Xavier University

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Management Information Systems Syllabi

Management Information Systems

9-1-2009

INFO 200-08 Managing Information Technology

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Recommended Citation

Gibbs, Jim, "INFO 200-08 Managing Information Technology" (2009). *Management Information Systems Syllabi*. 448.
https://www.exhibit.xavier.edu/management_information_systems_syllabi/448

COURSE SYLLABUS
INFO 200 – MANAGING INFORMATION TECHNOLOGY

ID NUM: 96770
ROOM: Hailstones Hall 4
CLASS TIME: Tuesday & Thursday 2:30 to 3:45

INSTRUCTOR:	Jim Gibbs		
E-MAIL	gibbsj@xavier.edu	**WEB SITE:**	blackboard.xu.edu
OFFICE HOURS:	Before and After Class times		
	& by appointment		

TEXTS:
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

Other Required Materials
Data and other files for use with MIS Cases may be obtained from the course blackboard page. You are **required to have a USB flash drive or XU personal server space** to store the data and all the assignments.
Blackboard class web site - http://blackboard.xu.edu or through the Portal

DESCRIPTION: An introduction to the theory and the applications of computer-based information systems in organizations with an emphasis on the management of modern information technologies used to support business. This course also includes problem solving with spreadsheets and databases. **Prerequisite: INFO 100 or equivalent**

WILLIAMS COLLEGE OF BUSINESS MISSION: *"We educate students of business, enabling them to improve organizations and society, consistent with the Jesuit tradition."*
The Managing Information Technology course provides students with knowledge of the role and contribution of information systems to organizations as well as the opportunity to apply business problem solving skills through team interaction and microcomputer application development consistent with the Mission. Ignatian Pedagogy is used in this course which focuses on "Active Learning" on the students part rather than just passive "Teaching".

COURSE OBJECTIVES:
1. To understand technologies that impact the way we live and work in a global economy
2. To understand basic concepts and terminology with regard to computer hardware, software, data communications and security
3. To understand basic concepts and terminology with regard to the Internet and the Web plus develop a Small Web site
4. To understand the basic concepts and terminology related to Ecommerce
5. To be familiar with issues related to social and ethical issues in a global, technology-based society
6. To understand the development and use of information systems in organizations
7. To understand the role of technology in management and decision-making
8. To be aware of career opportunities in Information Systems (IS)
9. To develop interpersonal and team interaction skills
10. To understand basic database concepts and terminology and to know how to use Microsoft Access effectively for small business applications
11. The know how to use Microsoft Excel to solve business problems
12. To make use of a virtual environment as a classroom setting.

COURSE MODULES
This course consists of 5 separate modules:
- Hardware/software (includes data communications & security)
- Internet and Web Development & Ecommerce(includes ethical issues related to the Internet)
- IT in Organizations (includes system development, software integration, business intelligence, and IT careers)
- Database and Access
- Excel Problem Solving

BACKGROUND REQUIREMENTS
This course will use Blackboard for the distribution of materials. All resources, documents, exams, and assignments will be conducted electronically. Many assignments will be submitted through Blackboard. Virtual meetings will take place during the semester. You will be required to participate in the class virtually some weeks. These will be announced during the semester.

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 (including Visual Basic and Web Site Development), as well as an introduction to Microsoft Access and Excel. 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.

TEAMWORK AND PARTICIPATION
A significant 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.

Class participation will involve discussion of reading assignments, group case work, current event discussion, presentation of unique web sites and special projects. For any group activity, you must be present to receive the group participation grade. If you are absent you will receive a zero for that group activity.

Students are expected to attend all class sessions on time. Your participation will be determined by how well you respond to questions and by the extent of your contribution to all discussions and class activities. Late attendance will count as a partial absence. The "A" students in class will attend all classes and actively provide thoughtful, relevant comments to class and team discussions. **Please note**: using computers or laptops for personal use will be grounds for reduction of your overall participation grade. Your participation grade can be reduced by one percentage point for each instance of computer use for any activity outside of class work.

RAT (based on objectives)
Students will be asked to read the chapters prior to class using the study guide. In class each student will be given a **R**eadiness **A**ssessment **T**est to evaluate his or her understanding of the material and to begin discussion on the topic for the day. The format of the RAT can change without prior notice**.** You are also allowed to reference the reading materials during this timed test except when stated otherwise. RATs must be taken in class on the assigned day (see the schedule).

EXAMS (Midterm and Final)
There will be two exams consisting of Modules One to Three and one for Modules Four and Five.

Labs/MIS Cases
Class time will be used for teaching and demonstration of cases in Excel and Access. Each of these assignments should be completed individually**.** 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.

Discussion Board
During the semester you will be required to use the Discussion Board for virtual class discussions. More information will be provided during the first class.

General Course Philosophies & Policies

The learning environment:
Please turn off your cell phone, PDA, or another gadget that may produce sound while class is in session. Laptop/computer use during class sessions for any personal work (e.g., email, messaging, etc…) is **NOT permitted** and could affect your Class Participation Grade.

Academic honesty:
Academic dishonesty, in any form, is a serious offense. The University Rules and other documented policies of the department, college, and university related academic integrity will be enforced. Any violation of these regulations, including acts of plagiarism or cheating, will be dealt with on an individual basis according to the severity of the misconduct.

Special needs:
If you have any special needs related to your participation in this course that may influence your performance in this course you should meet with me to arrange a private meeting to set up reasonable provisions to ensure an equitable opportunity to meet all the requirements of this course.

Grade appeals:
If you have a concern about a grade that you receive in this class, you are invited to submit to me a written appeal within one week of receiving the grade in question. The appeal should outline your specific concerns with the grade and provide evidence supporting why the grade should be changed. I will then review your appeal and respond as quickly as possible. I reserve the right to re-grade the entire exam, assignment in question.

EVALUATION of COURSE

Assignments	Grade %	Grade Distribution	
Individual Readiness Assessment Tests	15%	95-100	A
Individual Participation and Attendance (plus Discussion Board)	20%	90-94	A-
Group Work in Class	15%	87-89	B+
Excel & Access Projects	10%	83-86	B
Module Exams	40%	80-82	B-
		77-79	C+
		73-76	C
		70-72	C-
		60 – 69	D
		Below 60	F