

Course	ITM 5000 Introduction to Information Technology Management									
Term	Spring 1 2010 (Tuesday)									
Instructor	Name: John J. Kozlowski Phone: 618-235-2475 Email: John.koz@charter.net or kozlowski@webster.edu Web site: www.webster.edu/~kozlowski									
Catalog Description	This course introduces students to the tools for managing information and computer resources. Students examine the concepts of business applications, system management, project management, systems analysis & design, networking & telecommunications, and database management.									
Prerequisites	None.									
Course Level Learning Outcomes	<ul style="list-style-type: none"> • To expand the student's knowledge of basic computer terminology and information technology concepts. • To provide both a technical and a philosophical framework for future CRM studies. • To increase the student's awareness of the Internet, e-mail, and online resources. 									
Materials	<p>Discovering Computers 2010: Living In The Digital World (Complete); Gary B. Shelly, Misty E. Vermaat; Thomson Course Technology; ISBN 0-324-78645-X. (softcover)</p> <p>Addition details regarding where to purchase this text are available on the COMP 5000 web site. There are several different editions of this text. Make sure that you purchase the COMPLETE edition. Otherwise, you may be missing some of the chapters.</p> <p>"World's Easiest Guide to APA" by Carol Amato, 3rd edition; ISBN: 09-713756-7-4</p>									
Grading	<p>Grades will be assigned in accordance with the following criteria:</p> <table> <tr> <td>A > 93%</td> <td>B+ ... 89 - 87%</td> <td>C 79 - 70%</td> </tr> <tr> <td>A-.... 93 - 90%</td> <td>B 86 - 83%</td> <td>F..... < than 70%</td> </tr> <tr> <td></td> <td>B- 82 - 80%</td> <td></td> </tr> </table>	A > 93%	B+ ... 89 - 87%	C 79 - 70%	A-.... 93 - 90%	B 86 - 83%	F..... < than 70%		B- 82 - 80%	
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	<p>Each test, quiz, and supplemental assignment will have designated point values assigned to them by the instructor. Your course percentile score will be determined by dividing the total points that you have earned during the course by the total number of points possible.</p> <p>All assignments, quizzes, and examinations are to be completed on or before the designated dates. Penalties will be assessed for late assignments. Allowances will be made for special circumstances like confirmed illnesses, deaths in the family, etc.</p> <p>The grades for each of your homework assignments will be posted to Homework Grades web page as soon as they are received and graded. Your Composite Course Grade (showing all tests, homework, etc.) will also be available on line so that you can review your progress throughout the semester. For your convenience, these web pages are typically updated 2-3 times per week (depending upon course assignments and tests).</p> <p>Absences will have an adverse impact on your overall grade since class participation and interaction with the instructor and your classmates are considered a vital part of this course. Review the Webster attendance policy on the COMP 5000 web site.</p>
Activities	<p>All of the weekly homework assignments will be posted on the ITM 5000 web site. You should check it routinely for updates.</p>
Policy Statements: University Policies	<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 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 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 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 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>Course Policies</p>	<p>A detailed description of all of the course policies is available on the ITM 5000 web site in the PROCEDURES section.</p>																				
<p>Weekly Schedule</p>	<table border="1"> <thead> <tr> <th data-bbox="565 884 646 909">WEEK</th> <th data-bbox="956 884 1135 909">ASSIGNMENT</th> </tr> </thead> <tbody> <tr> <td data-bbox="607 974 621 999">1</td> <td data-bbox="711 957 1305 1016">Chapter 1 - Introduction to Computers Chapter 2 - The Internet and the World Wide Web</td> </tr> <tr> <td data-bbox="607 1079 621 1104">2</td> <td data-bbox="711 1062 1279 1121">Chapter 3 - Application Software Chapter 4 - The Components of the System Unit</td> </tr> <tr> <td data-bbox="607 1205 621 1230">3</td> <td data-bbox="711 1167 990 1260">Test 1 (Chapters 1 - 3) Chapter 4 (cont'd) Chapter 5 - Input</td> </tr> <tr> <td data-bbox="607 1323 621 1348">4</td> <td data-bbox="711 1306 941 1365">Chapter 6 - Output Chapter 7 - Storage</td> </tr> <tr> <td data-bbox="607 1428 621 1453">5</td> <td data-bbox="711 1411 1325 1470">Chapter 8 - Operating Systems and Utility Programs Chapter 9 - Communications and Networks</td> </tr> <tr> <td data-bbox="607 1554 621 1579">6</td> <td data-bbox="711 1516 1331 1608">Test 2 (Chapters 4 - 7) Chapter 10 - Database Management Chapter 11 - Computer Security, Ethics, and Privacy</td> </tr> <tr> <td data-bbox="607 1667 621 1692">7</td> <td data-bbox="711 1650 1279 1709">Chapter 11 - Computer Security, Ethics (cont'd) Chapter 12 - Information Systems Development</td> </tr> <tr> <td data-bbox="607 1759 621 1785">8</td> <td data-bbox="711 1755 1377 1780">Chapter 12 - Information Systems Development (cont'd)</td> </tr> <tr> <td data-bbox="607 1835 621 1860">9</td> <td data-bbox="711 1831 1003 1856">Test 3 (Chapters 8 - 12)</td> </tr> </tbody> </table>	WEEK	ASSIGNMENT	1	Chapter 1 - Introduction to Computers Chapter 2 - The Internet and the World Wide Web	2	Chapter 3 - Application Software Chapter 4 - The Components of the System Unit	3	Test 1 (Chapters 1 - 3) Chapter 4 (cont'd) Chapter 5 - Input	4	Chapter 6 - Output Chapter 7 - Storage	5	Chapter 8 - Operating Systems and Utility Programs Chapter 9 - Communications and Networks	6	Test 2 (Chapters 4 - 7) Chapter 10 - Database Management Chapter 11 - Computer Security, Ethics, and Privacy	7	Chapter 11 - Computer Security, Ethics (cont'd) Chapter 12 - Information Systems Development	8	Chapter 12 - Information Systems Development (cont'd)	9	Test 3 (Chapters 8 - 12)
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Additional Information

As soon as possible, you should go to the ITM 5000 web site and complete your first two assignments: 1) your STUDENT SURVEY and 2) your vCard. These are due prior to the first class session. You also need to submit a SEATING REQUEST to me. (Details are on the web site).

This course is not designed to teach you about how to use your PC. Its main purpose is to prepare students for the other courses that they will be taking in the Information Technology Management program.

Students should either own a personal computer or have access to one on a routine basis so that they complete the weekly homework assignments. Internet access is required to complete some of the homework assignments as well as for e-mailing assignments to me as they are completed and for receiving updates from me on topics that we discuss in class.

Students are expected to read the scheduled chapters prior to class. The web site contains a list of **Review Topics** for each chapter. These are the topics that I consider most important in the chapter and the ones that you should concentrate on for both the lectures and the tests. You are strongly encouraged to ask questions or to share your computing experiences with the class.

You will find it beneficial to supplement your answers to my Review Topics by taking notes during the lectures. Note-taking not only forces you to pay attention in class but it also gives you specific material to review in preparation for the scheduled tests. Because of the constantly evolving nature of information technology, some lecture topics will not be in the textbook. These subjects will be identified in the Review Topics as "Lecture".

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