

University of toledo  
college of business  
administration



**ASSIGN  
BUSTER**

University of Toledo College of Business Administration BUAD 3050

Information Technology Management Course Syllabus Fall 2012 Blackboard

site: [www.dl.utoledo.edu](http://www.dl.utoledo.edu) 3 credit hours Instructor: Abha Sinha Office: ST-

4027 E-mail: [abha.sinha@utoledo.edu](mailto:abha.sinha@utoledo.edu) Phone: 419-350-6530 Office hours:

by appointment (I will check my email normally Mon-Wed 10 am-12 noon.)

Text: Baltzan, Page, " Business Driven Information Systems", McGraw-

Hill Irwin, (Custom Book) ISBN- 978-1-121-57518-9, This book is a shorter

version of the original book by removing 2 chapters. This is based on Second

edition and not first edition. If you get to their website check the second

edition and not the second. Last two chapters are different in second edition.

I will be using only 9 chapters for this class. I will not be using Chapter 7.

You can also get e-book ISBN-110-5-120-21730-8. Course overview and

objectives: This course intends to provide the student with a foundation of

basic information technology concepts in business organizations. The

concepts that are going to be introduced in this course include: the

Information Systems in Business, Modern Organization in the Digital

Economy, Ethics, Privacy, Information Security, Data and Knowledge

Management, Customer Relationship Management, Enterprise Resource

Planning, Innovation, Entrepreneurship, and 21st Century Global Business.

Upon successful completion of the course, a student should be able to:

understand the role of information technology and information resources in

business be familiar with the new models of doing business understand

how IT can be applied in different areas of business know the basic ethical

issues related to IT be familiar with the basic concepts related to

organizational information systems understand the effects of globalization

and future trends of IT use. Course-specific resources: Course Pack on

<https://assignbuster.com/university-of-toledo-college-of-business-administration/>

Blackboard. I have provided all the required materials and data files in the web-board. To complete this course you do not require the CD or to log into the publisher site. If you want to, additional materials found on student CD which is also available at Web site addresses provided in the book. Hence I did not order the CD with the book to keep the cost of the book low. The sites may require registration and password. Course website usage and communication: You are required to use the course website (Blackboard) for all course-related communication. You are responsible for checking the website frequently in order to keep all deadlines.

Announcements, assignments, downloads, scores, grades and other relevant information regarding this course will be posted there. You, in turn, will post your assignments to the website only and not to any of my other email addresses. I will not respond to emails sent to other email address for course related matter. Course-specific resources: Evaluation and grading scale: (All Quizzes are closed book and notes) There will be 16 individual homework assignments (8 short-answer question assignments and 8 excel assignments), and 8 on-line quizzes. All the assignments are to be completed individually. There are no group assignments. All the quizzes are closed book, closed notes. No reference to any material is allowed. If someone is caught cheating, that person will get F for the whole course and will be referred to appropriate college and university committee for further action.

Points will be given for each category according to the following schema.

Category	Short-Answer Questions	Excel Assignments	Web Quizzes	Total
Grading scale: From To	930 1000	900 929	870 899	830 869
Points	240	280	480	1, 000

Comment 8 assignments, 30 pts. each 8 assignments, 35 pts.

each 2 pts. each question, 8 quizzes, 30 questions each Grade A AB+ B From  
<https://assignbuster.com/university-of-toledo-college-of-business-administration/>

To 800 829 770 799 730 769 700 729 Grade BC+ C C- From To 670 699 630  
669 600 629 0 599 Grade D+ D DF Course policies and procedures: i,

Course set up: Course has been designed so that you can take the quizzes and submit the assignments any time before the due date and all of them are open from the beginning of the semester to accommodate your schedule and also allow you to finish it early if you want to. No late submissions will be accepted for any reason, since everything is open from the first day. Due dates shown in the website is the correct one which supersedes any given in the syllabus by mistake or in any other correspondence. 2 i, i, i, i, i,

Connectivity: It is your responsibility to check if you can access the course website before any work is due and immediately report any problems related to the course website. Connectivity problems cannot be used as an excuse for not turning in the assigned work; you should use my e-mail (only) if you experience problems with posting your work to the course website during the time the assignment is due. i€ Reading: You are required to do all assigned reading on time, i. e., before the date specified in the course schedule.

Short-Answer Questions: You are expected to submit 8 short-answer assignments. Each assignment may have more than one question to answer.

Answers should be clear to the point with justification. One line answers without any justification will not be accepted and will get 0 points. Sample of good answer to question is provided in the content page as an example. The assignments must be submitted to the course website by the due date. Since these are open from the first day No late submissions will be accepted on any reason. Assignments must be done and submitted independently. You are responsible for securing your work from being accessed by other

students until it is graded. All the questions are from the book under the <https://assignbuster.com/university-of-toledo-college-of-business-administration/>

chapter cases. Excel Assignments: You are expected to do all Excel assignments assigned to the class. There will be 8 Excel assignments. Each may have two or three problems to solve. The assignments must be submitted to the course website by the due date. Since these are open from the first day No late submissions will be accepted for any reason. Do the assignments at the earliest possible time. Assignments must be done and submitted independently. You are responsible for securing your work from being accessed by other students until it is graded. Data files and reading materials required to complete the assignments are available in the content page of the course website. Executive summary is required for all excel problems. Format and requirements for executive summary and also a sample of good executive summary is provided in the content page as an example. Quizzes: Eight Web quizzes have to be taken (see the schedule of classes). Since the quizzes are open from the first day, if you try to take them at the last minute and have problems, no makeup quizzes will be given for any reason. You have to prove that you are unable to take the quiz or the exam throughout the period they are available, i. e. from the first day of classes. Try to take them at the earliest possible time. If there are any technical problems while taking a quiz, you can get help from learning ventures. Academic dishonesty: As a student taking coursework in this College, you have an obligation to maintain the highest standards of ethical conduct. This involves avoiding acts of academic dishonesty. The reason for requiring the highest standards of ethical conduct is to ensure fairness, honesty and integrity in the evaluation of student performance. Evaluation of student performance should not be invalidated by students intending or attempting to misrepresent the skill, achievement or ability of either

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themselves or others. To achieve this purpose, the College has enacted a Code of Student Academic Conduct. This Code sets forth specific types of academic misconduct which will not be tolerated. If there is any evidence of any of these types of academic misconduct in this course, charges will be filed against the student or i, 3 students involved. Along with the Code, the College has also enacted a Student Academic Grievance Procedure. The purpose of this grievance procedure is to provide the exclusive method by which a student can file a grievance if he/she believes that the charge of academic misconduct is false or to grieve a final course grade which he/she believes has been unfairly or erroneously assigned. Both the Code of Student Academic Conduct and the Student Academic Grievance Procedure can be reviewed on the College of Business Administration website. The form to be used when filing a grievance is also available on the website. i, i, i, Support Facilities and Services Available Learning Ventures — Main Campus-Memorial Field House, Mail Stop 129, Phone: 419. 530. 8835, Fax: 419. 530. 8836, utdl@utoledo. edu Thank you for enrolling in this class. An exciting journey is ahead of us. You will notice significant change in your knowledge and skills when you successfully complete this course. Please let me know how I can make this class experience better for you. All the assignments and exams are kept open from the first day of class to facilitate students to finish them at your earliest convenience. Theoretically, one can finish the course in one week. But grading will be done only after the due date. Since all the assignments are open from the first day no make-up will be given on any account. If you had postponed the completion of assignments till the last minute and face any problem, it will not be considered as an excuse. So try to finish them much earlier before the due dates. Check the due dates and <https://assignbuster.com/university-of-toledo-college-of-business-administration/>

make a note in your calendar. They do not follow any pattern. 4 Schedule of Assignments Date Topic Quizzes, & Assignments Due Dates Reading Mon, Aug-20 Wed, Aug-22 Mon, Aug-27 Wed, Aug-29 Mon, Sep-3 Wed, Sep-5 Mon, Sep-10 Wed, Sep-12 Mon, Sep-17 Wed, Sep-19 Mon, Sep-24 Wed, Sep-26 Mon, Oct-1 Wed, Oct-3 Mon. Oct-8 Wed, Oct-10 Mon. Oct-15 Wed, Oct-17 Mon. Oct-22 Wed, Oct-24 Mon. Oct-29 Wed, Oct-31 Mon, Nov-5 Wed, Nov-7 Mon, Nov-12 Wed, Nov-14 Mon, Nov-19 Wed, Nov-21 Mon, Nov-26 Wed, Nov-28 Mon, Dec-3 Wed, Dec-5 Mon, Dec-10 Wed, Dec-12 Management Information Systems: Business Driven MIS Decision Process: Value Driven Business Holiday Quiz-1 and Short Answer-1 Chapter-1 -Continued Chapter-2 -Continued Plug-in T2 Quiz-2 and Short Answer-2 Excel - 1 -Continued -Continued Chapter-3 -Continued Plug-in T3 Ebusiness: Electronic Business Value Excel - 2 Quiz-3 and Short Answer-3 Holiday Excel - 3 Ethics and Information Security: MIS Business Concerns Excel - 4 -Continued -Continued Chapter-4 -Continued Chapter-6 -Continued Data: Business Intelligence Quiz-4 and Short Answer-4 Network: Mobile Business Enterprise Applications: Business Communications Quiz-5 and Short Answer-5 Excel - 5 Chapter-7 -Continued Chapter-8 -Continued Quiz-6 and Short Answer-6 Holiday Quiz-7 and Short Answer-7 Globalization, Innovation, and 21st Century Organizational trends Holiday Excel - 6 Chapter-12 Plug-in T4 -Continued Quiz-8 and Short Answer-8 -Continued Excel - 7 Excel - 8 5 Notes: 1. Due dates indicated in the class web-board is the correct one and supersedes any other date given by mistake in this syllabus or in the assignment sheet. Hence check the Blackboard for assignment due dates and check with syllabus. If syllabus dates are wrong let me know. You can check the due dates at " My Grade" tab. 2. Assignment due dates do not follow any pattern. <https://assignbuster.com/university-of-toledo-college-of-business-administration/>

It is your responsibility to note down in your calendar. Excuse like I assumed it was always on Wednesday and I missed the assignment since it was on Monday is not acceptable. 3. All assignments close at 11: 58 pm on due date.

Due Date Table for Convenience Date Quizzes, & Assignments Due Dates Based on Data Set to be used

Mon, Sep-3 Mon, Sep-10 Wed, Sep-12 Wed, Sep-19 Wed, Sep-26 Wed, Oct-3 Wed, Oct-10 Wed, Oct-17 Wed, Oct-24 Wed, Oct-31 Wed, Nov-7 Wed, Nov-14 Mon, Nov-26 Wed, Nov-28 Wed, Dec-5 Mon, Dec-10 Quiz-1 and Short Answer-1 Quiz-2 and Short Answer-2 Excel - 1 Chapter - 1 Chapter - 2 Plug-in T2 AYK1\_Data. xlsx and AYK5\_Data. xlsx AYK3\_Data. xlsx and AYK4\_Data. xlsx AYK9\_Data. xlsx AYK11\_Data. xlsx Excel - 2 Plug-in T2 Quiz-3 and Short Answer-3 Excel - 3 Excel - 4 Chapter - 3 Plug-in T3 Plug-in T2 Quiz-4 and Short Answer-4 Quiz-5 and Short Answer-5 Excel - 5 Chapter - 4 Chapter - 6 Plug-in T2 AYK13\_Data. xlsx Quiz-6 and Short Answer-6 Quiz-7 and Short Answer-7 Excel - 6 Chapter - 7 Chapter - 8 Plug-in T3 AYK18\_Data. xlsx AYK8\_Data. xlsx AYK17\_Data. xlsx Quiz-8 and Short Answer-8 Excel - 7 Excel - 8 Chapter - 12 Plug-in T4 Plug-in T4 Note: All quizzes have 30 questions, you have 40 minutes to answer all questions and in one session. You cannot do half the quiz and comeback later for the rest. Plan your time accordingly. 6