

Xavier University

Exhibit

Management Information Systems Syllabi

Management Information Systems

3-1-2002

INFO 200-94 Managing Information Technology

Jim Wertz

Follow this and additional works at: https://www.exhibit.xavier.edu/management_information_systems_syllabi

Recommended Citation

Wertz, Jim, "INFO 200-94 Managing Information Technology" (2002). *Management Information Systems Syllabi*. 690.

https://www.exhibit.xavier.edu/management_information_systems_syllabi/690

This Restricted-Access Syllabus is brought to you for free and open access by the Management Information Systems at Exhibit. It has been accepted for inclusion in Management Information Systems Syllabi by an authorized administrator of Exhibit. For more information, please contact exhibit@xavier.edu.

Managing Information Technology

INFO 200 – 94

Spring, 2002 – CBA 4

Instructor: Jim Wertz

Phone: 791-7100 ext 379 (Work)
831-3693 (Home)

Hours: Before Class CBA 313. Or by appointment.

E-Mail: jwertz47@hotmail.com

Required Texts:

- Fundamentals of Information Systems, Ralph Stair and George Reynolds, 2001
- New Perspectives Lab Series for Excel and Access 2000

Optional Texts:

Any introductory book(s) on Microsoft Office 2000 or the Web.

Course Objectives: To explore the development and use of information systems in organizations

- To understand information technology and its use in business
- To develop interpersonal and team interaction skills
- To become familiar with literature on strategic information systems
- To develop microcomputer skills, particularly with spreadsheets and databases.

Assignments:

In-Class Participation, Reading, and Quizzes: Class participation is important in this course; you must be prepared to actively participate in every class. Participation will be a component of your overall course grade. One important element of participation is completing the assigned readings before the start of class. This will be encouraged by quizzes at the beginning of most class periods. The quizzes will cover only the assigned readings for that particular session, and will be short-answer, true/false, or multiple guess questions. Your (one) lowest quiz grade will be dropped. ***Quizzes cannot be made up.***

Current IS Issues: A part of your grade will be based on your preparing an abstract and making a presentation about a current issue in information systems/technology. I will give you guidelines for choosing your article and preparing your abstract. You will then prepare and deliver a 10-minute (approximately) PowerPoint presentation about your chosen article. You will be graded on content, delivery, and presentation style. You will schedule your presentation by signing-up on a sheet that I will pass around. Because our schedule is tight, you must present on your scheduled day. If, for whatever reason, you find yourself unable to present on your scheduled day, it is your responsibility to find someone to switch with.

Lab Projects: We will be utilizing lab sessions during class time this semester to learn and expand your Excel, Access, and web development skills. Additional lab time on your own usually will be required to complete these assignments. I will provide additional information on these projects as we move through the semester.

Exams: There will be a Midterm and Final exam during the semester. These will be short-answer, multiple choice, and true/false exams. They will cover the textbook readings as well as any additional material I present in class (hint: take good notes). There will also be a lab exam on Excel and Access during the semester.

Attendance: You expect me to be here for class; I expect you to be here, too. If you can't make a class session, call me ahead of time. I have voice-mail and will get your message. More than one unexcused absence will adversely affect your grade; so will more than two absences overall. You are responsible for making up any missed work.

The Grade Weighting:

Quizzes: 15%
Exams: 35%
Lab Assignments & Homework: 25%
Abstract & Presentation: 15%
Participation: 10%

The Grading Scale:

92-100	A
83-91	B
73-82	C
63-72	D
Below 63	F

Feedback Comments: From time to time, I will ask you to turn in feedback on the class. These comments can be turned in anonymously, so you won't be graded on them. They will help me, though, to know what your questions and concerns are, and to address them in the next class(es) if appropriate. Please feel free to provide me feedback at any time during the semester.

Late Work Policy: I will set a final date before the end of semester that will be the last day late work is accepted. Prior to that date any homework and/or lab work can be turned in late. There are penalties. I expect work to be turned in the day it is due. Work turned in within one day of the due date will receive a maximum grade of 90%. Work turned in two days late will receive a maximum grade of 80%. And so on until the maximum percentage reaches 50%. Remember 50% is better than 0%.

Academic Honesty: I expect all students to adhere to the university's policy on academic honesty. The worth and reputation of any person rests first and foremost on their personal integrity. The following is taken from the Xavier University 2000-2002 Catalog, page 65. "All work submitted for academic evaluation must be student's own." "(T)he direct and unattributed use of another's efforts is prohibited as is the use of any work untruthfully submitted as one's own." The penalties are not pleasant.