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INFO 200 Managing Information Technology

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Xavier University
INFO 200 Managing Information Technology
Course Syllabus – Fall 2004

Section 15 T/Th 8:30 am – 9:45 am
Section 25 T/Th 10:00 am – 11:15
15 Hailstone Hall

Professor:	Marianne Murphy	E-mail:	murphymc@xavier.edu
Office Location:	320 Hailstone Hall	Office Phone:	(513 745-3051
Office Hours:	Wed. 9 am – 11 am Wed. 2 pm – 6 pm	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%
Excel and Access Assessments	30%	B	83-91%
Examinations	30%	C	73-82%
In-class projects	25%	D	63-72%
		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 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
08/24/04	Introduction to Class	Resume with photo Read Chapter One and Two (O'Leary)	
08/26/04	Introduction to Application Tutorials Excel One	Excel Tutorial and Assessment One	
08/31/04	O'Leary Assessment One and Two History of IS Internet and Electronic Commerce	Read Chapter Three (O'Leary)	Resume with Photo
09/02/04	Excel Two	Excel Tutorial and Assessment Two	Excel Assessment One
09/07/04	O'Leary Assessment Three Application Software	Read Chapter Five (O'Leary)	
09/09/04	Excel Three and Four	Excel Tutorial and Assessment Three and Four	Excel Assessment Two
09/14/04	O'Leary Assessment Five System Software	Read Chapter Seven and Eight (O'Leary)	
09/16/04	Excel Five and Six	Excel Tutorial and Assessment Five and Six	Excel Assessment Three and Four
09/21/04	O'Leary Assessment Seven and Eight Input and Output	Read Chapter Ten (O'Leary)	
09/23/04	Excel Seven and Eight	Excel Tutorial and Assessment Seven and Eight	Excel Assessment Five and Six
09/28/04	O'Leary Assessment Ten History of Networking Telecommunication		
09/30/04	Excel Makeup Introduction to Project		Excel Assessment Seven and Eight
10/05/04	Review for Midterm		
10/07/04	Midterm Exam (Chapters 1, 2, 3, 5, 7, 8, 10)		
10/12/04	Access One	Access Tutorial and Assessment One	
10/14/04	In-Class Project 1	Read Chapter Eleven (O'Leary)	
10/19/04	Access Two	Access Tutorial and Assessment Two	Access Assessment One
10/21/04	No Class		
10/26/04	Access Three and Four	Access Tutorial and Assessment Three and Four	Access Assessment Two
10/28/04	O'Leary Assessment Eleven Privacy and Security	Read Chapter Twelve (O'Leary)	
11/02/04	Access Five	Access Tutorial and Assessment Five	Access Assessment Three and Four
11/04/04	Access Makeup Introduction to Project 2		
11/09/04	In-class Project 2		Access Assessment Five

Class Schedule (2 of 2)

Date	Class Topics	Assignment	What is Due
11/11/04	O'Leary Assessment Twelve Information Systems	Read Chapter Thirteen (O'Leary)	
11/16/04	Review and Makeup		
11/18/04	O'Leary Assessment Thirteen Database		
11/23/04	In-Class Project 3	Read Class Handout on Ethics	
11/25/04	No Class		
11/30/04	Project Discussion and make up		
12/02/04	In-class Ethics Case		
12/07/04	Your Future and Information Technology		
12/09/04	Review for Exam (Chapter 11, 12, 13, Ethics, Access and Excel)		
12/14/04	Section 15 Final Exam 8:30am		All Makeup due by today
12/16/04	Section 15 Final Exam 8:30am		

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 September 07, 2004. 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, September 07, 2004.

Computing Today (O'Leary and O'Leary)

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 (30%)

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.

Assignment (2 of 2)

SAM Tutorial and Assessment Software on ACCESS and EXCEL

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.

Assessment Tests (REQUIRED) (30%)

- Each training assignment has a corresponding assessment 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 eight Excel assessments and five Access assessments.

In-class Projects (REQUIRED) (25%)

- 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.