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INFO 200-35 Managing Information Technology

Marianne Murphy
murphymc@xavier.edu

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Xavier University
INFO 200 Managing Information Technology
Course Syllabus – Spring 2005

Section 35 T/Th 11:30 am – 1:15pm
15 Hailstone Hall

Professor:	Marianne Murphy	E-mail:	murphymc@xavier.edu
Office Location:	320 Hailstone Hall		
Office Hours:	Wed. 3 pm – 6pm	Mobile Phone:	(513) 313-0274

Required Texts:

Computing Today by O’Leary and O’Leary; McGraw Hill; ISBN: 0-07-294329-7
SAM 2003 Assessment and Training Student Tutorial CD; Course Technology

5 Course Objectives

- To understand the development and use of information systems in organizations
- To understand how IS can be used strategically for developing competitive advantage
- To understand the IS role in management and decision-making
- To develop interpersonal and team interaction skills
- To further develop microcomputer skills

Academic Honesty

The expectation for this course is that each assignment will be completed by each member of the class without assistance or input from anyone else, unless otherwise stipulated in the written instructions for an assignment. Submission of any work completed in whole, or in-part, by anyone other than the student submitting the assignment will result in an **F grade for the course**. See Blackboard for further details.

WCB Mission

The Williams College of Business educates students of business, enabling them to improve organizations and society, consistent with the Jesuit tradition. This course will provide students with an understanding of the importance of Information Systems to an organization. Additionally, students will have the opportunity to apply this knowledge to real business problems through group interactions as well as hands-on microcomputer training.

Additional Materials

In addition to their textbooks each student will also need several 3.5" floppy disks AND a USB flash memory stick. Students will also need a clear plastic sleeve measuring 8.5" by 11" that will be used to submit the floppy disk containing the student's projects as well as a hardcopy version of the project.

Grading

The following table lists the assignments for this course and the contribution of each category to a student's final grade. Students are encouraged to monitor their performance on Blackboard (blackboard1.xu.edu).

Assignments	Contribution to Final Grade	Final Letter Grade Scale	
O'Leary Chapter Assessments	15%	A	92-100%
Access Assessments	15%	B	83-91%
Examinations	20%	C	73-82%
Excel Exams	20%	D	63-72%
Project	25%	F	below 63%
In-class projects	5%		
Total	100%		

Blackboard: Lectures Notes, Course Materials and Grades

Lecture Notes and Materials, as well as student grades will be made available to students via Blackboard. To obtain this information, students must access the Blackboard web site either through the <http://myxu.xu.edu> portal or at <http://blackboard1.xu.edu>. Lecture notes, an "assignment due" announcement and a "next assignment" announcement will be available by 7:00 am on the day of class. Please print a copy of the notes and bring them to class. Relative to students individual grades, please check the grade sheet regularly to ensure that your grades have been correctly assigned.

****This Syllabus may change at the discretion of the Professor****

Class Schedule (1 of 2)

Date	Class Topics	Assignment	What is Due
01/11/05	Introduction to Class	Resume with photo Read Chapter One and Two (O'Leary)	
01/13/05	Introduction to Application Tutorials Excel	This is a lab class, bring your SAM CD Excel Tutorial and Assessment One and Two	
01/18/05	O'Leary Assessment One and Two History of IS Internet and Electronic Commerce	Read Chapter Three (O'Leary)	Resume with Photo
01/20/05	Excel Lab	Excel Tutorial and Assessment Three and Four	
01/25/05	O'Leary Assessment Three Internet and Electronic Commerce	Read Chapter Five (O'Leary)	
01/27/05	Excel Lab	Excel Tutorial and Assessment Five and Six	
02/01/05	O'Leary Assessment Five Application and System Software	Read Chapter Seven and Eight (O'Leary)	
02/03/05	Excel Lab	Excel Tutorial and Assessment Seven and Eight	
02/08/05	O'Leary Assessment Seven and Eight Input and Output	Read Chapter Ten (O'Leary)	
02/10/05	No Class	Excel Exam Preparation and Excel Exam One	
02/15/05	O'Leary Assessment Ten History of Networking Telecommunication		
02/17/05	Excel Makeup Review for Midterm		
02/22/05	Excel Exam 1	This is a one hour exam. Make certain you have taken this exam at least once PRIOR to this class.	
02/24/05	Midterm Exam (Chapters 1, 2, 3, 5, 7, 8, 10)		
03/01/05	Decision Support Systems Access One and Two	Access Tutorial and Assessment One	
03/03/05	Excel Exam 2	Read Chapter Eleven (O'Leary) Make certain you have taken the Excel Exam 2 at least once PRIOR to class.	
03/08/05	Decision Support Systems In-Class Project 1	Access Tutorial and Assessment Two	Access Assessment One
03/10/05	Access Three and Four		
03/15/05	No Class	Access Tutorial and Assessment Three and Four	Access Assessment Two
03/17/05	O'Leary Assessment Eleven Privacy and Security	Read Chapter Twelve (O'Leary)	Group Project Plan
03/29/05	Access Five and Access Project Preparation	Access Tutorial and Assessment Five	Access Assessment Three and Four
03/31/05	Access Makeup Introduction to Project 2		
04/05/05	In-class Project 2		Access Assessment Five

Class Schedule (2 of 2)

Date	Class Topics	Assignment	What is Due
04/07/05	O'Leary Assessment Twelve Information Systems	Read Chapter Thirteen (O'Leary)	Group Project Excel Spreadsheet
04/12/05	In-Class Project 3		
04/14/05	O'Leary Assessment Thirteen Database		
04/19/05	Class time to work on Group Project		
04/21/05	No Class		
04/26/05	Class time to work on Group Project		Group Project prototype
04/28/05	Review for Exam (Chapter 11, 12, 13, Access and Excel)		Final Group Project
05/03/05	Final Exam 10:30am		All Makeup due by today

Assignment (1 of 2)

Your Picture and Resume (1% extra credit)

To help me associate names and faces, get to know you better and help you with your job search, please provide me with a copy of your resume on or before January 18, 2005. Include on this resume your photo. This photo may be from your driver's license or student ID. Please bring a hard copy of this resume with you to class. I will add one point to your final course average if I receive this resume by Tuesday, January 18, 2005.

Computing Today (O'Leary and O'Leary) (35%)

O'Leary Assessment (15%)

Students will be asked to read the chapters prior to class. In class each student will be given a **chapter** assessment test to evaluate his or her understanding of the material. These tests will be open book. However, please read the chapter beforehand as time will be limited.

Examinations (20%)

A midterm and final exam will be given covering the material in this book as well as Excel and Access. The midterm exam is scheduled for one hour and will cover material in the O'Leary book only. The final exam is not comprehensive but will also cover Excel and Access as well as the remaining material in the O'Leary book. Additionally, each exam will have essay questions from class lectures.

SAM Tutorial and Assessment Software on ACCESS and EXCEL (35%)

The purpose of these assignments is to develop and/or improve hands-on experience with database and 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.

Tutorials (OPTIONAL)

- Class time will be made available to complete the eight Excel training assignments and the five Access training assignments. Although these training assignments are not graded or required, they do provide the student with instructions on different aspects of each of these tools and prepare the students for the required assessment tests. Most students will be able to complete the tutorials in the class time allotted and in many cases complete the assessment as well. Attendance for tutorials is not required but students are responsible for knowing the material and completing the assessments (see below) by the designated due dates.

EXCEL Assessment Tests (OPTIONAL)

Since some students have completed INFO100 the assessment tests will not be required for EXCEL. However, each student is responsible for the material in each chapter and class time will be given to complete these assessments.

ACCESS Assessment Tests (REQUIRED) (15%)

- Each training assignment has a corresponding test that each student is **required** to complete. These assessments are graded. You may retake the test one time. Your grade will be the average of the two. There are five Access and one Project Prep assessment.

Assignment (2 of 2)

EXCEL Exams (REQUIRED) (20%)

- Assessment for the excel skills is divided into two exams that will be taken DURING class. Each exam has a training tutorial. Each student may take this exam on their own time PRIOR to class twice in order to practice and become familiar with the skills. The in class score is the only score that will be graded.

PROJECT (30%)

In-class Projects (REQUIRED) (5%)

- The tools taught in this class are used to solve various business problems. The purpose of these projects is to further the student's understanding of the tools as well as expose him or her to several applications of these tools in the business environment. The student will be given the business problem and steps to take in order to implement a solution using ACCESS and/or EXCEL. Each student will be expected to start the problem on their own time. The problem will be completed the following class period. As time is limited success is dependent upon the student's preparation. Therefore it is imperative that the Excel and Access assessments are completed by the designated due dates.

Group Projects (REQUIRED) (25%)

- Solving business problems is further explored through a group project. Each group must consist of at least 2 but no more than 3 students. Each group is required to research some industry and determine a business problem that an Information System can solve. There are four deliverables for this project, as outlined below. Details and a check list will be available on blackboard.

1. Project plan:

- One page research about the operations of the industry including at least two cited sources.
- Identification of the business problem that you want to solve.

2. Excel spreadsheet:

- Identification of the mathematical model associated with the business problem and the variables.
- Set up the problem in excel and use solver or another tool to aid in solving the problem.

3. Database:

- Switchboard opens upon execution.
- Ties to excel spreadsheet.

4. Final Project:

- Completed project
- Paper