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INFO 220-01-09 Management of Information Technology

Lauren Laker
Xavier University

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XAVIER UNIVERSITY
MANAGEMENT OF INFORMATION TECHNOLOGY (INFO 220)
Fall 2016

Instructor: Dr. Lauren F. Laker
B.A. Mathematics & Statistics, Miami University
B.S. Secondary Math Education, Miami University
Masters of Business Administration, Xavier University
PhD Operations, Business Analytics, Information Systems, University of
  Cincinnati

Office Hours: T/TH 12:00-2:00 *or by appointment*
211 Smith Hall

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Course Description This course will enable students to become proficient at using software to solve business problems.

Course Objectives:
- To develop spreadsheet applications to analyze data and solve business problems.
- To design databases and applications to collect and organize data, perform transaction processing, produce reports, and analyze data.
- 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.
- To critically examine ethical issues related to the impact of technology on organizations and society.

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.

Student Assessment and Evaluation

1) Class attendance, participation and discussion	5%
2) Excel Projects	25%
3) Access Projects	15%
4) Other Projects	25%
5) Ethics Project	5%
6) Skills Tests	15%
7) Final Project	10%

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-
60-69.9	D
Below 60	F

CLASS POLICIES

1. **Attendance** and participation are critical in this course and will be recorded daily. This course is very interactive (hands-on)…*Knowledge is CONSTRUCTED not received.*
2. **No late work accepted.** Assignments are to be submitted on the due date at the beginning of class. Late assignments will not be accepted unless **PRIOR** arrangements have been made with the instructor. A score of zero will be assigned for any assignment received beyond the due date.
3. **No make-up exams/tests.** The skills tests will be taken only the day scheduled in class. A score of zero will be assigned for any missed tests.
4. INFO 220 has a **zero tolerance for academic dishonesty**.
5. Technology: The use of the computers during class should be used ONLY for the material. They are not to be used for any other purpose (email, facebook, etc.) during class time.

ACADEMIC HONESTY

"All work submitted for academic evaluation must be the student's own. Certainly, the activities of other scholars will influence all students. However, the direct and unattributed use of another's efforts is prohibited as is the use of any work untruthfully submitted as one's own." The penalty for violation of this policy will be a zero for that assignment if it is a first offense. Subsequent violation will result in an *F for the course*.

You are encouraged to work and study with other students in class and to learn from one another as opportunities provide. However, turning in the work of another or providing your work to someone else will be considered academically dishonest. It is my tendency to handle such cases with the severest penalties possible.

XAVIER UNIVERSITY VISION STATEMENT

"Xavier men and women become people of learning and reflection, integrity, and achievement, in solidarity for and with others."

WILLIAMS COLLEGE OF BUSINESS MISSION

"We educate students of business, enabling them to improve organizations and society, consistent with the Jesuit tradition."

Tentative Schedule

Week	Tuesday	Thursday	Topic
1	08/23	08/25	Excel
2	08/30	09/01	Excel
3	09/06	09/08	Excel
4	09/13	09/15	Excel
5	09/20	09/22	Excel
6	09/27	09/29	Qualtrics
7	10/04	*NO CLASS*	**Excel Skill Test**
8	10/11	10/13	Final Project
9	10/18	10/20	Access
10	10/25	10/27	Access
11	11/01	11/03	Access
12	11/08	11/10	**Access Skills Test**
13	11/15	11/17	Ethics & Visio
14	11/22	*NO CLASS*	Visio
15	11/29	12/01	Quickbooks
16	12/06	12/08	**Ethics & Final Project Presentations**
17	12/13		**Final Project Presentations**

Office of Student Success   Location: 514 Conaton Learning Commons
Phone: 513-745-3036   Email: studentretention@xavier.edu.

The Staff in the Office of Student Success is available to assist students to make the most of their Xavier experience. Personal staff consultations, success coaching, referrals to on-campus Solution Centers, and guiding students to effectively navigate their college experience are central to our work. Please visit www.xavier.edu/student-success to learn more by visiting them at the CLC.

Qualified students with disabilities who will require disability accommodations in this class are encouraged to make their requests to me by sharing their Accommodation Letters with me at the beginning of the semester either during office hours or by appointment. Disability related information is confidential. If you have not previously contacted Disability Services, I encourage you to do so by phone at 513-745-3280, in person on the Fifth Floor of the Conaton Learning Commons, Room 514, or via e-mail to Cassandra Jones at jonesc20@xavier.edu, to coordinate reasonable accommodations as soon as possible as accommodations are not retroactive.