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INFO 220-03-04 Management of Information Technology

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INFO 220 – MANAGEMENT OF INFORMATION TECHNOLOGY

INSTRUCTOR: Mark Sena, Ph. D. **OFFICE:** Smith 203

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Please email prior to office visit



TEXT: Required books will be available on the Safari e-books resource by logging into Xavier's library. Students may choose to purchase these books from Amazon or other book sites.

1. [Microsoft® Excel® 2010 Inside Out by Mark Dodge and Craig Stinson](#). ISBN: 0-7356-2688-X (highly recommend buying a used copy online)
2. Microsoft® Access® 2010 Inside Out By: Jeff Conrad and John Viescas ISBN: 0-7356-2685-5 (highly recommend buying a used copy online)
3. Microsoft® Project 2010 Inside Out By: Teresa S. Stover, Bonnie Biafore, and Andreea Marinescu ISBN: 0-7356-2687-1 (will only use for one week)
4. Microsoft® Visio® 2010: Step by Step By: Scott A. Helmers ISBN: 0-7356-4887-5 (will only use for one week)
5. Various (free) web pages and videos will be linked from the course home page as reference for additional topics.



DESCRIPTION: This course will enable students to become proficient at using software to solve business problems.

Prerequisite: INFO120



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



COURSE OBJECTIVES*:



1. To develop spreadsheet applications to analyze data and solve business problems.
2. To design databases and applications to collect and organize data, perform transaction processing, produce reports, and analyze data.
3. To develop skills in productivity software to design business process diagrams, manage projects, develop online surveys and web pages and implement an online accounting system for a small business.
4. To critically examine ethical issues related to the impact of technology on organizations and society.



BACKGROUND REQUIREMENTS



Prerequisites (INFO120): It is assumed that students have a working knowledge of basic Internet, Windows, Excel, Word, and Powerpoint skills. Students are expected to have all Excel skills learned in INFO120.



CLASS POLICIES



- Assignments are to be submitted by the due date or you will lose points (10% every day late until the 5th day, after the 5th day the assignment will receive a maximum of 50%). Due dates, including late work deadlines will be indicated on the course home page. It is the students responsibility to keep track of all due dates.
- INFO 220 has a zero tolerance for academic dishonesty. If two files are deemed to be partially copied from another student, both students will receive a score of zero for that assignment. A second infraction will result in an F grade for the course.
- Attendance is strictly required for INFO 220. Students will be asked to logon to Canvas each day and use the Attendance link.



EVALUATION

Assignments	Grade %
Excel Projects	25%

Access Projects	15%
Other Projects: Visio, Web Development, Project, Quickbooks, Ethics presentation	30%
Skills Tests	15%
Final Project	10%
Attendance and Participation	5%



Grade Distribution	
93 – 100	A
90-92.9	A-
87-89.9	B+
83-86.9	B
80-82.9	B-
77-79.9	C+
73-76.9	C
70-72.9	C-
67-69.9	D+
63-66.9	D
60-62.9	D-
Below 60	F