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INFO 220-03-04 Management of Information Technology

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Xavier University

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Course Syllabus

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INFO 220 – MANAGEMENT OF INFORMATION TECHNOLOGY

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OFFICE HOURS: MWF 12-1 and 2-3 **TELEPHONE:** 745-3296

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 \(http://proquest.safaribooksonline.com.nocdbproxy.xavier.edu/book/office-and-productivity-applications/9780735647824\)](http://proquest.safaribooksonline.com.nocdbproxy.xavier.edu/book/office-and-productivity-applications/9780735647824). ISBN: 0-7356-2688-X
2. [Microsoft® Access® 2010 Inside Out By: Jeff Conrad and John Viescas I \(http://proquest.safaribooksonline.com/book/databases-and-reporting-tools/9780735649132?bookview=overview\)](http://proquest.safaribooksonline.com/book/databases-and-reporting-tools/9780735649132?bookview=overview) SBN: 0-7356-2685-5

3. 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*:

INFO 220 supports the Critical Thinking learning objectives of the WCB Core Curriculum and introduces each of the Information Systems major program learning objectives.

Specific course objectives include:

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 various business productivity software.
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.

DISABILITY SERVICES

It is my goal that this class be an accessible and welcoming experience for all students. If you are a student with a disability who may have trouble participating or effectively demonstrating learning in this course, contact me to arrange an appointment to share your Accommodation Letters from Disability Services and to discuss your needs. Disability related information is confidential. If you have not contacted Disability Services (located in the Learning Assistance Center) to arrange accommodations, I encourage you to do so by contacting 513-745-3280, in person on the Fifth Floor of the Conaton Learning Commons, Room 514, as soon as possible as accommodations are not retroactive."



EVALUATION

Assignments	Grade %
Excel Projects	25%
Access Projects	15%
Other Projects: Web Development, VBA, Quickbooks, Ethics presentation	25%
Skills Tests	20%
Final Project	10%
Attendance and Participation (In class assignments)	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+
60-66.9	D
Below 60	F

Assignments Summary:

Date

Details

