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220-07 Management of Information Technology

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Course Syllabus

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INFO 220 – MANAGEMENT OF INFORMATION TECHNOLOGY

INSTRUCTOR: Sandy Goertemiller **OFFICE:** By Request

E-MAIL goertemillersc@xavier.edu **WEB SITE:** canvas.xavier.edu
[\(http://canvas.xavier.edu/\)](http://canvas.xavier.edu/)

OFFICE HOURS: By Request **TELEPHONE:**

TEXT: There is no required book. Optional books will be available on the Safari e-books resource by logging into Xavier's library. Students may choose to purchase books from Amazon or other book sites, if desired.

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 understand data and to apply data to business situations, circumstances, opportunities, and problems.
2. To utilize spreadsheet applications to manage and analyze data.
3. To design databases and applications to collect and organize data, perform transaction processing, produce reports, and analyze data.

4. 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.
5. To critically examine ethical issues related to the impact of technology and data 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 points will be deducted (10% every day late until the 5th day). After the 5th day it will be at the instructor's discretion if the assignment can be submitted for any credit and the maximum the student will receive is 25%.
- Assignments and due dates will be indicated on the course home page. It is the students responsibility to keep track of all due dates and submit assignments on time.
- 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. Many assignments will be done in class and then submitted for grade within the class time. These assignments cannot easily be made up if missed and it will be at the instructor's discretion if the assignment can be submitted for any credit.



EVALUATION

Assignments	Grade %
Excel Projects	25%
Access Projects	15%

Other Assignments: Process Mapping, Web Development, Project, Quickbooks, Ethics Assignment	30%
Skills Tests	20%
Attendance and Participation (In class)	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-
67-69.9	D+
63-66.9	D
60-62.9	D-
Below 60	F

Course Summary:

Date

Details

Date	Details	
Wed Jan 10, 2018	 Class Logistics (https://canvas.xavier.edu/courses/33325/assignments/240292)	due by 11:59pm
Sun Jan 21, 2018	 Excel Refresher Assignment (https://canvas.xavier.edu/courses/33325/assignments/244195)	due by 11:59pm