

SYLLABUS

Course: BUA 316 OC - Information Systems Theory with Management Applications – Fall 02

Instructor: Jack L. Espinal

Contact: I am generally available at home in the evenings. Feel free to call me at home or even at work. Leave voice mail if I am not there and I will call you back.

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Course Description - Details:

Class meeting times: Wednesdays 6:15 – 9:45 PM (No class on 13 November)

Outside Class Meeting Times: None

Required Field Trip: Smithsonian Institution, Saturday, 16 November 2002, 10:00 AM

Costs associated with the course: Travel to the Smithsonian and lunch

Course Description – Content:

This course introduces computer concepts terminology, and applications to enable students to use computers effectively in a business environment. The class will feature lectures, written assignments, demonstrations, group work and case studies. New technology such as personal digital assistants, digital photography, voice recognition, digital video and net meetings will be discussed and demonstrated. The course will develop MS Office computer skills.

Goals and Objectives:

1. Students will appreciate the historical development of the computer and will understand how the spreadsheet and database changed the way managers operate.
2. Students will develop and extend their skills using a personal computer in a modern office environment
3. Students will integrate the use of spreadsheets, databases, and word processors to solve complex business and management problems.
4. Students will be able to design simple relational databases to support decision support systems.
5. Use of graphics and other advanced display capabilities will be demonstrated by students. Students will also be able to select appropriate display options as part of decision support systems.
6. Students will be able explain the operation of local area networks, the Internet, and Intranets.

7. Students will learn techniques to help themselves and solve problems while using Windows applications.
8. Students will develop an appreciation of the ethical issues involving information technology.
9. Students will understand how to secure information on a computer in a business environment and protect them from hackers and viruses.
10. Students will be able to explain the software life cycle.
11. Students will be exposed to new technologies that will change the workplace such as personal digital assistants, digital photography, voice recognition, digital video and net meetings.

Assessment methods:

GRADED ASSIGNMENTS

Midterm Examination	25 Percent
Final Examination	25 Percent
Quizzes and In-class Writings	15 Percent
In-Class Presentations	25 Percent
Participation	10 Percent

GRADING SCALE

95 - 100 Points	A
80 - 94 Points	B
70 - 79 Points	C
60 - 69 Points	D
Below 60	F

Attendance Policy:

Attendance at all class sessions is mandatory for all students. However, if you do miss a session we will negotiate a learning contract to make up the work for the session. A typical makeup assignment will be to write a paper describing subject material covered in the missed class session. Class attendance is very important and make-ups are never easy. You will still be responsible for homework and deliverables due that class session. However, please be aware that it will be difficult for you to complete your other assignments and your learning contract. Please notify me ahead of time if you know that you will have to miss a session so that we can both plan accordingly.

Course Requirements:

Required Textbook:

McLeod, R. Jr., Schell, G. (2001). Management Information Systems – Eighth Edition.
Prentice Hall: Upper Saddle River, NJ

Reserve Readings: None

Computer Software: MS Office

Incompletes and Extensions:

I am flexible on due dates for assignments during the course except for in class quizzes – (no make-ups) and scheduled in class presentations. I generally give incomplete grades only to students that have made progress in the course and experience an event such as a death in the family or major illness.

Academic Honesty:

It is expected that all material submitted as part of any class exercise and/or course requirement, in or out of class, is the actual work of the student whose name appears on the material or is properly documented otherwise. In addition, no assistance is to be obtained from commercial organizations, which sell or lease research help or written papers. The Trinity College Honor System is used in this course.

Course Outline:

<u>Date:</u>	<u>Day</u>	<u>Reading Assignments:</u>
30 October 2002	Wednesday	Read Chapter 1 - Computer Based Information Systems Read Chapter 2 – Using IT for Competitive Advantage
06 November 2002	Wednesday	Read Chapter 6 – Systems Concepts Read Chapter 7 – System Lifecycle Methodologies
13 November 2002	Wednesday	No Class – Smithsonian Field Trip – Sat 16 Nov
16 November 2002	Saturday	Smithsonian Field Trip – American History Museum
20 November 2002	Wednesday	Read Chapter 8 – Fundamentals of Computer Processing Read Chapter 9 - Database Management Systems Scan Appendix A – Data Modeling
27 November 2002	Wednesday	<u>Midterm Examination</u>
04 December 2001	Wednesday	Read Chapter 10 - Data Communications
11 December 2002	Wednesday	Read Chapter 13 – Decision Support Systems
18 December 2002	Wednesday	Read Chapter 3 - IT and Electronic Commerce <u>Final Examination</u>