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Management Information Systems Syllabi

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### INFO 200-03 Managing Information Technology

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# INFO 200 – 03 MANAGING INFORMATION TECHNOLOGY

## COURSE SYLLABUS

**CLASS LOCATION AND TIME:** Hailstones Hall, Room 15

**Info 200 – 03 (10:30am – 11:20am)**

### INSTRUCTOR:

Name: Dr Adekunle Okunoye  
Email: [okunoye@xavier.edu](mailto:okunoye@xavier.edu)  
Office Location: Room 319 Hailstones Hall  
Office Hours: MWF 9:00am - 10:00am; 12:30 – 1:30pm  
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 wireless technology, pervasive/ubiquitous computing, information security and offshore outsourcing.*

The course also provides technical overview and management of information technology and the use of basic office applications with emphasis on spreadsheet. The students get hands-on view of specific applications during supervised class tutorials and carry out independent case exercises. The exercises deal both 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 and the societal and global implications of using IS
- understand the IS role in management and decision-making
- develop interpersonal and team interaction skills
- further develop microcomputer skills, especially problem solving using Spreadsheet
- understand the major contemporary issues in information systems

## PREREQUISITES

INFO 100 and/or basic knowledge of microcomputers.

(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 electronically). Lab emphasis for the course will be Microsoft Excel.

## REQUIRED TEXTS AND OTHER MATERIALS

*Author:* Stair and Baldauf

*Title:* Succeeding with Technology, 2005 Update Edition

*Publisher:* Thomson ISBN: 0-619-26789-5

*Author:* Gross D., Akaiwa F., and Nordquist K

*Title:* Succeeding in Business with Microsoft Office Excel 2003

*Publisher:* Course Technology ISBN 0-619-26740-2

SAM 2003 3.0 Training and Assessment CD (Institution Key: S3094126)

Flash Drive for data storage

**\*\*\*Students enrolled in INFO 100 who retained their copies of SAM will purchase ONLY the texts and the USB flash drive. These will be packaged as a bundle containing the two needed texts. Students needing all the 4 materials will be able to purchase these in a bundle.**

### Other Materials(required)

Data files for use with Excel 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 (included in the course bundle) or Zip disk** to store the data and all the assignments (The data files may not fit on a floppy disk).

Blackboard class web site - <http://blackboard1.xu.edu>

Excel Cases shall be submitted through the T: drive on the university Computer Network (Detailed instruction shall be provided during the first week of the semester)

## 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 the 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 and the maximum obtainable shall not be more than 50%. RATs must be taking in class on the assigned day (see the schedule) **and there are no makeup RATs**. Details of grades will be made available on Blackboard as they become available during the semester; however 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. (15%)
- There will be a Midterm and a Final exam based on the IS textbook. (30%)
- SAM Assessment covering the topics in the books for Excel at the end of each training session (10%)
- Excel Exam (10 %)
- There will be group presentations on current issues in information systems (5%)
- Excel Cases (10%)

**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 check your scores on Blackboard and/or contact the instructor about the details of your scores before the final grading.

Grading Distribution

Assignments (see additional information in below section)	Grade %	Due Date	Scale			
RAT	15	See Class Schedule	A	95-100	C+	77-79
Case Assignments (Excel)	10	See Class Schedule	A-	90-94	C	73-76
Steps-to-Success (Group)	10	See Class Schedule	B+	87-89	C-	70-72
Examinations (Book) Mid Term / Final	30		B	83-86	D	60-69
<b>Attendance/Participation /Presentations</b>	<b>15</b>	See Class Schedule	B-	80-82	F	Below 60
SAM Assessment/Examination	10					
Excel Exam	10					
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.

### **Introduction and Resume (1% extra credit)**

Please provide me with a copy of your resume/brief introduction on or before Tuesday January 17, 2006. 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 17, 2006. Contact me if there is any problem in completing this task on Blackboard.

### **Fundamentals of Information Systems (Stair and Baldauf)**

#### **RAT (15%)**

Students will be asked to read the chapters prior to class. In class each student will be given a **Readiness Assessment Test** to evaluate his or her understanding of the material. **Make up RAT attracts only half of the points.** 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 and Presentations (15%)**

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 and final exam 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.

### **Succeeding in Business with Microsoft Office Excel 2003**

The purpose of these assignments is to develop and/or improve hands-on experience with spreadsheet tools. Since students in the class may be quite diverse in their knowledge of and/or experience with these tools and to accommodate different learning styles among students, different options to meet the requirements of this portion of the course is available. *Files* for these assignments will be made available on the blackboard.

#### **Lab Work (10%)**

Class time will be made available to complete a computer based SAM training for Microsoft Excel. This training is required but the students are not asked to submit their work. However, the training gives instructions on different aspects of each of these tools and prepares the students for the case assignments. After each training session, you are required to take the SAM Assessment. **You are expected to complete the assessment by the due date of the corresponding case.** Some students may be able to complete the training in the class time allotted. However, there will *rarely* be enough time to complete assigned exercises in the class.

**Assignments (EXCEL) (REQUIRED) (20%)**  
**Cases (Individual) and Step-to-Success (Group)**

After each chapter in the book there are several “Cases.” Each student will complete cases as outlined in the schedule (please read and follow carefully). There are 6 cases in total. The Steps-to-Success exercises shall be completed and graded as a group work.

### **DETAILED INSTRUCTION ON CURRENT IS ISSUES**

**Current IS Issues:** One journal article will be due on a current IS issue. 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 on currency, comprehensiveness, clarity, grammar, spelling, relevancy for the course, and over-all readability. (Abstracts submitted late will lose ten percent credit for each calendar day late).

**Presentations of Current IS Issues:** The article discussed above on a topic of personal interest in the area of technology will be presented to the class before the end of the course (see the schedule). This is to be a PowerPoint presentation summarizing the article that you abstracted or the topic of your choice. You want this to be an interesting topic and one that would be easy and interesting to present. Usually a topic about how a business made good use of computers or a new technological invention related to business (profit or non-profit) would be interesting topics for the class. Avoid talking too much about details of how the computer technology works, and keep to topics dealing with some interesting uses for business. If you have chosen a major, you might want to discuss how technology is being used in that area. For example, discuss how the Internet is being used to market products, how software is helping the HR function, how the Stock Market makes use of computers or how Sports Management uses technology. You will be graded on presentation style as well as clarity in discussing your topic. 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. (Only one page will be graded so do not exceed this limit.) 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. (NOTE: If you use an electronic copy you will need about 6-8 pages to equal a normal 3-4-page journal 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.*

*Group Number and  
Member's Names  
Semester, Year*

*Title of article. Publication Name, Volume,  
Issue, Page numbers.*

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?

The due date for the article will be posted as an announcement.

WK	Date	Class Topics	Readings	Assignments/Assignm
1	Monday, January 09, 2006	Introduction to the Course	Read chapter 1	
	Wednesday, January 11, 2006	SAM Training and Assessment Intro		00-S06-Introduction to 00-S06-Introduction to
	Friday, January 13, 2006	<b>EX-Chapter 1 – Level 1</b> EX-Steps to Success: Level 1 – pp 35-36	Read Chapter 2	01-S06-Excel-CH1-Le 01-S06-Excel-CH1-Le Introduction/Resume (
2	Monday, January 16, 2006	<b>Martin Luther King Holiday</b>		
	Wednesday, January 18, 2006	<b>RAT 1</b> SB Chapter 1 - Why Study Computers?		
	Friday, January 20, 2006	SB - Chapter 1 - Why Study Computers?		02-S06-Excel-CH1-Le 02-S06-Excel-CH1-Le
3	Monday, January 23, 2006	<b>RAT 2</b> SB-Chapter 2 – Hardware Designed to Meet the Need		
	Wednesday, January 25, 2006	SB-Chapter 2 – Hardware Designed to Meet the Need		
	Friday, January 27, 2006	<b>EX-Chapter 1 – Level 2</b> EX-Steps to Success: Level 2 – pp 45-47	Read Chapter 3	
4	Monday, January 30, 2006	<b>RAT 3</b> SB-Chapter 3 – Software Solutions for Personal and Professional Gain		03-S06-Excel-CH1-Le 03-S06-Excel-CH1-Le
	Wednesday, February 01, 2006	SB-Chapter 3 – Software Solutions for Personal and Professional Gain		
	Friday, February 03, 2006	<b>EX-Chapter 1 – Level 3</b> EX-Steps to Success: Level 3 – pp 61-63	Read Chapter 4	EX-Chapter 1 Level 3
5	Monday, February 06, 2006	<b>RAT 4</b> SB-Chapter 4 - The Internet and World Wide Web		04-S06-Excel-CH4-Le 04-S06-Excel-CH4-Le
	Wednesday, February 08, 2006	SB-Chapter 4 - The Internet and World Wide Web		
	Friday, February 10, 2006	<b>EX-Chapter 4 – Level 1</b> EX-Steps to Success: CH4 Level 1 – pp 229-230	Read Chapter 5	