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INFO 200-25 Managing Information Technology

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Xavier University
INFO 200-25 Managing Information Technology
Course Syllabus - fall 2003

T/Th 10:00 am – 11:15 am
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:	(513) 313-0274

Required Texts:

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

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

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

Optional Tutorial Software

SAM & TOM Computer Based Training CD. This software was designed to accompany the Excel 2002 Brief and Access 2002 Brief texts. This CD provides computer based tutorials to help students get up-to-speed with these two applications in preparation for completing MS Excel and MS Access course assignments. This CD can be obtained from the Cashier in the XU bookstore.

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.***

CBA Mission

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 an organization. Additionally, we provide students 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 and the optional tutorial software, each student will also need several 3.5" floppy disks or a zip disk. 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 categories of assignments that will be used to calculate a student's final grade as well as the contribution made by each category. Students are encouraged to monitor their performance in class on Blackboard.

Assignments	Contribution to Final Grade	Final Letter Grade Scale	
RAT	15%	A	92-100%
Case Lab Assignments	30%	B	83-91%
Examinations	40%	C	73-82%
Attendance/Participation	15%	D	63-72%
		F	below 63%
Total	100%		

Blackboard: Lectures Notes, Important Announcements and Grades

Other material will be made available on a regular basis to students via Blackboard. To access this information, students must access the Blackboard web site at <http://blackboard.xu.edu>. Students should be certain to follow the correct link for the class section in which he or she is registered. Under "Lecture" on the left side of the main blackboard page will be a separate link for each section. Under the section link is a day by day folder that contains the lecture notes, an "assignment due" announcement and a "next assignment" announcement. These notes and announcements will be available no later than 7:00 am on the day of class. Please download a copy of the notes and bring them to class and be certain to read both of the announcement files. Relative to individual grades, students should check the grade sheet regularly to ensure that 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
08/26/03	Introduction to Class	Resume with photo Read Chapter One (Stair) Internet Article	
08/28/03	Introduction to Application Tutorials History of IS	Determine Application Proficiency	
09/02/03	RAT on Chapter One (Stair)		Resume with Photo
09/04/03	Introduction to Information Systems	Read Chapter Two (Stair) Internet Article	Internet Article on any Information System used in an organization.
09/09/03	Excel Chapter 1 Tutorial	Excel Project Case 3 pg EX 1.40	
09/11/03	RAT on Chapter Two (Stair)		
09/16/03	Hardware and Software	Read Chapter Four (Stair) Internet Article	Excel Project Case 3 pg EX 1.40 Internet Article on major hardware purchase or software development in an organization.
09/18/03	Excel Chapter 2 Tutorial	Excel Project Case 3 pg EX 2.33	
09/23/03	RAT on Chapter Four (Stair)		
09/25/03	Telecommunications and Networking	Read Chapter Five (Stair) Internet Article	Excel Project Case 3 pg EX 2.33 Internet Article on Telecomm and Networking
09/30/03	Excel Chapter 3 Tutorial	Excel Project Case 3 pg EX 3.43	
10/02/03	RAT on Chapter Five (Stair)		
10/07/03	E-Commerce and TPS	Start Exam Preparation	Excel Project Case 3 pg EX 3.43 Internet Article on E-Commerce, Intranet or Extranet.
10/09/03	Excel Chapter 4 Tutorial	Excel Project Case 3 pg EX 4.45	
10/14/03	JOBS JOBS JOBS Wish I were an IS major!		YOU!! Attendance is mandatory!
10/16/03	Midterm Review	Prepare for Exam	Excel Project Case 3 pg EX 4.45
10/21/03	No Class		
10/23/03	Exam Fundamentals of IS (Chapters 1, 2, 4, 5)	Read Chapter Three (Stair) Internet Article	
10/28/03	Access Chapter 1 Tutorial	Access Project Case 3 pg AC 1.29	
10/30/03	RAT on Chapter Three (Stair)		

Class Schedule (2 of 2)

Date	Class Topics	Assignment	What is Due
11/04/03	Data Management	Read Chapter Six (Stair) Find <i>any</i> example of a DSS	Access Project Case 3 pg AC 1.29 Internet Article storage and retrieval of data and/or how information is valued in an organization.
11/06/03	Access Chapter 2 Tutorial	Access Project Case 3 pg AC 2.40	
11/11/03	Decision Support Systems	Read Chapter Eight (Stair) Review previous articles	Access Project Case 3 pg AC 2.40 Find an example of a Decision Support System.
11/13/03	Access Chapter 3 Tutorial	Access Project Case 3 pg AC 3..44	
11/18/03	RAT on Chapter Eight (Stair)		
11/20/03	Systems Development	Read Chapter Nine (Stair)	Access Project Case 3 pg AC 3..44 Take one of your previous articles or something we discussed in class and show where it relates on the SDLC.
11/25/03	No Class		
11/27/03	No Class		
12/02/03	Access Chapter 4 Tutorial	Access Project Case 3 pg AC 4.37 Read Case Handout	
12/04/03	RAT on Chapter Nine (Stair)		
12/09/03	Security, Privacy and Ethics In-class Case		Access Project Case 3 pg AC 4.37 No article is due today. We will do an in-class case.
12/11/03	Exam on Excel and Access		
12/13 to 12/16/03	Exam Fundamentals of IS (Chapters 3, 6, 8, 9)	See Final Exam Schedule for Date, Time and Location	

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 2nd. Include on this resume your photo. This photo may be from your driver's license or student ID. Please submit both your resume and picture to the Digital Drop-Box in Blackboard. Make certain to take the option to "**Send File**" not "Add File." (Add file only adds the file to your Digital Drop-box) **Send file** adds the file to your Digital Dropbox as well as your instructors Digital Dropbox. I will add one point to your final course average if I receive this file by Tuesday, September 02, 2003.

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. After completing the test individually, students will meet in groups and take the RAT. Both scores will count toward the student's overall grade in this section. No make up is allowed for group work.

Attendance and Participation (15%)

Regular attendance is required for success in this class. Students must bring to class an article from the Internet that relates to each chapter in the book on the day that chapter is discussed (generally the meeting time following the RAT's). Students should be looking for HOW Information Systems are used in an organization and/or an IS related job. For instance, if the class discussion is on Telecommunications and Networking a student may bring an article about an organization's installation of a new network or an article discussing jobs in this field. This particular assignment should not take more than 30 minutes. We will not have time to discuss every article in class but each student is expected to participate on several occasions throughout the semester. Attendance is mandatory on October 14, 2003 and your overall grade will be greatly affected for missing 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.

Assignment (2 of 2)

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.. There are two ways for the student to complete the tutorials.

- Read and follow the steps in your textbook using the files made available to you on the blackboard.

OR

- Use the OPTIONAL software available at the bookstore checkout. This portion of the software is TOM. Students should understand that this software is geared to someone with limited skills and is not flexible. Many Microsoft products allow users several ways to complete a task. For instance, using Microsoft Word text and graphics can be copied to the clipboard by clicking EDIT and then COPY from the task bar. Alternatively, this same data can be copied by a right click with the mouse and selecting copy. With the TOM tool many times the student is asked to perform a task using a particular method and an error will occur if another method is used.

Case Assignments (REQUIRED) (30%)

Since some students may all ready be proficient in ACCESS and/or EXCEL, there are two methods to satisfy this portion of the course.

- 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.

OR

- Purchase the optional software available at the bookstore checkout and complete the SAM proficiency tests. Students who choose this option will be asked to take the proficiency test for a particular chapter in class when other students are working on the tutorials. Students can choose to opt out of ACCESS or EXCEL or both. However, at any stage if a student does not satisfy the proficiency exam, that student will be required to complete all of the above case assignments.

Examination (10%)

One examination will be given covering both ACCESS and EXCEL.