Instructor: Margaret Neumann, Ph.D.
Office: C 3350  e-mail: m-neuman@govst.edu
Office Phone: 708 - 534 - 4968  Home Phone: 815-741-0717
Office Hours: TR 10:30 - 11:00 a.m., 3:15 - 4:30, Tuesdays 6:00 - 7:30 p.m.,
and by appointment (Note: Please let me know when you will be coming
during my office hours. While I am always on campus during my office hours, at
times I am busy with other GSU duties. This may save a wasted trip.)

Catalog Description:

Provides an introduction to the use of computers in business and their use as a business resource in
management of a business's information. Includes hands-on experience with various microcomputer
software packages and integration of these packages. Emphasis is on presentation and database
software and advanced uses for word-processing and spreadsheets.

Textbooks: Cats-Baril, William, and Thompson, Ronald. Information Technology and Management,


Other Required Materials:

At least five HD 3 1/2" diskettes formatted for the DOS (IBM). These are available in the bookstore or at
any number of department stores such as WalMart, k-Mart, Best Buy, Office Max, etc.

Expected Student Outcomes

Upon completion of this course, the student will:

--Students will develop an end-user's perspective in the application of computer based information
systems in today's business world.
--Students will understand how information systems should be designed and managed.
--Students will develop a working knowledge of several software packages and movement from one to
another.
--Students will be able to apply knowledge from this course to solve problems with information systems.

Syllabus statement for persons with disabilities:

it is the intention of the institution to support full participation of all students, regardless of
physical ability level. Therefore, if any student needs consideration of his/her physical abilities in
order to complete the course, please notify the instructor as soon as possible.
Manner of Instruction:

--Class discussion of text topics. Students are encouraged to ask questions related to the
text...ESPECIALLY current and breaking events in the field. Students will pair up for the
presentation of a textbook chapter. (Presentations worthy of an A must have multiple supporting
references. However, multiple references does not guarantee a grade of A.)

--Software skills will be learned through in-class exercises. Expertise will be demonstrated with out-of-
class assignments.

Class Policies and General Educational Issues:

1. Attendance is mandatory. All students should pair-up with a classmate. If you are planning to be
absent or have an unforeseen circumstance, contact your co-worker classmate first.

2. Success in this course requires substantial computer time. Most of this time will fall outside of
class time. Please plan on spending at least three hours per week outside of class
working on assignments.

3. Assignments must be on time and complete. Late assignments will lose points for tardiness and
WILL NOT BE ACCEPTED AFTER ONE WEEK PAST THE DUE DATE!

4. Written assignments are to be free of spelling, punctuation, usage, and grammar errors. Written
assignments should contain no faulty logic, awkward phrases or unclear remarks. Use
Rightwriter, Grammatik, or similar product when in doubt. Have a fellow student proof your work
before submitting it. These types of errors indicate lack of knowledge of the software
package.

5. Incompletes will be for extenuating circumstances only and will be given only within University
guidelines.

6. Sloppy or poorly presented assignments will be disposed of (or returned) without a grade.

7. All assignments should have in the upper right hand corner:

   Your name
   Class meeting time
   Name or Number of assignment

8. Multiple pages must be securely held together. All labs provide staplers near the printers.
(Paper clips and folders are also acceptable...folded corners are not.

9. All assignments must be submitted individually. Do not staple multiple assignments
together.

10. Make-up exams will only be given with PRIOR approval or with WRITTEN DOCUMENTATION
of illness or other problem.

Grades and Evaluations:

<table>
<thead>
<tr>
<th>Item</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab Assignments (10 @ 20 pts)</td>
<td>200</td>
</tr>
<tr>
<td>Presentation</td>
<td>100</td>
</tr>
<tr>
<td>Individual Project</td>
<td>50</td>
</tr>
<tr>
<td>Exams (3 @ 100 pts)</td>
<td>300</td>
</tr>
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<td></td>
<td>======</td>
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<tr>
<td></td>
<td>650</td>
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</tbody>
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Final grades will be assigned according to total points using a flexible scale. This scale will consider total
percentage of completion and demonstration of understanding.
This syllabus is subject to change as the trimester progresses.

**Tentative Schedule**

<table>
<thead>
<tr>
<th>WEEK</th>
<th>Topic</th>
<th>Assignment</th>
</tr>
</thead>
</table>
| 1    | Introduction  
      | Introduction to Info Technology and Management | Chapter 1 |
| 2    | Review of Windows, Use of Lab  
      | MS Word | |
| 3    | MS Excel  
      | Organizational Responsiveness | Chapter 2 |
| 4    | Decision Making with Organizations  
      | Advanced Excel | Chapter 3 |
| 5    | Organizational Communications  
      | Information Systems Concepts | Chapter 4 |
| 5    | EXAM 1 | MS PowerPoint |
| 6    | MS PowerPoint  
      | Information Technology | Chapter 6 |
| 7    | Information Resource Development  
      | MS PowerPoint | Chapter 7 |
| 8    | Business Process Management  
      | MS Access | Chapter 8 |
| 9    | Personal and Workgroup Productivity  
      | MS Access | Chapter 9 |
| 10   | EXAM 2 | MS Access |
| 11   | Competitive Uses of Information Technology  
      | MS Access | Chapter 10 |
| 12   | Information Resource Management  
      | Advanced Software Topics | Chapter 11 |
| 13   | Networks and Electronic Commerce  
      | Advanced Software Topics | Chapter 12 |
| 14   | Information Technology and Society  
      | EXAM 3 | Chapter 13 |