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Management Information Systems Syllabi

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## INFO 358 Accounting & Information Systems

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Required Materials: *Concepts of Database Management 4<sup>th</sup> Edition* by Pratt and Adamski  
*Access2002 Comprehensive Concepts* by Shelly and Cashman  
CBT on Oracle 8i  
Zip disk for the lab portion of class

**Course Objective:** This is an introductory survey course in database concepts, history, evolving trends, design and implementation. There will be a conceptual portion and a “hands-on” development portion of the course in Access 2002 and Oracle 8i. This course is designed to be a fundamentals course and will be the grounding to other information systems courses such as Systems Analysis and Design. If you have had extensive Database design work in your past you should see the instructor and possibly take another course in its place.

**Quizzes/Exams:**

- There will be readiness quizzes given occasionally during the course for new topic areas. These will be given prior to discussing new topics from the text and will usually cover material drawn from the *Review Questions* at the end of each chapter in the Pratt book.
- There will be a Midterm and a Final exam during the session.
- There will be a software lab exam at the end of the semester.

**Lab Work:** The Access textbook will be used in a “hands-on” fashion during the semester in a lab setting. Assignments from the text must be turned in on the assigned date or they will be marked lower for lateness. (Late assignments will be marked 10% lower for each calendar day late.) If you turn one in late, turn it into my secretary in Schott 505 and have her mark the date and time on the assignment.

Oracle 8i exercises will be done through the CBT course. Assignments will be made with this CD throughout the course. The Full Personal version of Oracle 8i is available to all students due to the Oracle Academic Grant given to Xavier University.

Assignments **MUST** have the assignment numbers and pages marked on them along with your name on every page. Staple or clip all assignments together. (After the first assignment you will lose points for not adequately identifying your assignments.)

For example: **Your Name**  
**Case 2a pg 3.59**  
or  
**Project 3.50**

**Database Project:** A database project involving *Access* is to be completed by the end of semester. (You can work with one other person on this project if you would like, I will expect more work with a partner.) This project will be either one of your own designs or I can assign it. When you finally turn the project into me include *your disk and a hardcopy of any forms and reports in your project. Include an E-R diagram of the database along with description of the project.* Put all in a standard-sized manila envelope.

**Current Database Issues:** One article will be due on a database issue from a **journal no older than one year**. A copy of the article (minimum of 3 pages or 2100 words) along with a one page abstract of the article is required on the assigned due date. This abstract page is to be single-spaced, approximately 6 lines/inch and have one inch margins (see guidelines on page 3.) I will not be returning these so if you want a copy of the article or abstract you will need to make one. Articles will be graded on topic choice, comprehensiveness, clarity, grammar, spelling, and over-all readability. (Abstracts are due by Friday November 8th). Any submitted late will lose ten percent credit for each calendar day late. You can always turn this assignment in earlier than the due date.)

**Presentation of Current IS Issues:** Your database article, or some topic of interest from the world of database, will be presented to the class sometime during the session. This is to be approximately a 6 to 7 -minute PowerPoint presentation. You want this to be an interesting topic and one that would be easy to present. Usually a topic about how a business made good use of a database, security issues, use of XML tags, web-based databases, data warehousing, CRM in marketing, data mining or a new technological issue related to databases in business are interesting topics for the class. Avoid talking too much about HOW the computer technology works and keep to topics dealing with some interesting uses of databases in business. You will be graded on presentation style as well as clarity in discussing your topic. When using PowerPoint, as a general rule, do not exceed 20 words on a slide or 6 words per line/6 lines per page... (Rule of Thumb: *Don't put more words on a slide than you could read on a billboard going 40mph*). Use appropriate clip art and Internet graphics along with animation. **You may not read your presentation.** You can have notes to help guide you but if you just read you will lose points. You will need to provide a handout for the class of your presentation (one page with six to nine key slides) and you will need to provide me with a complete copy of your presentation along with the source material that you used to complete your presentation. You will be graded on the following criteria... Appropriate Topic, Discussion of the Topic, Time presenting, Eye Contact, Slide Layout, Use of Internet Graphics (include corporate logos), Transitions and Animation in slides.

A sign-up sheet will be distributed during the first week of classes. If for some reason you cannot present on your scheduled day it is your responsibility to switch presentation times with someone else or check with me to see if there is an opening in the schedule.

**Grading Criteria:**

Individual Assessment & Participation.....	15%
Article Abstract/Presentation.....	5%
Exams (Textbook).....	40%
(Midterm 20%, Final 20%)	
Lab Work.....	40%
(Assignments (10%), Project (15%), Lab Exam 15%)	

**Grade Distribution:**

91 - 100	- A
81 - 90	- B
71 - 80	- C
61 - 70	- D
Below 61	- F

**Note1:** Attendance is required and more than two class unexcused absences will result in a lowering of your grade.

## Article Abstract Guidelines

### Description

Prepare a one-page, single-spaced, word-processed abstract of an article related to any topic involving database technology. Articles may come from a variety of sources (e.g. *PC Computing*, *BYTE*, *Information Management*, *PC Magazine*, *Compute Magazine*, *Business Week*, *Database*, *Fortune*, etc.) Articles abstracted must be at least three pages in length (three pages of text—minus graphics or approximately 2100) and must be published within the last year. (NOTE: If you use an electronic copy found on one of our electronic databases you will need about 6-8 pages to equal a normal 3-4 page journal article.)

### Include the following:

- A copy of the article being abstracted. (This must be a copy of the article and **not** the original article removed from the journal or magazine.)
- The bibliographic citation of the article in the top left hand corner (for style format-see below).
- A synopsis of the article highlighting the main thesis of the author and any supporting points.
- A personal evaluation of the article. Was the article valuable to you? Did it seem credible? Do you agree/disagree with author's conclusions? How does it relate to elements in your profession or major?

### General Format to be followed:

- One page, single-spaced, word-processed with one-inch margins. (Do not exceed one page...make this a summary of the important aspects of the article.)
- A copy of the article is to be stapled behind the abstract.
- The format must be followed.
- These articles will not be returned.

### Note on Grading:

To receive an excellent grade (A) all the guidelines must have been followed and you must exceed the 3-page journal minimum. In addition there can be no typos or grammatical errors and the summary must be clear and to the point.

Author Last Name, First Initial. Year Published.  
*Title of article.* Publication Name, Volume,  
Issue, Page numbers.

Your Name  
Spring 2003

Three fourths of the page will be a summary of the article highlighting the main idea of the author and any supporting points. A brief discussion of the article's key points and conclusions are appropriate.

The last fourth of the page is to be your **personal reaction** to the article.

*Comment on:* How was it valuable to you? Was the article credible from your point of view? Why or Why not? How does this article relate to your profession?


The abstract is due on the scheduled due date. Abstracts submitted late will lose ten percent credit for each calendar day late. If you are unable to make a due date, you may fax the article to me or send it in with another student.

## INFO358 - Tentative Schedule

<u>Class</u>	<u>Topic</u>	<u>Pratt Text</u>	<u>Access Text</u>
Week 1 Jan 14	Intro to Course Assign Presentation Days <i>Access</i> - Project One & Two (due next week) (Thursday lab)		Print Marina Table Print Query Pg.2.42 (Proj 2) Cases-Proj 1: #4 Print Tables Cases –Proj 2: - #4 Print c, e, g
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Week 2 Jan 21/ 23	Introduction to Database Management <i>Access</i> – Project Three (due next week)	Chapter 1	Print table results of pg. 3.46 Cases-Proj 3 – #4 Print table
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Week 3 Jan 28/30	Relational Model <i>Access</i> -Project Four (due next week)	Chapter 2	Full Class on Access Project Four Print Form pg 4.52 (use screen capture and put in Word Doc –Alt+PrtSc) Cases: #3 & #4 Print Report & Form
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Week 4 Feb4/ 6	Relational Model: Advanced Features <i>Access</i> - Project Five (due in two weeks)	Chapter 4	Print Form pg 5.45 (complete chapter to pg 5.48) Cases: 3& 4 Print: In #3 Table, #4 Form, Do #5 but do not print
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Week 5 Feb 11/13	Database Design: Normalization <i>Access</i> – Project Six ( <i>due in two weeks</i> )	Chapter 5	Print Switchboard Pg 6.50 Cases: #3 , #4 , #5 Print Switchboard
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Week 6 Feb 18/20	Database Design 1: Normalization Continued <i>Access</i> – Begin Project Seven (due two weeks)		Print Report on pg 7.46 and Mail Labels pg 7.51 Cases: #3 and #4 Print results (Continue work on Project 6 also )
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Week 7 Feb 25/27	<b>Midterm Exam</b> <i>Access</i> – Project Seven (due next week)		Print Report on pg 7.46 and Mail Labels pg 7.51 Cases: #3 and #4 Print results, Do Case #5 but do not print
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**Spring Break (March 3 to 7)**



----- Week 8 Mar 11/11	Relational Model: SQL <i>Access</i> - Project Eight (due two weeks) Cases: #3, 4, #5 Print Results of each	Chapter 3	Print results of pg. 8.93
----- Week 9 Mar 18/20	Relational Model: SQL Continued (Access Practice Exam)		
----- Week 10 Mar 25/27	Design 2: Design Methodology <b>Access Exam in Lab</b> (Turn in Project Eight)	Chapter 6	Access Exam. In lab
----- Week 11 April 1/3	Design 2: Design Methodology Continued CBT Lesson "Introduction to RDBMS and SQL *Plus		Print Practice Results of each CBT 20101 Sections: 1. RDMS and SQL 2. Basics of SQL
	<b><u>Abstract Due</u></b>		
----- Week 12 April 8/10	Functions of a DBMS <b><u>Project Outline Due</u></b> CBT Lesson "Introduction to RDBMS and SQL *Plus	Chapter 7	Print Practice Results of each CBT 20101 Sections: 1. Controlling Selected Rows 2. Operators
----- Week 13	CBT Lesson "Advanced SQL & SQL* Plus & Data Dictionary"		Print Practice Results CBT 20103 Sections: 1. Subqueries 2. SQL *Plus command
----- April 15	 <b>Easter Break (April 17 to 21)</b>		
----- Week 14 April 22/24	Database Administration <b>Work on Individual Project....</b>	Chapter 8	
----- Week 15 April 28/May 1	Finish Text and Project plus Review for Exam		
----- Week 16 May 8	<b>Exam Week</b>		