

Instructor: William Burrows
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Office Hours: M, W 11:00 – 1:00, Tu 10:00 – 12:00, and by appointment
Texts: Principles of Information Systems, 4th Edition, Stair & Reynolds.
New Perspectives on Microsoft Excel 97 – Comprehensive.
New Perspectives on Microsoft Access 97 – Introductory.
Guide To Data Modeling (available at the BA Library Copy Center).

Course Description. This course is designed to help you learn how to use information systems to improve your professional productivity. You will learn:

- what information systems are composed of
- what information systems can do
- what problems can be solved
- what roles users play in developing information systems
- how information systems impact organizations

Information systems are everywhere. No matter what the organization, the job title, or the job responsibilities, the understanding and effective use of information systems is important. For many of you, this will be your only chance while in school to acquire basic information systems knowledge and skills.

Requirements. There are six assignments, six lab exercises, and two examinations weighted as follows:

Assignments	30%
Lab Exercises	10%
Exams	60%

(A weight of 35% will be applied to the highest exam score and a weight of 25% will be applied to the other.)

You can use either Macintosh- or Windows-based computers for the Excel assignments and lab exercises. For the Microsoft Access assignments, you must use a Windows-based computer.

Lab Sections. The material covered in the lab sections will apply directly to the assignments and lab exercises. Assignments and lab exercises are discussed and reviewed in lab and are due in the lab at the beginning of the lab. Specific assignment and exercise due dates are shown on page 3. Late assignments will not be accepted unless prior arrangements have been made. Assignments are to be the result of individual effort. ***Credit will not be awarded for collaborative work.***

You will need several flexible disks for the lab work and tutorial files. You should bring these disks to your first lab.

Course Schedule

Date	Content
1/3	Lecture 1 – An Introduction to Information Systems. Read Ch 1.
1/5	Lecture 2 – Computer Hardware. Read Ch 3.
1/6, 7	Lab 1 Lab orientation, Excel introduction.
1/10	Lecture 3 – Computer Hardware (continued).
1/12	Lecture 4 – Computer Software. Read Ch 4.
1/13, 14	Lab 2 Outlook Express, attachments, and downloading applications.
1/17	<i>Martin Luther King Jr. Holiday</i>
1/19	Lecture 5 – Computer Software (continued).
1/20, 21	Lab 3 HTML and creating a web home page.
1/24	Lecture 6 – Telecommunications and Networks. Read Ch 6.
1/26	Lecture 7 – The Internet, Intranets and Extranets. Read Ch 7.
1/27, 28	Lab 4 More on HTML.
1/31	Lecture 8 – Internet, Intranets and Extranets (continued) and review for Exam 1.
2/2	Exam 1
2/3, 4	Lab 5 Tools of the Internet.
2/7	Lecture 9 – Organizing Data and Information. Read Ch 5.
2/9	Lecture 10 – Organizing Data and Information (continued) and Data Modeling. Read Guide to Data Modeling (pages 1-21).
2/10, 11	Lab 6 Using PowerPoint
2/14	Lecture 11 – Data Modeling (continued). Read Guide to Data Modeling (pages 22-30).
2/16	Lecture 12 – Transaction Processing, E-Commerce, and ERP. Read Ch 8.
2/17, 18	Lab 7 Data modeling review.
2/21	<i>President's Day Holiday</i>
2/23	Lecture 13 – Management Information and Decision Support Systems. Read Ch 9 (pp 388-399) and Ch 10.
2/24, 25	Lab 8 Building an Access database from a data model.
2/28	Lecture 14 – Systems Investigation and Analysis. Read Ch 12
3/1	Lecture 15 – Systems Design, Implementation, Maintenance, and Review. Read Ch 13.
3/2, 3	Lab 9 Using multiple desk-top applications.
3/6	Lecture 16 – Security, Privacy, and Ethical Issues. Read Ch 14.
3/8	Exam 2
3/9, 10	Open Lab Use this time to turn in assignments that are due.

The following defines your responsibilities and due dates for work done in lab as well as assignments, exercises, and tutorials done outside of lab. Be aware that 30% of your grade is determined by your effort on assignments and exercises.

Date	Topic	To do before lab	Due in lab
Week 1 1/6,7	Lab 1 - Lab orientation, Excel introduction	Review Win 95 Tutorials (in Excel book) Read/Work Excel Tutorial #1 and #2	
Week 2 1/13,14	Lab 2 - Outlook Express, attachments, and downloading applications.	Complete Lab 1 Exercise Read/Work Excel Tutorial #3 and #4	Lab 1 Exercise
Week 3 1/20,21	Lab 3 - HTML and creating a web home page	Complete Lab 2 Exercise Read FTP online tutorial Do Excel Assignment #1	Lab 2 Exercise Excel Assignment #1
Week 4 1/27,28	Lab 4 - More on HTML	Do Excel Assignment #2	Excel Assignment #2
Week 5 2/3,4	Lab 5 - Tools of the Internet	Complete personal Web page Read/Work Excel Tutorial #9	Personal Web Page Exercise
Week 6 2/10,11	Lab 6 - PowerPoint	Do Excel Assignment #3	Excel Assignment #3
Week 7 2/17,18	Lab 7 - Data modeling review	Complete Lab 6 Exercise Read/Work Access Tutorial #1 Work in-class data modeling problems	Lab 6 Exercise
Week 8 2/24,25	Lab 8 - Building an Access database from a data model	Read/Work Access Tutorial #2 and #3 Do data modeling assignment	Data Modeling Assignment
Week 9 3/2,3	Lab 9 - Using multiple desk-top applications	Complete Lab 8 Exercise Read/Work Excel Tutorial #5 Read/Work Access Tutorial #6.3 Do Access Assignment #1	Lab 8 Exercise Access Assignment #1
Week 10 3/9,10	TAs in lab first 10 minutes to collect material due	Complete Lab 9 Exercise Read/Work Access Tutorials #4 and #5 Do Access Assignment #2	Lab 9 Exercise Access Assignment #2

Assignments and lab exercises are due in the lab at the beginning of the lab. Late assignments will not be accepted unless prior arrangements have been made. Assignments are to be the result of individual effort. ***Credit will not be awarded for collaborative work.***