	
11	Tuesday, March 24, 2009	<ul style="list-style-type: none"> • Case 1 MIS Cases 		
	Thursday, March 26, 2009	<ul style="list-style-type: none"> • Creating IS Solutions (cont) 	Chapter 6	
12	Tuesday, March 31, 2009	<ul style="list-style-type: none"> • Cases 4 MIS Cases 		Case 2
	Thursday, April 02, 2009	<ul style="list-style-type: none"> • Extending the Organization Through E-Commerce (RAT) 	Chapter 7	
13	Tuesday, April 07, 2009	<ul style="list-style-type: none"> • Introduction to Web Design 		Web site Development
	Thursday, April 09, 2009	<ul style="list-style-type: none"> • Easter Holiday 		
14	Tuesday, April 14, 2009	<ul style="list-style-type: none"> • Case 19 MIS Cases • Case 20 MIS Cases 		Case 5
	Thursday, April 16, 2009	<ul style="list-style-type: none"> • Access and Excel Exam 		
15	Tuesday, April 21, 2009	<ul style="list-style-type: none"> • The Connected Organization and Beyond (RAT) 	Chapter 9	
	Thursday, April 23, 2009	<ul style="list-style-type: none"> • Presentations - Current Issues 		
16	Tuesday, April 28, 2009	<ul style="list-style-type: none"> • Presentations – Current Issues 		
	Thursday, April 30, 2009	<ul style="list-style-type: none"> • <i>Final Exam Reviews</i> 		
17	Tuesday, May 05, 2009	<ul style="list-style-type: none"> • Final Exams (Info 200-02) 		