1-1-2003

INFO 903-49 Systems of Operations & Technology

Dave Kroger
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INFO 200 - 25
Managing Information Technology
Spring, 2003

Class Meets Tuesdays and Thursdays
10:00-11:15
HAI 15

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Office Hours: Tuesday & Thursday, 8:30-10:00

        Otherwise, by appointment

Required Texts:
- *Fundamentals of Information Systems* ; Ralph M. Stair and George W. Reynolds, Course Technology, 2001
- New Perspectives Lab Series for Excel and Access 2000

Optional Texts:
        Any introductory book(s) on Microsoft Word, Microsoft Powerpoint, or the Web.

Course Objectives:
- To explore the development and use of information systems in organizations
- To understand information technology and its use in business
- To develop interpersonal and team interaction skills
- To become familiar with literature on strategic information systems
- To develop microcomputer skills, particularly with spreadsheets and databases.

Assignments & Such:

In-Class Participation and Reading Quizzes: Class participation is important in this course; you must be prepared to, and actively, participate in every class. Participation will be a component of your overall course grade. One important element of participation is completing the assigned readings before the start of class. This will be encouraged by quizzes at the beginning of most class periods. The quizzes will cover only the assigned readings for that particular session, and will be short-answer, true/false, or multiple guess questions. Your (one) lowest quiz grade will be dropped.

Feedback Comments: From time to time, I may ask you to turn in feedback on the class. These comments can be turned in anonymously, so you won't be graded on them. They will help me, though, to know what your questions and concerns are, and to address them in the next class(es). You are always welcome to give me feedback, anonymously if you wish, whether or not I specifically ask for it.

Presentation on Current Information Issues: A significant part of your grade will be based on your preparing an abstract and making a presentation about a current issue in information systems/technology. I will give you guidelines for choosing your article and preparing your abstract in the second class. We will spend class time in the Library teaching and refining research skills. You will then prepare and deliver a 10-minute (approximately) PowerPoint presentation about your chosen article. I will also give you more detailed guidelines for the presentation in the second class. You will be graded on content, delivery, and presentation style. You will schedule your presentation by signing-up on a sheet that I will pass around in the first class. Because our schedule is tight, you must present on your scheduled day. If, for whatever reason, you find yourself unable to present on your scheduled day, it is your responsibility to find someone to switch with.

Lab Projects: We will be utilizing lab sessions during class time this semester to learn or expand your web development, PowerPoint, Excel and Access skills. Additional lab time on your own usually will be required to complete these assignments. I will provide additional information on these projects as we move through the semester.

Exams: There will be a Midterm and Final exam during the semester. These will be short-answer, multiple choice, and true/false exams. They will cover the textbook readings as well as any additional material I present in class (hint: take good notes). There will also be a lab exam on Excel and Access toward the end of the semester. Your ability to create and make a good presentation using PowerPoint will constitute your examination in that tool.

Attendance: You expect me to be here for class; I expect you to be here, too. If you can't make a class session, call my office ahead of time. I have voice-mail and will get your message. More than one unexcused absence will adversely affect your grade; so will more than two absences overall. You are responsible for making up any missed work. (If I can't make it to class, I will have one of the department secretaries come to the room and inform you.)

The All-Important GRADING SCALE! (c'mon, you know you looked here first...)

DISCLAIMER! The following percentages are APPROXIMATE. The "real" percentages will be somewhere close to these, but may not be – in fact most likely won't be – exactly the same.

Quizzes: 15%	**92-100**	**A**
Exams: 30%	**83-91**	**B**
Lab Assignments: 25%	**73-82**	**C**
Lab Exams: 10%	**63-72**	**D**
Presentation: 10%	**Below 63**	**F**
Participation: 10%		

NOTE!!! (Here's some real programming pseudocode!)
  IF you score 90% or above on the midterm
      AND
    your quiz average for the semester is 90% or above
  THEN
    you will be eligible to skip the final.

NOTE!!! Being eligible to skip the final, does _NOT_ guarantee you an 'A' for the course – you will still get whatever grade you've earned to that point. If you want to take the final to try to improve your grade, you may.