

Xavier University

## Exhibit

---

Management Information Systems Syllabi

Management Information Systems

---

3-1-2005

### INFO 200-41 Managing Information Technology

Adekunle Okunoye  
okunoye@xavier.edu

Follow this and additional works at: [https://www.exhibit.xavier.edu/management\\_information\\_systems\\_syllabi](https://www.exhibit.xavier.edu/management_information_systems_syllabi)

---

#### Recommended Citation

Okunoye, Adekunle, "INFO 200-41 Managing Information Technology" (2005). *Management Information Systems Syllabi*. 558.  
[https://www.exhibit.xavier.edu/management\\_information\\_systems\\_syllabi/558](https://www.exhibit.xavier.edu/management_information_systems_syllabi/558)

This Restricted-Access Syllabus is brought to you for free and open access by the Management Information Systems at Exhibit. It has been accepted for inclusion in Management Information Systems Syllabi by an authorized administrator of Exhibit. For more information, please contact [exhibit@xavier.edu](mailto:exhibit@xavier.edu).

# INFO 200 – 41 MANAGING INFORMATION TECHNOLOGY

## COURSE SYLLABUS

**CLASS LOCATION AND TIME:** Hailstones Hall, Room 15, MWF (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: Monday 11:30am – 2:30pm  
Wednesday 11:30am – 2:30pm  
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. There will also be discussion of some contemporary issues. This semester, we will focus on information security and offshore outsourcing. The course also provides technical overview and management of information technology and the use of basic office applications. This includes use of spreadsheet and database software. 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.

### 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
- 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 and Access.

## **REQUIRED TEXTS AND OTHER MATERIALS**

### **Text (Required)**

*Author:* Stair and Reynolds

*Title:* Fundamentals of Information Systems

*Publisher:* Thomson ISBN: 0-619-06491-9

*Author:* Parsons, Oja, Ageloff and Carey

*Title:* Excel 2003 Comprehensive

*Publisher:* Course Technology ISBN 0-619-20665-9

*Author:* Adamski and Finnegan

*Title:* Access 2003 Brief

*Publisher:* Course Technology ISBN 0-619-20670-5

SAM 2003 Assessment and Training Student Tutorial CD

**\*\*\*Students enrolled in INFO 100 Fall 2004 who retained their copies of SAM and Microsoft Excel text will purchase ONLY the Fundamentals... and Access texts. These will be packaged as a bundle containing the two needed texts. Students needing all 4 materials will be able to purchase these in a bundle**

### **Other Materials(required)**

Data files for use with Excel and Access 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 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>

Any assignments collected *electronically* may be placed in the digital drop box (on Blackboard) for my retrieval or attached to an e-mail message.

## **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:** 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.

**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 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.
- SAM Assessment covering the topics in the books for Excel and Access at the end of each training session
- There will be individual/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 %	Due Date	Scale	
RAT	15	See Class Schedule	A	92-100%
Case Assignments	30	See Class Schedule	B	83-91%
Examinations (Book)	30	See Class Schedule	C	73-82%
<b>Attendance/Participation /Presentations</b>	<b>15</b>		D	63-72%
SAM Assessment	10		F	below 63%
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 and help you with your job search, please provide me with a copy of your resume on or before Wednesday, January 19, 2004. 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 Wednesday, January 19, 2004. Contact me if there is any problem in completing this task on Blackboard.

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

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

Students will be asked to read the chapters prior to class. In class each student will be given a **Ready 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.

## **New Perspectives on Microsoft Excel 2003 and New Perspectives on Microsoft Access 2003**

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. *Files* for these assignments will be made available on the blackboard.

### **Tutorials (OPTIONAL) and Lab Work**

Class time will be made available to complete a computer based SAM training for Microsoft Access and 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. Most students will be able to complete the training in the class time allotted. **NOTE: Students who completed EXCEL tutorials 3, 4, 5, 6 and 8 in INFO 100 (FALL 2004) are NOT REQUIRED to complete this work again. The SAM test scores from**

**previous semester will be used for this purpose. If you choose to take a new SAM exam, you will be expected to complete the case assignment associated with that material as well.**

### **Case Assignments (REQUIRED) (30%)**

After each chapter in the book there are several “Cases.” Each student will complete Case 2 at the end of the assigned chapters in BOTH books. There are 9 cases in total, 5 from Excel book - (Tutorials 3, 4, 5, 6, and 8) and 4 from Access book – (Tutorials 1,2,3,and 4) . Each case requires several printouts. Each case will take a student between one to two hours to complete.

### **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, approximately 6 lines/inch 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 or 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 15-17 minute 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.

<i>Author Last Name, First Initial. Year Published.</i>	<i>Group Number and Member's Names</i>
<i>Title of article. Publication Name, Volume, Issue, Page numbers.</i>	<i>Semester, Year</i>
<p>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.</p>	
<p>The last fourth of the page is to be your <b>personal reaction</b> to the article. <i>Comment on:</i> 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?</p>	

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

## Class Schedule (INFO 200 - 41)

Wks	Date	Class Topics	Assignments	Assignment due
1	Monday, January 10, 2005	Introduction to the Course		
	Wednesday, January 12, 2005	RAT 1 Introduction to IS	Read chapter 1 Resume with photo	
	Friday, January 14, 2005	Introduction to IS		
2	Monday, January 17, 2005	Holiday		
	Wednesday, January 19, 2005	Introduction to IS		Resume with photo
	Friday, January 21, 2005	Introduction to IS (Guest Speaker)	Read chapter 2	
3	Monday, January 24, 2005	RAT 2 Hardware and Software		
	Wednesday, January 26, 2005	Hardware and Software		
	Friday, January 28, 2005	Excel Tutorial 3	Excel Case 2 pg EX138 -139	
4	Monday, January 31, 2005	Hardware and Software		
	Wednesday, February 02, 2005	Hardware and Software		
	Friday, February 04, 2005	Excel Tutorial 4	Read chapter 4 Excel Case 2 pg EX 188 - 189	Excel Case 2 pg EX138 -139
5	Monday, February 07, 2005	RAT 4 Telecommunication and Networking		
	Wednesday, February 09, 2005	Telecommunication and Networking (Guest Speaker)		
	Friday, February 11, 2005	Excel Tutorial 5	Read chapter 5 Excel Case 2 pg EX 247 - 248	Excel Case 2 pg EX 188 - 189
6	Monday, February 14, 2005	RAT 5 E-commerce and TPS		
	Wednesday, February 16, 2005	E-commerce and TPS (Guest Speaker)		
	Friday, February 18, 2005	Excel Tutorial 6	Excel Case 2 pg EX 294 – 295 Prepare for Exam	Excel Case 2 pg EX 247 - 248
7	Monday, February 21, 2005	E-commerce and TPS and Mid term Review		
	Wednesday, February 23, 2005	Mid term Exam (1, 2, 4 & 5)		
	Friday, February 25, 2005	Excel Tutorial 8	Excel Case 2 pg EX 401-402	Excel Case 2 pg EX 294 – 295
8	Monday, February 28, 2005	RAT 3 Data Management		
	Wednesday, March 02, 2005	Data Management		
	Friday, March 04, 2005	Access tutorial 1	Access case 2 page AC 30-31	Excel Case 2 pg EX 401-402



9	Monday, March 07, 2005	Data Management		
	Wednesday, March 09, 2005	Data Management		
	Friday, March 11, 2005	Access tutorial 2	Read Chapter 8 Access case 2 page AC 75-76	Access case 2 page AC 30-31
10	Monday, March 14, 2005	RAT 8 Systems Development		
	Wednesday, March 16, 2005	Systems Development		
	Friday, March 18, 2005	Access tutorial 3	Access case 2 page AC 124-125	Access case 2 page AC 75-76
11	Monday, March 21, 2005	Spring Break/Easter Holiday		
	Wednesday, March 23, 2005	Spring Break/Easter Holiday		
	Friday, March 25, 2005	Spring Break/Easter Holiday		
12	Monday, March 28, 2005	Spring Break/Easter Holiday		
	Wednesday, March 30, 2005	Systems Development		
	Friday, April 01, 2005	Access tutorial 4	Read Chap 9 Access case 2 page AC 164-165	Access case 2 page AC 124-125
13	Monday, April 04, 2005	RAT 9 Security, Privacy and Ethics		
	Wednesday, April 06, 2005	Security, Privacy and Ethics		Access case 2 page AC 164-165
	Friday, April 08, 2005	Security, Privacy and Ethics		
14	Monday, April 11, 2005	Security, Privacy and Ethics		
	Wednesday, April 13, 2005	Security, Privacy and Ethics		
	Friday, April 15, 2005	Security, Privacy and Ethics		
15	Monday, April 18, 2005	Contemporary issues in IS (Guest speaker)		
	Wednesday, April 20, 2005	Contemporary issues in IS (Guest speaker)		
	Friday, April 22, 2005	Contemporary issues in IS (Guest speaker)		
16	Monday, April 25, 2005	Group Presentations		
	Wednesday, April 27, 2005	Group Presentations		
	Friday, April 29, 2005	Group Presentations		
17	Monday, May 02, 2005	Exam (Chapters 3, 8 and 9) 10:30 – 12:20		