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INFO 200-51 Managing Information Technology

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INFO 200 – 51 MANAGING INFORMATION TECHNOLOGY

COURSE SYLLABUS

CLASS LOCATION AND TIME: Hailstones Hall, Room 15, MWF (12:30pm – 1:20pm)

INSTRUCTOR:

Name Dr Adekunle Okunoye
Email: okunoye@xavier.edu
Office Location: Room 319 Hailstones Hall
Office Hours: Monday 2:30pm – 5:30pm
 Wednesday 2:30pm – 5:30pm
Telephone: 513 745 3052 (office)

COURSE DESCRIPTION

This course covers fundamentals of information systems (IS) and the issues that relate to its management and applications in business and organization. The ethical and societal implications of the applications of Information Systems in business and organization will also be covered. The course also provides technical overview and management of information technology and the use of basic office applications. This includes use of spreadsheet and database software. The students get hands-on view of specific applications during supervised class tutorials and carry out independent case exercises. The exercises deal both with use of the applications and the real life application for business and organizational purposes.

MISSION

At Williams College of Business, “we educate students of business, enabling them to improve organizations and society, consistent with the Jesuit tradition”. In this course, we provide students with an understanding of the importance of Information Systems to individual, group, organization and society. Additionally, we prepare the students to apply this knowledge for greater good of others, by being able to address real business and organizational problems through the applications of information technology.

COURSE OBJECTIVES

At the end of the course, the students should be able to:

- understand the development and use of information systems in organizations
- understand how IS can be used strategically for developing competitive advantage
- understand the IS role in management and decision-making
- develop interpersonal and team interaction skills
- further develop microcomputer skills

PREREQUISITES

Basic knowledge of microcomputers

(It is assumed that students have a working knowledge of basic word processing and file management skills. The opportunity to review these skills will be made available electronically. Lab emphasis for the course will be Microsoft Excel and Access.

REQUIRED TEXTS AND OTHER MATERIALS

Text (Required)

Author: Stair and Reynolds

Title: Fundamentals of Information Systems

Publisher: Thomson ISBN: 0-619-06491-9

Author: Parsons, Oja, Ageloff and Carey

Title: Excel 2002 Brief

Publisher: Course Techonology ISBN: 0-619-02091-1

Author: Adamski and Finnegan

Title: Access 2002 Brief

Publisher: Course Technology ISBN: 0-619-02088-1

Other materials (optional)

SAM & TOM Computer Based Training CD (Cashier has disk, ask at the counter)

Other Materials(required)

Data files for use with Excel and Access may be obtained from the self-extracting Winzip file that is available on the course blackboard page

Blackboard class web site - <http://blackboard.xu.edu>

Any assignments collected electronically may be placed in the digital drop box for my retrieval or attached to an e-mail message.

COURSE POLICIES AND REQUIREMENTS

Attendance and participation: You are expected to attend each class meeting. Each **unexcused** absence will be recorded as a zero score for that day in the Attendance/Participation area. Class participation is critical for a successful course as reflected in the Attendance/Participation portion of the grade distribution. Class participation will involve required reading assignments, group case preparation, and introduction by students of current issues related to the chapter material. For any group activity, you must be present to receive the group grade. If you are absent you will receive a zero for that group activity.

Assignments: All assignments are due at the beginning of class on the due days (given in the course schedule). Unapproved late submission of assignments will be not accepted. Failure to turn in an assignment results in zero

Academic Dishonesty: Unless otherwise specified (e.g., group projects or presentations), all assignments should be done individually. If you are caught using other student's work at any point in the exercises or any part of the course will result in an F for the course and additional discipline according to the policy of Xavier University.

TESTS, PRESENTATIONS AND EXAMS

- There will be multiple choice *Readiness Assessment Tests* (RATs) given during the course for new topic areas. These will be given prior to discussing new topics from the text.
- There will be a Midterm and a Final exam based on the IS textbook.
- There will be a lab exam covering the topics in the books for Excel and Access at the end of the session
- There will be individual presentations on a current issues in Information Systems

GRADING

Your final grade will be determined as listed below and explained further in a separate section of this syllabus. Each student is required to read the instructions for all assignments at the beginning of the course. Any student who is unclear about any instruction should ask questions in class or see the professor immediately. You are expected to keep track of your own scores and class standing. You can also contact the instructor about the details of your scores before the final grading.

Grading Distribution

Assignments (see additional information in below section)	Grade %	Due Date	Scale	
RAT	15	See Class Schedule	A	92-100%
Case Lab Assignments	30	See Class Schedule	B	83-91%
Examinations	40	See Class Schedule	C	73-82%
Attendance/Participation /Presentations	15		D	63-72%
			F	below 63%
Total	100			

NOTE

We live in dynamic times. Your exposure to information technology in this course should strongly support this fact. Events may dictate that changes be made to what appears above and/or to the course schedule and assignments. Every attempt will be made to minimize any change, but I reserve the right to make changes if necessary. Advance notice will, of course, be given to the students. And, the current versions of the course Blackboard pages are to be taken as official. It is the student's responsibility to work with the current versions of these pages. It is the instructor's responsibility to keep the versions current.

Assignments (1 of 2)

Your Picture and Resume (1% extra credit)

To help me associate names and faces, get to know you better and help you with your job search, please provide me with a copy of your resume on or before September 3rd. Include on this resume your photo. This photo may be from your driver's license or student ID. Use the digital dropbox on the Blackboard. Make certain to take the option to "**Send File**" not "Add File." Add file only adds the file to YOUR dropbox but *send file* additionally adds it to the instructor's dropbox. I will add one point to your final course average if I receive this file by Tuesday, September 02, 2003.

Fundamentals of Information Systems (Stair and Reynolds)

RAT (15%)

Students will be asked to read the chapters prior to class. In class each student will be given a **Ready Assessment Test** to evaluate his or her understanding of the material. After completing the test individually, students will meet in groups and take the RAT. Both scores will count toward the student's overall grade in this section. No make up is allowed for group work.

Attendance, Participation and Presentations (15%)

Regular attendance is required for success in this class. Your participation will be determined by how well you respond to questions and by the extent of your contribution to all discussions. Students must present an article in current issues in IS and reflect the discussions in the class (see more detail in the section titled current issues in IS). The presentations will be at the end of the term before the final exams. Any student who must miss class due to an unavoidable circumstance should see the professor in person as soon as possible.

Examinations (30%)

A midterm and final exam will be given covering the material in this book. Exams are expected to be completed within one hour. Each exam will be weighted the same. The final exam is not comprehensive.

Assignments (2 of 2)

New Perspectives on Microsoft Excel 2002 and New Perspectives on Microsoft Access 2002

The purpose of these assignments is to develop and/or improve hands-on experience with database and spreadsheet tools. Since students in the class may be quite diverse in their knowledge of and/or experience with these tools and to accommodate different learning styles among students, different options to meet the requirements of this portion of the course is available. *Files* for these assignments will be made available on the blackboard.

Tutorials (OPTIONAL)

Class time will be made available to complete the four tutorials in these two textbooks. The tutorials are not required and students are not asked to submit their work. However, the tutorials give instructions on different aspects of each of these tools and prepare the students for the case assignments. Most students will be able to complete the tutorials in the class time allotted. Attendance for tutorials is not required but students are responsible for knowing the material. There are two ways for the student to complete the tutorials.

- Read and follow the steps in your textbook using the files made available to you on the blackboard.

OR

- Use the OPTIONAL software available at the bookstore checkout. This portion of the software is TOM. Students should understand that this software is geared to someone with limited skills and is not flexible. Many Microsoft products allow users several ways to complete a task. For instance, using Microsoft Word text and graphics can be copied to the clipboard by clicking EDIT and then COPY from the task bar. Alternatively, this same data can be copied by a right click with the mouse and selecting copy. With the TOM tool many times the student is asked to perform a task using a particular method and an error will occur if another method is used.

Case Assignments (REQUIRED) (30%)

Since some students may all ready be proficient in ACCESS and/or EXCEL, there are two methods to satisfy this portion of the course.

- After each chapter in the book there are several "Cases." Each student will complete Case 3 at the end of every chapter in BOTH books. There are 8 cases in total, 4 from each book. Each Case requires several printouts. These printouts and a 3.5" floppy disk with the ACCESS database or the EXCEL spreadsheet must be placed in a clear, plastic sleeve and submitted in the plastic bucket (as shown in class). The printout solutions will be posted on the blackboard. Students will not be able to print these solutions but each student should compare their completed assignment with the solution prior to submitting their work. Each case will take a student between one to two hours to complete.

Lab Examination (10%)

One examination will be given covering both ACCESS and EXCEL

DETAILED INSTRUCTION ON CURRENT IS ISSUES

Current IS Issues: One journal article will be due on a current IS issue. This article must deal with information technology or with the strategic use of technology in business and must pertain to material discussed in the class. It must have a recent publication date. 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. It must be no longer than 1 page in length. I will not be returning these so if you want a copy of the article or abstract you will need to make one. Article abstracts will be graded on currency, comprehensiveness, clarity, grammar, spelling, relevancy for the course, and over-all readability. (Abstracts submitted late will lose ten percent credit for each calendar day late.)

Presentations of Current IS Issues: The article discussed above or a topic of personal interest in the area of technology will be presented to the class before the end of the course (see the schedule). This is to be a 5-7 minute PowerPoint presentation summarizing the article that you abstracted or the topic of your choice. You want this to be an interesting topic and one that would be easy and interesting to present. Usually a topic about how a business made good use of computers or a new technological invention related to business (profit or non-profit) would be interesting topics for the class. Avoid talking too much about details of how the computer technology works, and keep to topics dealing with some interesting uses for 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 or how Sports Management uses technology. 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. You must make use of 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 read you will lose points.

Article Abstract Guidelines

Description

Prepare a ***one-page***, single-spaced, word-processed abstract of an article related to any topic involving information technology. (Only one page will be graded so do not exceed this limit.) Articles may come from a variety of sources (e.g. *PC Computing*, *BYTE*, *Information Management*, *PC Magazine*, *Computer Magazine*, *Business Week*, *Fortune*, *Advertising Age*, etc.) Articles abstracted must be at least three pages in length (three pages of text--minus graphics or approximately 2100 words) and must have a recent publication date. Material must be current. This may mean 6 weeks in some cases or 6 months in other cases, depending on the topic. No article more than 1 year old will be accepted. You may use electronic resources, but it must be from a journal or magazine article and you must print the article. DO NOT use a general Web site as a resource. It must be an article. (NOTE: If you use an electronic copy 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 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 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
Semester, Year*

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 due date for the article will be posted as an announcement.

Class Schedule (INFO 200 -51)

Wk	Date	Class topics	Assignment	Assignment due
1	Wednesday, August 27, 2003	Introduction to Class		
	Friday, August 29, 2003	Intro. to applications Tutorials XP1	Read chapter 1 Resume with photo	
2	Monday, September 01, 2003	Holiday		
	Wednesday, September 03, 2003	RAT 1 Introduction to IS		Resume with photo
	Friday, September 05, 2003	Introduction to IS		
3	Monday, September 08, 2003	Introduction to IS		
	Wednesday, September 10, 2003	Introduction to IS		
	Friday, September 12, 2003	Excel Tutorial 1	Read chapter 2 Excel Case 3 pg EX1.40	
4	Monday, September 15, 2003	RAT 2 Hardware and Software		
	Wednesday, September 17, 2003	Hardware and Software		
	Friday, September 19, 2003	Excel Tutorial 2		Excel Case 3 pg EX1.40
5	Monday, September 22, 2003	Hardware and Software	Excel Case 3 pg EX 2.33	
	Wednesday, September 24, 2003	Hardware and Software		
	Friday, September 26, 2003	Excel Tutorial 3	Read chapter 4	Excel Case 3 pg EX 2.33
6	Monday, September 29, 2003	RAT 4 Telecommunication and Networking		
	Wednesday, October 01, 2003	Telecommunication and Networking		
	Friday, October 03, 2003		Excel Case 3 pg EX 3.43	
7	Monday, October 06, 2003	Telecommunication and Networking		
	Wednesday, October 08, 2003	Telecommunication and Networking		
	Friday, October 10, 2003	Excel Tutorial 4	Read chapter 5 Excel Case 3 pg EX 4.45	Excel Case 3 pg EX 3.43
8	Monday, October 13, 2003	RAT 5 E-commerce and TPS		
	Wednesday, October 15, 2003	E-commerce and TPS		
	Friday, October 17, 2003	E-commerce and TPS	Prepare for Exam	Excel Case 3 pg EX 4.55
9	Monday, October 20, 2003	E-Commerce and TPS		
	Wednesday, October 22, 2003	Mid – term Review		
	Friday, October 24, 2003	Mid Term Exam (1, 2, 4 ,5)	Read Chapter 3	

10	Monday, October 27, 2003	RAT 3 Data Management		
	Wednesday, October 29, 2003	Data Management		
	Friday, October 31, 2003	Access tutorial 1	Access case 3 page AC 1.29	
11	Monday, November 03, 2003	Data Management		
	Wednesday, November 05, 2003	Data Management		
	Friday, November 07, 2003	Access tutorial 2	Read Chapter 8 Access case 3 page AC 2.40	Access case 3 page AC 1.29
12	Monday, November 10, 2003	RAT 8 Systems Development		
	Wednesday, November 12, 2003	Systems Development		
	Friday, November 14, 2003	Access tutorial 3	Access case 3 page AC 3.44	Access case 3 page AC 2.40
13	Monday, November 17, 2003	Systems Development		
	Wednesday, November 19, 2003	Systems Development		
	Friday, November 21, 2003	Access tutorial 4	Read Chap 9 Access case 3 page AC 4.37	Access case 3 page AC 3.44
14	Monday, November 24, 2003	RAT 9 Security, Privacy and Ethics		
	Wednesday, November 26, 2003	Security, Privacy and Ethics		
	Friday, November 28, 2003	Holiday		
15	Monday, December 01, 2003	Security, Privacy and Ethics		
	Wednesday, December 03, 2003	Security, Privacy and Ethics		
	Friday, December 05, 2003	Test (Excel and Access)		Access case 3 page AC 4.37
16	Monday, December 08, 2003	Presentations		
	Wednesday, December 10, 2003	Presentations		
	Friday, December 12, 2003	Presentations		
17	Monday, December 15, 2003	Exam (Chapters 3, 8 and 9)		