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INFO 200-29 Managing Information Technology

Christopher Campbell

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XAVIER UNIVERSITY

**SPRING 2003
SECTION 29A**

**Managing Information Technology
INFO 200**

Instructor

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Class Dates/Times:

1/12	2:00PM-4:00PM-Pre-Assignment
1/18	12:45 PM-4:15PM—WK1
1/25	12:45 PM-4:15PM—WK2
2/1	12:45 PM-4:15PM—WK3
2/8	12:45 PM-4:15PM—WK4
2/15	12:45 PM-4:15PM—WK 5
2/22	12:45 PM-4:15PM—WK 6
3/1	12:45 PM-4:15PM—WK 7
3/8	12:45 PM-4:15PM—WK 8

INFO200 Managing Information Technology Spring 2003

Required Materials : Textbook

Fundamentals of Information Systems .

Authors: Ralph M. Stair and George W. Reynolds

Publisher: Course Technology-Thomson Learning

Publication Date: 2001

ISBN #: 0-619-03416-5

Lab-books

New Perspectives on Microsoft Excel 2002 ISBN# 0-619-02091-1

Publisher: Course Technology

Authors: Parsons, OJA, Agleoffg, Carey

New Perspectives on Microsoft Access 2002 ISBN# 0-619-02088-11

Publisher: Course Technology

Authors: AdPMski, Finnegan

Other

2-3 Diskettes or ZIP Disk for the lab portion of class.

Course Objectives:

- To understand the development and use of information systems in organizations
- To understand how IS can be used strategically for developing competitive advantage
- To understand the IS role in management and decision-making
- To develop your interpersonal and interaction skills
- To further develop microcomputer skills (Spreadsheet and Database usage)

Tests/Exams: There will be true-false, multiple choice, fill in the blank, and essay quizzes given during the course for new topic areas. **There will be 2 two exams during the session on the course textbook .**

In-class: Class participation is critical for a successful course, therefore it is very important that you are prepared to participate in every class. I will expect that you will have prepared for the class by reading the chapters assigned. The amount of class participation will influence your grade.

Lab Work: Microcomputer skills will be addressed during the course. It is assumed that students have a basic knowledge of computers and know how to use a word-processor. If you are not familiar, you must let me know so I can guide you in this task. There will be a lab exam over Excel and Access during the term.

Current IS Issues/Presentations of Current IS Issues: A presentation will be made on a current IS issue. This presentation must deal with information technology or with the strategic use of technology in business. The information used for this presentation may be taken from work experience, or research. Your presentation may be of a topic of personal interest relating to Information Technology. **A PowerPoint presentation summarizing the article/research completed for this project is part of this project.** You want this to be an interesting topic. Usually a topic about how a business made good use of computers or a new technological invention related to business is interesting topics

for the class. **Avoid talking about HOW the computer technology works, keep to topics dealing with some interesting uses of computer technology in business.** If you have chosen a major you might want to discuss how technology is being used in that area. For example, discuss how the Internet is being used to market products, how software is helping the HR function, how the Stock Market makes use of computers, how Sports Management uses technology, or Technology in Medicine. When using PowerPoint, as a general rule, do not exceed 20 words on a slide and use clip art, internet graphics and animation. **This assignment may be completed individually, or as a group effort, of which each member would share equally in the work, as well as sharing the grade.**

Presentations will be made during Week 7 and 8.

PROJECT PRESENTATION GUIDELEINES

When turning in the presentation the following guidelines should be as follows:

- **COVER SHEET**
- **LETTER OF TRANSMITTAL**
- **ABSTRACT**
- **TABLE OF CONTENTS**
- **TYPED PRESENTATION (3-5 Pages)**
- **REFERENCE SHEET**
- **POWERPOINT SLIDE PRINT OUT SHEETS (Handouts 4-6 slides to a page)**
- **Include a sheet indicating the responsibility of each individual.**

With the tight schedule that we have attempts must be made to avoid make-ups. Anyone not completing the prescribed assignments will receive a score of zero for this uncompleted category..

Grading Criteria:	Percent of Grade
Class Attendance	10%
Class Assignments	10%
Presentation/Project	13%
Exams (Textbook) 2	35%
Lab Assignments	16%
Lab Tests	16%

Grade Distribution :	
92-100	A
83-91	B
73-82	C
63-72	D
0-62	F

<p>If you know of a problem you will experience with a class date, contact the instructor or graduate assistant to discuss arrangements for making up work.</p>

Note: Attendance is an important element of the class. An absence during the term may result in a lowering of your overall grade, unless the absence is excused by the instructor. Any assignments from the missed class are due in the next class.

Class Day Activities and Assignments

Wk (Pre-Assignment) 10-13

Class Introduction

Overview of Course and expectations

LAB

PowerPoint Practice

Email account establishment (If you do not have an account.)

Wk1 1/18

CHAPTER 1 An Introduction to Information Systems in Organizations

- Learning Objectives listed in text-Review Key Terms
- Group Activity--Selected Review Questions

LAB

Excel Text: Tutorial I, II

Wk2 1/25

CHAPTER 2 Hardware and Software

- Learning Objectives listed in text:-Review Key Terms
- Group Activity--Selected Review Question

LAB Excel Text: Tutorial III, IV

Wk3 2/1

CHAPTER 3 Organizing Data and Information

- Learning Objectives listed in text:-Review Key Terms
- Group Activity--Selected Review Question

LAB Excel Text: Tutorial 4

Wk4 2/8

*** Excel Lab Test**

CHAPTER 4 Telecommunications, the Internet Intranets and Extranets

- Learning Objectives listed in text:-Review Key Terms
- Group Activity--Selected Review Question

Wk5 2/15

CHAPTER 4 Telecommunications, the Internet Intranets and Extranets

.....***Continued***.....

- Learning Objectives listed in text:-Review Key Terms
- Group Activity--Selected Review Question

TEST I—Chapters I, II, III

LAB Access Text: Tutorial 1, 2

Wk6 2/22

CHAPTER 7 Specialized Business Information Systems: Artificial Intelligence, Expert Systems , and Virtual Reality

- Learning Objectives listed in text:-Review Key Terms
- Group Activity--Selected Review Question
- **LAB Access Text: Tutorial 3, 4**

Wk7 3/1

CHAPTER 9 Security, Privacy, and Ethical Issues in Information Systems and the Internet

- Learning Objectives listed in text:-Review Key Terms
- Group Activity--Selected Review Questions
- **Access Lab Test**

Projects/Presentations are due in.

Wk8 3/8

Test II--(Chapters 4,7, 9)

- **Assignments/Lab wrap up**
- **Projects/Presentations are due in.**

SPECIAL NEEDS

Please advise the **instructor, graduate assistant and the Weekend Degree Office** of your needs. **The Weekend Degree Program Office** can provide you with information such as **Academic concerns and Disability Accommodations. (ADA Accommodations)**

If you need special accommodations prescribed with the Americans with Disabilities Act or Section 504 of the Rehabilitation Act, please meet with the Weekend Degree Program Office Staff prior to participating in classroom activities. They can help determine the appropriate academic accommodations which need to be available to you with the greatest learning opportunities in this class and recommend within reason that such services be provided.

WEEKEND DEGREE PROGRAM

PHONE
513 745-3030

Director
Mary Kay Meyer