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INFO 200 Managing Information Technology

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Xavier University
INFO 200 Managing Information Technology
Course Syllabus - Spring 2004

Section 15 T/Th 8:30 am – 9:45 am
Section 35 T/Th 11:30 am – 12:45
15 Hailstone Hall

Professor:	Marianne Murphy	**E-mail:**	murphym1@xavier.edu
Office Location:	320 Hailstone Hall	**Office Phone:**	(513 745-3051
Office Hours:	Wed. 9 am – 11 am Wed. 2pm – 6 pm	**Home Phone:** **Mobile Phone:**	(513) 321-2556 (513) 313-0274

Required Texts:

Fundamentals of Information Systems; by Stair and Reynolds; Thomson Press; ISBN: 0-619-06491-9

Excel 2002 Brief; by Parsons, Oja, Ageloff and Carey; Course Technology; ISBN: 0-619-02091-1

Access 2002 Brief; by Adamski and Finnegan; Course Technology; ISBN: 0-619-02088-1

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.

CBA Mission

The CBA 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 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 assignment as well as a hardcopy version of the assignment.

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. Lab assignments must be submitted prior to the beginning of each class on the assignment's due date.

Assignments	Contribution to Final Grade	Final Letter Grade Scale	
RAT	15%	A	92-100%
Case lab assignments	20%	B	83-91%
Examinations	30%	C	73-82%
Attendance/Participation	5%	D	63-72%
In-class projects	30%	F	below 63%
Total	100%		

Blackboard: Lectures Notes, Course Materials and Grades

Lecture Notes and Materials, as well as student grades will be made available to via Blackboard. To obtain this information, students must access the Blackboard web site at http://blackboard.xu.edu. Be certain to follow the correct link for your class section. Lecture notes, an "assignment due" announcement and a "next assignment" announcement will be available by 7:00 am on the day of class. These documents will be placed in a folder that is labeled with the meeting date of the class. Please download a copy of the notes and bring them to class. Please also be certain to read both of the announcement files. 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
01/13/04	Introduction to Class	Resume with photo	
		Read Chapter One (Stair)	
01/15/04	Introduction to Application Tutorials History of IS	Internet Article	
01/20/04	RAT on Chapter One (Stair) Excel Chapter 1 Tutorial	Excel Project Case 3 pg EX 1.40	Resume with Photo
01/22/04	Introduction to Information Systems	Read Chapter Two (Stair)	
01/27/04	RAT on Chapter Two (Stair) Excel Chapter 2 Tutorial	Excel Project Case 3 pg EX 2.33	Excel Project Case 3 pg EX 1.40
01/29/04	Hardware and Software	Read Chapter Four (Stair)	
02/03/04	RAT on Chapter Four (Stair) Excel Chapter 3 Tutorial	Excel Project Case 3 pg EX 3.43	Excel Project Case 3 pg EX 2.33
02/05/04	Telecommunications and Networking	Read Chapter Five (Stair)	
02/10/04	RAT on Chapter Five (Stair) Excel Chapter 4 Tutorial	Excel Project Case 3 pg EX 4.45	Excel Project Case 3 pg EX 3.43
02/12/04	E-Commerce and TPS	Start Exam Preparation	
02/17/04	In-class project One	Bring Excel books	Excel Project Case 3 pg EX 4.45
02/19/04	Midterm Review	Prepare for Exam	
02/24/04	Exam Fundamentals of IS (Chapters 1, 2, 4, 5)	Read Chapter Three (Stair)	
02/26/04	RAT on Chapter Three (Stair) Access Chapter 1 Tutorial	Access Project Case 3 pg AC 1.29	
03/02/04	No class		
03/04/04	No class		
03/09/04	Data Management	Read Chapter Six (Stair)	
03/11/04	RAT on Chapter Six (Stair) Access Chapter 2 Tutorial	Access Project Case 3 pg AC 2.40	Access Project Case 3 pg AC 1.29
03/16/04	No Class		
03/18/04	Decision Support Systems	Read Chapter Eight (Stair)	Access Project Case 3 pg AC 2.40
03/23/04	Access Chapter 3 Tutorial	Access Project Case 3 pg AC 3..44	
03/25/04	No Class		

Class Schedule (2 of 2)

Date	Class Topics	Assignment	What is Due
04/01/04	In-class project Two		
04/08/04	No Class		
04/15/04	RAT on Chapter Nine (Stair)		
04/22/04	Project Discussion and make up		
04/29/04	Review for Exam		

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 20th. 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 20, 2004.

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. These tests will be open book. However, please read the chapter beforehand as time will be limited.

Attendance and Participation (5%)
Regular attendance is required for success in this class. 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 2002 and New Perspectives on Microsoft Access 2002

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)
- Class time will be made available to complete the four tutorials in these two textbooks. The tutorials are not required and students are not asked to submit their work. However, the tutorials give instructions on different aspects of each of these tools and prepare the students for the case assignments. Most students will be able to complete the tutorials in the class time allotted. Attendance for tutorials is not required but students are responsible for knowing the material.

Case Assignments (REQUIRED) (20%)
- After each chapter in the book there are several "Cases." Each student will complete Case 3 at the end of every chapter in BOTH books. There are 8 cases in total, 4 from each book. Each Case requires several printouts. These printouts and a 3.5" floppy disk with the ACCESS database or the EXCEL spreadsheet must be placed in a clear, plastic sleeve and submitted in the plastic bucket (as shown in class). The printout solutions will be posted on the blackboard. Students will not be able to print these solutions but each student should compare their completed assignment with the solution prior to submitting their work. Each case will take a student between one to two hours to complete.

In-class Projects (REQUIRED) (30%)
- 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.