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INFO 301 Managing Information Technology

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Required Materials : *Information Systems Foundations* by Jessup and Valacich, 1998
Shelly Cashman Lab Series for Excel and Access
HD disk for the lab portion of class

Optional: Shelly Cashman Lab Series for PowerPoint and MS Word

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 team interaction skills
- To further develop microcomputer skills (Spreadsheet and Database usage)

Tests/Exams: There will be true-false, 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 one exam during the session on the Jessup and Valacich textbook the last day of the week.

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. For any group activity including the RATs you must be present to receive the group grade.

Lab Work: Microcomputer skills will be addressed during the course. It is assumed that students have a basic knowledge of microcomputers and know how to use a wordprocessor. If you are not familiar, you must let me know so I can guide you in this task. The *MSWord* book and the *PowerPoint* book are optional for students. Students who are not familiar with computers may want to use these books to get themselves up to a basic user level. There will be a lab exam over Excel and Access at the end of the week.

Current IS Issues: One 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. A photo-copy of the article (minimum of 3 pages or approximately 2000 words) along with a one page abstract of the article is required. This abstract page is to be single-spaced, approximately 6 lines/inch and have one inch margins. 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 comprehensiveness, clarity, grammar, spelling, and over-all readability. (Abstracts submitted late will lose ten percent credit for each calendar day late.)

Presentations of Current IS Issues: Your article (or a topic of personal interest) will be presented to the class sometime during the week. This is to be a 5 to 7 minute PowerPoint presentation summarizing the article that you abstracted or it can be on a topic of your choice. 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 computers or a new technological invention related to business are 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 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 and use clip art, Internet graphics and animation. You **may not** read your presentation. You can have notes to help guide you but if you read you will lose points.

A sign-up sheet will be distributed during the first class. If for some reason you can not 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. With the tight presentation schedule that we have there can be no makeups and anyone missing their day without arranging for a substitution will receive a score of zero.

Grading Criteria:

Individual Readiness Assessment Tests	15%
Class Attendance and Group Work.....	10%
Article Abstract/Presentation.....	10%
Exams (Textbook).....	35%
Lab Work (Assignments, Project, Exam).....	30%

Grade Distribution :

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

Note: Attendance is required and an absence during the week 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 information technology. Articles may come from a variety of sources (e.g. *PC Computing*, *BYTE*, *Information Management*, *PC Magazine*, *Compute Magazine*, *Business Week*, *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 you will need about 6-8 pages to equal a normal 3-4 page journal article.)

Include the following:

- A photocopy of the article being abstracted. (This must be a photocopy and not the original article removed from the journal or magazine or a computer printout of the article.)
- 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 photocopy 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. Doing the minimum (3 page article) will result in a lower grade depending on how well the abstract is written.

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

Your Name
Summer 1999

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.

INFO301 - Tentative Schedule

Class	Topic	Text Reading
May 17	Intro to Course Assigned Presentation Days Group Assignments Introduction to Information Systems Information Systems Overview Information Systems Hardware PowerPoint Exercise Excel Project One Excel Project Two	Chapter One Chapter Two Exercise Sheet Print results of pg. 1.50 Print results of pg. 2.56 (graph & SS)
May 18	Information Systems Software Database Management Telecommunications Excel Project Three Internet/WWW lab project Access Project One	Chapter Three Chapter Four Chapter Five Print results of pg. 3.57 Assigned Exercise Print report on pg. 1.45
May 19	Telecommunications E-Commerce Student Presentations Access Project Two Access Project Three	Chapter Five continued Chapter Six Print query on pg. 2.43 Print Sort on pg. 3.37
May 20	Organizational Information Systems Emerging Information Systems Information Systems Development Process Student Presentations Catch-up on Assignments Practice Lab Exam for Access and Excel	Chapter Seven Chapter Eight Chapter Nine
May 21	Future in Information Systems Student Presentations Exam on Text and Lab Sections	No reading