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200-01 Managing Information Technology

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COURSE SYLLABUS INFO 200 – MANAGING INFORMATION TECHNOLOGY

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TEXTS:

Information Systems: Creating Business Value, Huber, Piercy & Mckeown, Wiley Publ., 2008.

(Online version available at a significant savings)

MIS Cases: Solving Small Business Scenarios using Application Software, Gardner and Rathswohl, Wiley Publ., 2008

DESCRIPTION

An introduction to the theory and the applications of computer-based information systems in organizations with an emphasis on the management of modern information technologies used to support business. This course also includes problem solving with spreadsheets and databases. **Prerequisite: INFO 100 or equivalent**

WILLIAMS COLLEGE OF BUSINESS MISSION: "We educate students of business, enabling them to improve organizations and society, consistent with the Jesuit tradition."

The Managing Information Technology course provides students with knowledge of the role and contribution of information systems to organizations as well as the opportunity to apply business problem solving skills through team interaction and microcomputer application development consistent with the Mission.

COURSE OBJECTIVES*:

1. To understand technologies that impact the way we live and work in a global economy
2. To understand basic concepts and terminology with regard to computer hardware, software, data communications and security
3. To understand basic concepts and terminology with regard to the Internet and Web and to develop a Small Web site
4. To understand the basic concepts and terminology related to Ecommerce
5. To be familiar with issues related to social and ethical issues in a global, technology-based society
6. To understand the development and use of information systems in organizations
7. To understand the role of technology in management and decision-making
8. To be aware of career opportunities in Information Systems (IS) and Information Technology (IT)
9. To develop interpersonal and team interaction skills
10. To understand basic database concepts and terminology and to know how to use Microsoft Access effectively for small business applications
11. The know how to use Microsoft Excel to solve business problems

*Note: Detailed objectives specific to each module will be available from the course Blackboard Web site.

COURSE MODULES

This course consists of 5 separate modules:

- Hardware/software (includes data communications & security)
- Internet and Web Development & Ecommerce(includes ethical issues related to the Internet)
- IT in Organizations (includes system development, software integration, business intelligence, and IT careers)
- Database and Access
- Excel Problem Solving

Each module will be “self-contained” and will be assessed independently from the other modules. See the evaluations section of this syllabus for details on the grading procedure.

BACKGROUND REQUIREMENTS

This course will use Blackboard exclusively for the distribution of all materials. All resources, documents, exams, and assignments will be conducted electronically. All assignments will be submitted through Blackboard.

It is important that you have ready access to a computer with an Internet connection and that you can effectively transfer files from the classroom to your out-of-class work environment.

It is assumed that students have a working knowledge of basic file management, word processing, and presentation graphics (PowerPoint) skills. Projects will include discussion, hardware applications, software applications (including Visual Basic and Web Site Development), as well as an introduction to Microsoft Access and Excel. Emphasis will be using Excel to solve basic business problems, and you are expected to have a working knowledge of Excel basics coming into the course.

TEAMWORK AND PARTICIPATION

A significant amount of class time will be devoted to team and individual projects. Class and team participation in these projects is critical to a successful learning experience and will be reflected in the Projects and Assignments portion of the grade distribution for each module.

Class participation will involve discussion of reading assignments, group case work, and special projects. For any group activity, you must be present to receive the group participation grade. If you are absent you will receive a zero for that group activity that day unless you make prior arrangements with the instructor and with your group to extend from the group work on your own time. All group work will be stored in the Groups folder in Blackboard using the File Exchange facility.

EXAMS

There will be an exam following each of the five modules of the course. Exams for the first 3 modules will be multiple choice. Exams for Access and Excel may be a combination of multiple choice and project completion.

CLASS POLICIES

1. 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.
3. Assignments are to be submitted by the due date.

4. You must do your own work. You may work in teams however you must submit your own work. Plagiarism will result in a zero score. Identical Excel worksheets and Access Work will be considered plagiarism and will result in a zero for that exercise. More than one offense will result in a report to the Dean's office which can result in expulsion from the course.

EVALUATION

Assignments	Grade %	Grade Distribution
Module 1 Exam	20%	92 – 100 A
Module 2 Exam	20%	83 – 91 B
Module 3/4 Exam	20%	73 – 82 C
Module 4 Projects and Assignments	5%	63 – 72 D
Module 5 Final Individual Project	10%	
Module 5 Projects and Assignments	5%	
Individual Projects and Assignments	10%	
Group Projects and Assignments	10%	

NOTE: To comply with institutional security policies, the generic login feature has been removed from lab and classroom computers. Students are required to login with their MyXU username and password. Students can check and change their passwords using the *Account Management* feature on the MyXU login page <http://myxu.xu.edu>. Students should remember to logout at the end of each class session. After 10 minutes of inactivity the computers will enter a secure screen saver. The user will then have 10 minutes to stop the logout by re-entering their password. Since you sign onto the system using your own username and password, you will be able to store your files on the main server for later access or through the Internet. Instructions for using your personal file space on the server will be discussed in class.