ISDS 351 - Fall 2016
Information Technology for Managers

Course Syllabus

Instructor Information
Instructor: Dr. xxxxxxxxxxxx
Office: SGMH-41xx
Office Hours: xxxxx@fullerton.edu
Phone: (657) 278-xxxx
Web page: TITANium (through the student portal)

Class Times & Location
Session 01: SGMH-xxxx

Required Textbook
The texts used in this class:

The Business Writer's Handbook 10th Edition by Alred, Brusaw, and Oliu is an optional textbook to help you with your writing. The ISBN is 780312679439. A few supplemental reading materials may be provided by the instructor.

Software
Microsoft Office 2013 will be used in this course to create required deliverables for assignments. You must have access to the latest version of MS Project, which can be obtained free of charge through Microsoft website at the following URL: https://www.microsoft.com/en-us/evalcenter/evaluate-project-professional-2013

This software is also installed in labs at our college on campus. An on-campus computer lab is available to all students in this course to use to complete “out-of-class” assignments. It is SGMH 1105.

Course Description and Objectives:
ISDS 351 is an upper-division undergraduate course that focuses on how managers can leverage Information Technologies (IT) through planning, oversight, and management. The overarching objectives of this course are to learn to identify and evaluate potential opportunities to employ IT for improving business outcomes, to understand the implications of IT, and to gain a deeper understanding of IT as a major facilitator of the fundamental business activities.

The course will provide an introduction to business IT elements, and to solving business problems with IT. Essential concepts of IT, IT for competitive advantage, using IT to engage in e-commerce, IT project management, IT oversight frameworks, and various business-IT related issues such as ethical implication of information technology will be covered.
Learning Goals:
After completing this course, students should be able to:
- Recognize key information technologies in business settings
- Identify IT opportunities for obtaining firm outcomes
- Describe and apply IT management and oversight principles and frameworks
- Describe a number of cases of IT business initiatives

Required Technologies and Skills:
The following technologies and skills are required in order for you to take this course:
- You must have access to a computer which has an active Internet connection and a web browser that can correctly render the course website (e.g., Firefox, Internet Explorer).
- You must have access to software which will allow you to consume and produce Microsoft Office documents.
- You must possess the requisite skills to use the hardware and software noted above.
- You must have access to the latest version of MS Project

Expectations and Behavior:
- The content of this course is difficult to master without a substantial degree of effort on your part. You will thus need to dedicate a great deal of time to reading and thinking about the topics being addressed if you are to be successful. As this is primarily a core course, you will need to be especially vigilant about keeping pace with the course schedule.
- Given that the course website will be your primary resource for obtaining course materials, please be sure to check the website for updates at least a few times every week.

Additional Advice:
Don't fall behind, and don't be afraid to ask questions. You have many options for contacting and interacting with your instructor and with your fellow classmates, so please do not hesitate to use them as necessary.

Evaluation:
The course grade will be based upon your performance on online quizzes (approximately weekly), one written group project, and three written exams.
- Online quizzes will be made available on the course website, and must be completed by the dates noted on the course schedule. Students may take each quiz a maximum of 3 times. Only the latest score from your three quiz attempts will be retained.
- The written group project will be completed in small groups of approximately 5 students, with group membership being assigned by the instructor if necessary. Upon request, Dr. xxxxx will establish an online collaborative workspace on the course website for each group in order to facilitate completion of this project. Be aware that all written group projects may be evaluated for plagiarism using the advanced TurnItIn software system. Further details about the written project will be made available on the course website. The project due date can be found in the course schedule.
- Students will be given one week to read the reports submitted by their peers. They are required to provide a structured assessment of these reports. These assessments include a quantitative component, as well as a set of open ended questions. When completing these reports, keep “Netiquette” in mind. The reports will be aggregated and anonymized before shared with members of the relevant groups.
- The written examinations will be comprised of a series of short essay and/or multiple choice questions, and will be administered on the main CSUF campus or at an approved testing center per the dates shown on the course schedule.

Course Grades
Your current grade will always be available for your review in your personal online grade book, which can be accessed via the course website.
Late written group projects, online quizzes, or make-up exams will not be allowed without a documented, University-approved excuse. No exceptions! There maybe an extra credit opportunity in this course.

Course grades will be determined using the following scale. Plus/minus grading is not used in this course.

- 90.0 to 100: A
- 80.0 to 89.9: B
- 70.0 to 79.9: C
- 60.0 to 69.9: D
- 0.0 to 59.9: F

Technical Problems:
- Please be aware that Dr. xxxxx has no control over the hardware, software, or networks which underlie the course website. If you encounter any technical problems, you should therefore contact the CSUF IT Help Desk. You can contact the help desk by calling 657.278.8888, or by sending an email to helpdesk@fullerton.edu.
- Although the course website is generally very reliable, if it happens to be offline when you are attempting to submit a written project, you may email your project to Dr. xxxxx as an alternative. No alternative means of submitting online quizzes is available, however, because those quizzes rely entirely upon the functionality of the course website. You should therefore avoid waiting until the last minute to submit your quizzes so as to hedge against the possibility of the course website being unavailable.

Additional Class Rules and Considerations:
- If you have a grading dispute for a project, quiz, or exam, you must provide written details of your dispute to Dr. xxxxx within one calendar week of your grade having been made available to you. This includes grades being made available via the course website.
- If you have any special needs, you must inform Dr. xxxxx within the first week of class if those needs are to be accommodated. Please note that any special accommodations must be documented by the CSUF Disabled Student Services office. Information about your right to accommodations for documented special needs can be obtained from the Disabled Student Service office, UH 101, 657.278.3117 or as documented at http://www.fullerton.edu/disableservices/

Assessment Statement
The programs offered in Mihaylo College of Business and Economics (MCBE) at Cal State Fullerton are designed to provide every student with the knowledge and skills essential for a successful career in business. Since assessment plays a vital role in Mihaylo College's drive to offer the best, several assessment tools are implemented to constantly evaluate our program as well as our students' progress. Students, faculty, and staff should expect to participate in MCBE assessment activities. In doing so, Mihaylo College is able to measure its strengths and weaknesses, and continue to cultivate a climate of excellence in its students and programs.

Emergency Procedures
Earthquakes – Duck and Cover. When shaking has ended, exit the building through the east stairs and walk to the front of the University (south).
Fire – Leave immediately through the east stairs and walk to the front of the University (south).
Review the University's recommendations regarding emergency preparedness, which can be found at http://emergencypreparedness.fullerton.edu

Academic Integrity:
Per UPS 300.021: “Academic dishonesty includes but is not limited to cheating on examinations or assignments, unauthorized collaboration, plagiarism, falsification/fabrication of university documents, any act designed to give unfair academic advantage to the student, assisting or allowing any of these acts, or the attempt to commit such acts.” These activities are expressly prohibited in this course.
As an MCBE student, you will be held to a high standard of integrity and behavior. All violations of academic integrity will therefore be reported to the Dean of Students Office, Judicial Affairs. This applies to both individual and group work. Students adjudged in breach of UPS 300.021 will be subjected to whatever penalties are levied by Judicial Affairs. Please note that you are subject to all of the provisions of the University Policy Statement on Academic Integrity, even though only a subset of those provisions is noted herein. For more information, please see:

http://www.fullerton.edu/senate/PDF/300/UPS300-021.pdf

Finally...

As an MCBE student, you are required to make an ethical and professional commitment to act appropriately in all academic activities and to not tolerate any dishonorable or disrespectful behavior from yourself or from your classmates. This requirement includes both online and face-to-face behavior, and applies unambiguously to ISDS 351.

Course Schedule *

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Readings</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Intro to IT for Managers</td>
<td>ITM Ch1</td>
</tr>
<tr>
<td>2</td>
<td>Strategic Planning Process</td>
<td>ITM Ch2</td>
</tr>
<tr>
<td>3</td>
<td>System Development Life Cycle and Agile Methodology</td>
<td>Slides</td>
</tr>
<tr>
<td>4</td>
<td>Intro to IT Project Management, IT Project Management Case</td>
<td>PM Ch1 Ch3</td>
</tr>
<tr>
<td>5</td>
<td>Business Process, IT outsourcing, and Cloud Computing</td>
<td>ITM Ch4</td>
</tr>
<tr>
<td>6</td>
<td>Drawing Business Process Model</td>
<td>Visio 2013 or Word 2013</td>
</tr>
<tr>
<td>7</td>
<td>Database basics</td>
<td>Slides</td>
</tr>
<tr>
<td>8</td>
<td>MS Access 2013</td>
<td>Excel 2013</td>
</tr>
<tr>
<td>9</td>
<td>Business Intelligence, Data Mining, and Big Data</td>
<td>ITM Ch9</td>
</tr>
<tr>
<td>10</td>
<td>Project Scope Management</td>
<td>PM Ch5 Ch11 Appendix A</td>
</tr>
<tr>
<td>11</td>
<td>Corporate Governance and IT, Optional: Project Risk Management</td>
<td>ITM Ch5 PM Ch11</td>
</tr>
<tr>
<td>12</td>
<td>Project Time Management + MS Project 2013</td>
<td>PM Ch6 Appendix A</td>
</tr>
<tr>
<td>13</td>
<td>Collaboration, Social Network, Optional: Project Communication Management</td>
<td>ITM Ch6 PM Ch10</td>
</tr>
<tr>
<td>14</td>
<td>Create your own personal website or LinkedIn page, Dropbox, Multimedia</td>
<td>Web 2.0</td>
</tr>
<tr>
<td>15</td>
<td>Enterprise Information Systems</td>
<td>ITM Ch8</td>
</tr>
<tr>
<td>16</td>
<td>Project Cost Management</td>
<td>PM Ch7 Appendix A</td>
</tr>
<tr>
<td>17</td>
<td>Privacy, Ethics, and Social Issues</td>
<td>ITM Ch11</td>
</tr>
<tr>
<td>18</td>
<td>Functional IS: MS Excel 2013</td>
<td>Excel 2013</td>
</tr>
<tr>
<td>19</td>
<td>E-business and M-Business</td>
<td>ITM Ch7</td>
</tr>
<tr>
<td>20</td>
<td>MS Project 2013 + Team Activities</td>
<td>Project 2013</td>
</tr>
<tr>
<td>21</td>
<td>IT security</td>
<td>ITM Ch12</td>
</tr>
<tr>
<td>22</td>
<td>Team Activities/Extra Credit Exercise</td>
<td>Midterm 1 Midterm 2</td>
</tr>
</tbody>
</table>

* This schedule is subject to change with notice, per UPS 300.004