

HOW TO STUDY FOR ITM100/ 102

TEXTBOOK: Laudon, *Management Information Systems: Managing the Digital Firm*, 16th Edition

STEP 1

Make notes, highlight, review, and list definitions, examples, diagrams, and bolded words in the textbook.

The textbook is the primary source of knowledge, application, and content in this course. Prepare detailed notes with adequate definitions and theory from each chapter and provide examples with each definition. For example, define what an operating system is and then provide an example of one.

Tips

- Look for **bolded** words in the text. It signifies an important term/concept, likely a key testable term;
- Look at the end of each chapter, you will find a list of “key terms”. These are a summary of the bolded words and provide a summary of the chapter;
- Read the case studies in each chapter to see a typical exam-type case question that will test your ability to read and analyze an issue;
- See any diagrams while reading? Make a note of it as it likely explains a key concept for more understanding;
- Highlight anything that makes you remember definitions and examples. Study by association of words, for example; MIS, TPS, and ESS all share a common characteristic;
- Test your knowledge prior to the exam by using flashcards to help remember the definitions.

STEP 2

Review and make supplementary notes from lectures and tutorial sessions. Include notes from slideshows. Review slides prior to attending class, making any notes and questions you may want to ask in class. Once in class, pay attention and listen for examples provided by the instructor for specific course terms/concepts. Ask any questions and add to your notes. Following class, refine your notes and review one final time.

Tips

- Review both before and after class. The best type of learning is done in intervals;
- Avoid cramming for this course as there is too much content to remember in one night;
- The slides and lectures are all supplementary for the textbook. To do well on assignments, utilize the textbook and pay attention to in-class materials as well;
- Always ask questions when a term/concept doesn't make sense.

STEP 3

Practice, practice, practice Excel!

With the excel supplementary reading, practice each week with the assigned excel problems to familiarize yourself with the software. It is a really useful tool that you will likely use after this class ends. Practice creating graphs, tables, formatting and moving things around. The better you are with the practice every week, the better you will perform on the quizzes.

Tips

- Give yourself 15 minutes each week to practice the excel tutorials;
- Follow along the excel supplementary reading, step by step;
- There are a number of YouTube videos that provide helpful tips and clarifications - use them!
- Attend Excel Bootcamps offered by the Business Career Hub (BCH) to advance your technical skills.