

Course	ITM 5000 / JA / Information Technology Management - Overview
Term	Spring 1, 2010 Saturday #2 – 8:00 am – 5:00 pm 1/9, 1/23, 2/6, 2/20, & 2/27 (1pm - 5pm)
Instructor	Name: Mike Kirkland Home: (904) 367-0906 Work: (904) 348-7151 Email: Kirkland@webster.edu or mikekirk@bellsouth.net
Catalog Description	This overview course presents a managerial and technical perspective that considers the application and management of information and communications technology in business and other types of organizations. The course includes an overview of all the core courses in the ITM curriculum. This course is a prerequisite for all other courses in the program.
Prerequisites	None Required
Course Level Learning Outcomes	After completing this introductory course, students will: <ul style="list-style-type: none"> • <i>know and explain <u>basic</u> technical terminology, concepts, principles, and practices as they relate to the use of information and information and communication technologies in support of organizational strategic goals.</i> • <i>will know and explain <u>basic</u> organizational management, project management, contract management, security management, and financial management concepts, principles, practices, and techniques as they relate to managing people, information, and information and communications technologies in support of organizational strategic goals.</i>
Materials	Haag, S., Cummings, M. & Phillips, A. (2008). Management Information Systems for the Information Age. (7th Edition). Irwin McGraw-Hill. ISBN# 0-077-24059-6 Recommended: White, R., (2008). How Computers Work w/CD-ROM. (9 th Edition). Que, Division of Macmillea Computer Publishing. ISBN# 0-789-73613-6 (Strongly recommended for students not familiar with computers.)

To Order Textbooks go to the local North FL website www.webster.edu/jack and click on Order Textbooks to select a vendor

(Note: Textbooks must be ordered 2 weeks prior to class to ensure delivery)

Supplemental Readings:
Research Paper Guidelines and Sample Paper – See website @ www.webster.edu/jack and click on the Student Resources category.

Grading

Assignments	Maximum Points
<ul style="list-style-type: none"> • Pre-Assignment: <ul style="list-style-type: none"> ➤ 25 Non-Medical Related Innovations that Changed the World since 1980 • Article Reviews – including PASSPORTS Internet Proficiency • Short-Answer Questions and Answers • Final Exam • Class Participation and Attendance 	10 Points 35 Points 25 Points 20 Points <u>10 Points</u>
TOTAL	100 Points

Percentage of Total Points	Grade
95%-100%	A
90%-94%	A-
88%-89%	B+
84%-87%	B
80%-83%	B-
70%-79%	C
Below 70%	F

Activities

- Short lectures used to convey an understanding of mandatory topics.
 - Facilitated discussions of assigned readings.
 - Moderately complex cases, exercises, and group project assignments are used to promote analysis, understanding and application of concepts and practices covered.
 - Short term (research) papers are used to promote development of research skills.
 - Final exams to assess comprehension of theoretical concepts.
- Pre-Assignment:**

- Type out (List and Explain) what you believe are the Top 25 Non-Medical Related Innovations that Changed the World since 1980. Hand in your answers (type the answers-double-spaced, with the Webster North Florida Region paper cover page [refer to sample on the website]) at the beginning of the 1st class.

Article Reviews:

- Two papers associated with topics covered from the textbook and from instructor supplied article topics in this class will be due at two different dates provided to you in this syllabus.
- Assignment Details:
 - Using ONLY the PASSPORTS databases, obtain 4 to 5 current (2006-2008) articles from a refereed journal.
 - Choose a topic that relates to the subject matter presented in the textbook.
 - The articles should include research [(references from the author(s)] and a summary of the topic(s) in your own words.
 - Each paper will be no less than **5 full text** pages and no greater than 8 full text pages (7 to 10 pages including the Webster North Florida Region cover page and reference pages [refer to sample on the website]).
 - You may include graphic designs and/or diagrams to explain your topic, but that will not decrease from the minimum number of 5 pages required per paper.
 - Be prepared to discuss the topic of your Article Review during the class session it is due.
 - The 2nd paper must be presented utilizing MS PowerPoint, with a 5-7 minute presentation of your paper and its topic. Electronic copy of the presentation must be provided to the instructor along with the paper.
 - Electronic or printed versions of the papers & their respective Articles will be accepted, but the cover page must be typed out and physically signed by the student.
 - Except where noted, all documents for the instructor should be prepared on a word processing software program and should be double-spaced. Follow the guidelines for preparation provided by the syllabus.

Short-Answer Questions and Answers:

- At the end of each chapter in the textbook there is a section entitled Short-Answer Questions. Assignments of those Questions assigned are provided further in this syllabus. Answer and be prepared to discuss the questions in class. Hand in your answers (type the questions and your subsequent answers-double-spaced, with the Webster North Florida Region paper cover page [refer to sample on the website]) at the beginning of each class. **Separate document for each Chapter.**

Final Exam:

- The last class session will partially consist of a cumulative exam covering chapters in the Haag/Cummings/McCubbrey textbook covered in classroom discussions along with questions from cases studies and instructor provided articles. The final exam will consist of two portions. There will be an open book/notes portion along with a closed book/notes notes portion. The two parts of the final exam will consist of selected questions from the text and cases studies discussed in class. The student will answer 4-5 questions from a list of 10-12 questions for each portion of the final exam .

Class Participation and Attendance:

- Students are expected to attend all class sessions of every course for the full 36 contact hours. In the case of unavoidable absence, the student must contact the instructor. The student is subject to appropriate academic penalty for incomplete or unacceptable makeup work, or for excessive or unexcused absences. Generally, a student who misses more than one four-hour course period (per course) without a documented military or medical excuse and advanced permission of the instructor should withdraw from the class. The University reserves the right to involuntarily drop enrolled students from classes, which they do not attend. **PLEASE BE ADVISED: Students who do not attend the first class session, who have not made prior arrangements with the instructor for being absent, will be dropped from their courses.**
- Attendance the last day of class is mandatory to ensure that all work is completed and to be awarded a passing grade. An Incomplete will not be acceptable without documental proof (Death Notice, Doctor's Letter, etc.) as to absence relating to non-completion of class work. These must be faxed 904-262-1459 or dropped off to Webster University by the Monday after the term ends.
- Participants are expected to arrive on time and be actively involved in the learning experience. Each student should desire to learn, participate, and proactively contribute to the learning of others during each discussion and exercise.
- Students are to participate in classroom discussions. The discussions are an opportunity for students to reveal their understanding of the assignments made for the current and previous classes.
- Assignments are given to prepare the student to participate in class discussions; therefore, it is imperative that reading assignments and associated questions for discussion be completed prior to class.
- A maximum of 10 points will be awarded based on the level and quality of participation and preparation.
- Failure to turn in an assignment within one week will result in a grade of "0" for that assignment. In addition, failure to submit an assignment will lower the final grade by an additional two points.

	<ul style="list-style-type: none"> • All assignments are due as detailed in the Course Schedule. • Late assignments will be accepted, if they are turned in <i>no later</i> than one week later, but will be penalized one letter grade. Furthermore, late assignments will lower the student's final grade by an additional one point. • Late assignments will not be accepted for the final assignments the last week of the course to allow timely completion and grades to be submitted.
<p>Policy Statements: University Policies</p>	<p>University policies are provided in the current course catalog and course schedules. They are also available on the university website. This class is governed by the university's published policies. The following policies are of particular interest:</p> <p>Academic Honesty</p> <p>The university is committed to high standards of academic honesty. Students will be held responsible for violations of these standards. Please refer to the university's academic honesty policies for a definition of academic dishonesty and potential disciplinary actions associated with it.</p> <p>Drops and Withdrawals</p> <p>Please be aware that, should you choose to drop or withdraw from this course, the date on which you notify the university of your decision will determine the amount of tuition refund you receive. Please refer to the university policies on drops and withdrawals (published elsewhere) to find out what the deadlines are for dropping a course with a full refund and for withdrawing from a course with a partial refund.</p> <p>Special Services</p> <p>If you have registered as a student with a documented disability and are entitled to classroom or testing accommodations, please inform the instructor at the beginning of the course of the accommodations you will require in this class so that these can be provided.</p> <p>Disturbances</p> <p>Since every student is entitled to full participation in class without interruption, disruption of class by inconsiderate behavior is not acceptable. Students are expected to treat the instructor and other students with dignity and respect, especially in cases where a diversity of opinion arises. Students who engage in disruptive behavior are subject to disciplinary action, including removal from the course.</p> <p>Student Assignments Retained</p>

	<p>From time to time, student assignments or projects will be retained by the Department for the purpose of academic assessment. In every case, should the assignment or project be shared outside the academic Department, the student's name and all identifying information about that student will be redacted from the assignment or project.</p> <p>Contact Hours for this Course It is essential that all classes meet for the full instructional time as scheduled. A class cannot be shortened in length. If a class session is cancelled for any reason, it must be rescheduled.</p>
<p>Course Policies</p>	<p>Attendance at all class sessions is expected.</p> <p>Late weekly write-ups and written case assignments will be accepted if prior arrangements have been made with the instructor, but will be given reduced points based upon the number of class sessions it is late.</p> <p>Make-Up Requirements</p> <ul style="list-style-type: none"> • For each class hour missed, a one (1) page, double-spaced, typed paper, with one (1) reference will be submitted by the end of the term. The instructor will assign the topic. A four (4) hour class will require four (4) pages supported with (4) references from popular or academic press. • This paper will be graded and incorporated in the class participation grade. If the make-up work is not submitted, the student's final grade will be reduced one (1) letter grade. • Students are responsible for any class material presented during their absence, and any assignments due should be submitted prior to the absence, if possible.

<p>Weekly Schedule</p>		<p>Pre-Assignments for Sessions 1 & 2:</p> <ul style="list-style-type: none"> • Type and explain what you believe to be the Top 25 Non-Medical Related Innovations that Changed the World since 1980. Utilize the Webster University North Florida Region cover page for papers on this assignment (<i>see Materials section of this syllabus for further clarification</i>). • READ & STUDY: Chapter 1 • SHORT-ANSWER QUESTIONS (see the previous section entitled – Short-Answer Questions and Answers for explanation of the assignment): Chapter 1 (1,2, 5, 4, 6, 7, and 9) • EMAIL the INSTRUCTOR: Prior to the first class you need to contact the instructor at the email address provided in this syllabus with the following information: <ul style="list-style-type: none"> ➤ (1) Student’s Name, (2) Student’s email address, Plus the students will need to ensure their Webster student email address is active the instructor will utilize this information through the course’s term for communication with the students. • READ & STUDY: Chapter 2 • READ & STUDY: Chapter 3 • Top 25 Listing – <i>Detailed description</i> & examples of how have they affected your personal or business life • SHORT-ANSWER QUESTIONS: Chapter 2 (1,2, 3,9 and 11,) • SHORT-ANSWER QUESTIONS: Chapter 3 (1, 2, 3, 5, 6, and 9)
	<p>Session 1</p>	<p>A.M. Session (8-NOON) THEME: The Information Age in Which You Live: Changing the Face of Business Topics:</p> <ul style="list-style-type: none"> • Introductions: Mutual expectations, course objectives, assignments, article reviews, final exam, presentation, grades, etc. • Discussion of the Top 25 Listing assignment • Hand in & discuss Chapter 1 Short-Answer Questions • Chapter 1: The Information Age in which you live (Changing the Face of Business)

	<p>Session 2</p>	<p>P.M. Session (1-5) THEME: Major Business Initiatives / Databases & Data Warehouses Topics:</p> <ul style="list-style-type: none"> • Discussion of the Top 25 Listing – Your responses. • Hand in & discuss Chapter 2 Short-Answer Questions • Strategic and Competitive Opportunities (Using IT for Competitive Advantage) • Hand in & discuss Chapter 3 Short-Answer Questions • Databases and Data Warehouses (Building Business Intelligence) <p>Assignments for Sessions 3 & 4:</p> <ul style="list-style-type: none"> • READ & STUDY: Chapter 4 • SHORT-ANSWER QUESTIONS: Chapter 4 (1,2, 3, 4, 6, and 8,) • ARTICLE REVIEW #1: <ul style="list-style-type: none"> ➤ Refer to the description on Page 3 of the syllabus • READ & STUDY: Chapter 5 • SHORT-ANSWER QUESTIONS: Chapter 5 (1, 2, 4, 7 and 8)
	<p>Session 3</p>	<p>A.M. Session (8-NOON) THEME: Decision Support and Artificial Intelligence: Intelligence – Brainpower for Your Business Topics:</p> <ul style="list-style-type: none"> • Hand in & discuss Chapter 4 Short-Answer Questions • DS and Artificial Intelligence (Brainpower for Your Business) • Lab availability for work on Article Review assignment #1

	<p>Session 4</p>	<p>P.M. Session (1-5) THEME: Electronic Commerce: Strategies for the New Economy Topics:</p> <ul style="list-style-type: none"> • Article Review #1: Discussion in class & submission to the instructor • Hand in & discuss Chapter 5 Short-Answer Questions • Electronic Commerce (Strategies for the New Economy) • Lab availability for work on Article Review assignment #2 <p>Assignments for Sessions 5 & 6:</p> <ul style="list-style-type: none"> • READ & STUDY: Chapter 6 • SHORT-ANSWER QUESTIONS: Chapter 6 (1, 2, 4, 5,7 and 9,) • READ & STUDY: Chapter 7 • SHORT-ANSWER QUESTIONS: Chapter 7 (2, 4, 5, 6, 8 and11,)
	<p>Session 5</p>	<p>A.M. Session (8-NOON) THEME: Systems Development: Phases, Tools, and Techniques Topics:</p> <ul style="list-style-type: none"> • Hand in & discuss Chapter 6 Short-Answer Questions • Systems Development (Steps, Tools, and Techniques) • Lab availability for work on Article Review assignment #2

	<p>Session 6</p>	<p>P.M. Session (1-5) THEME: Enterprise Infrastructure and Integration: Building the Dynamic Enterprise Topics:</p> <ul style="list-style-type: none"> • Hand in & discuss Chapter 7 Short-Answer Questions • IT Infrastructures (Business-Driven Technology) • Lab availability for work on Article Review assignment #2 <p>Assignments for Sessions 7 & 8:</p> <ul style="list-style-type: none"> • READ & STUDY: Chapter 8 • SHORT-ANSWER QUESTIONS: Chapter 8 (1, 2, 5, and 9,) • ARTICLE REVIEW #2: Presentation of Article Review #2 • ARTICLE REVIEW #2: Submission to the Instructor • READ & STUDY: Chapter 9 • SHORT-ANSWER QUESTIONS: Chapter 9 (1, 3, 4, 6, 8, 9 and 10)
	<p>Session 7</p>	<p>A.M. Session (8-NOON) THEME: Protecting People and Information: Threats & Safeguards Topics:</p> <ul style="list-style-type: none"> • Hand in & discuss Chapter 8 Short-Answer Questions • Protecting People and Information (Threats and Safeguards) • Lab availability for work on Article Review assignment #2
	<p>Session 8</p>	<p>P.M. Session (1-5pm) THEME: Emerging Trends and Technologies: Business, People, and Technology Tomorrow Topics:</p> <ul style="list-style-type: none"> • Presentation of Article Review #2 • Submission of Paper, Presentation & Articles to the Instructor • Hand in & discuss Chapter 9 Short-Answer Questions • Emerging Trends and Technologies (Business, People, and Technology Tomorrow) <p>Assignments for Session 9:</p> <ul style="list-style-type: none"> • STUDY CHAPTERS 1-9 for FINAL EXAM

	Session 9	P.M. Session (1-5) THEME: Class Review / Evaluations / Final Exam Topics: <ul style="list-style-type: none"> • Final Thoughts • Class Evaluation • Final Exam: Covering Chapters 1-9 of the textbook and case study information discussed in class
Additional Information	None	

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