Course Number & Name: CIS 400 Information Technology Management

Credit Hours: 4 quarter hours

Method of Delivery: eLearning

Textbook: Reynolds, George. *Information Technology for Managers*. Course Technology, 2010. ISBN-10: 1-4239-0169-X. ISBN-13: 978-1-4239-0169-3.

Prerequisite(s): All CIS core courses completed

Course Description: Examination of client/server concepts, components, and operations as related to the business environment. This course will provide students with an opportunity to improve research skills, gather data, and synthesize that data toward workable conclusions. The student will complete a real-world project related to his/her employment environment. Statistical analysis concepts and methods will be utilized in data collection and measurement of results. Topics include major business operating system platforms, relational database designs, structured query language, trends in database products and applications, and local and wide area networking technologies utilized in business.

Requirements for Completing the Course: To successfully complete this course, the student must receive a passing grade as outlined in the Grading Scale and Grading Specifications sections of this syllabus.

Learning Objectives:
Upon completion of this course, the student will be able to:
Develop strategic and operational plans to enhance information management
Evaluate management needs at several levels across departments and organizations
Determine the need for advancing technology
Recognize elements needed for successful information management
Implement policies and procedures to avoid potential pitfalls
Train team members in the field of rapidly advancing technology
Maintain effective management teams

Grading Scale:
90 – 100% A
80 – 89% B
70 – 79% C
60 – 69% D
0 – 59% F

Midstate Plagiarism Policy: Matters related to academic honesty or contrary action such as cheating, plagiarism, or giving unauthorized help on examinations or assignments may result in an instructor giving a student a failing grade for that academic effort and also recommending the student be given a failing grade for the course and/or be subject to dismissal.

Plagiarism is using another person's words without giving credit to the author. Original speeches, publications, and artistic creations are sources for research. If you use the author's words in your papers or assignments, you must acknowledge the source. Plagiarism is strictly against the academic policy of the college and is grounds for failing the course. If repeated, plagiarism may result in suspension from the college.

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Participation requirements/policies and procedures/requirements to pass the course:
1) Assignments: Homework is due by 11:59 a.m. Monday of each week. All homework is to be turned in with your name, date, and the name of the assignment at the top.

2) Exams: Must be taken on the dates scheduled by the instructor. Failure to take an exam on the scheduled date will result in a grade of "F" (0 points). It is the student's obligation to contact the instructor if there is a problem.

3) Attendance: Regular attendance is expected. It is the student's responsibility to notify the instructor if circumstances arise which hinder you from posting timely.
 If you know of a conflict ahead of time, you are welcome to submit projects early. If you find that an absence is unavoidable, email me at the address above. You must post at least one time per week to be considered in attendance. If you do not post in the classroom in the discussion forum, weekly summary, or assignment drop box you will be marked absent on the Registrar's attendance sheet.

4) Academic Dishonesty: Plagiarism and cheating are serious offenses and may be punished by failure on exam, paper, or project; failure in course; and/or expulsion from the college. For more information refer to the "Academic Dishonesty" policy in the student handbook.

5) Grades: It is the students' responsibility to keep copies of all assignments turned in for a letter grade until the end of the quarter when a final grade has been earned.

7) Student Responsibility: The following are the student's responsibilities:
• Reading the class textbook and any other materials assigned by the instructor, including journals, magazines, white papers, and Internet materials.
• Participating in discussion forums
• Submit a Weekly Summary
• Completing all assignments and quizzes/exams

Methods of evaluating student performance:
Homework assignments are used to assess students' critical thinking skills. Lab work assignments will be used to measure the students' ability to apply concepts learned from lecture in a hands-on way.

Examination Information:
The quizzes and exams will be a combination of fill-in-the-blank, true/false, multiplechoice and matching questions. A hands-on practicum may be utilized where appropriate. Quizzes will focus mostly on recently covered material, however earlier material will still be included at some points to ensure foundation concepts are fully understood. The midterm will be comprehensive and cover all chapters covered in class to that date. The final will be comprehensive and will cover all chapters covered since the midterm.

Instructors Grading Scale:

These percentages are approximate values
• Written Assignment 25%
• Discussion Forums 25%
• Quizzes/Exams/Projects 30%
  Weekly Summary 20%

The following is a tentative schedule for the course. The instructor reserves the right to make schedule changes based on the needs of the students in the class.

TENTATIVE COURSE SCHEDULE
Fall TERM 2011
CIS 400 Week 1 Overview

Topics:

1. Managing in the Information Age
2. Information Technology's Strategic Importance

Reading Assignment:
Chapter 1

Review Questions:
Answer questions 1 thru 4 on page 28 regarding the Progressive Group of INS Case Study. Please post your responses in the Weekly Assignment Drop Box.

Discussion Forum:
Why is Information Technology vital to the success of an organization in today's business world?

Weekly Summary:
Please post your weekly summary in the drop box provided. A good summary will state how this week's lesson can be applied to your everyday life at your place of employment or at home.

CIS 400 WEEK 2 Overview

Topic

1. Chapter 2

Objectives
Upon completion of this week, the student will be able to:
1. Explain why strategies must evolve simultaneously with IT advances
2. Visualize competitive forces
3. Evaluate the importance of reconstruction for E-business
4. Describe the relationship between IT processes and value chains

Assignments
1. Required Reading:
     a. Chapter 2:
2. Chapter Assessment
     a. Answer questions regarding the Case Study of Lowe's IT Portfolio on pages 45 and 46. Please post in the Assignment Drop Box.
3. Weeks 2-6 Project:
     a. Select an organization and specify basic employed Information Technology and the effects of Information Technology in this organization.

. **Discussion Forum**:
     What did Walter Wriston mean when he stated that "the essence of an information strategy is to turn the burden of burgeoning business data into a bounty of business opportunity?

Weekly Summary

CIS 400 WEEK 3 Overview

Topic

2. Chapter 3 Project Management.

Objectives
Upon completion of this week, the student will be able to:
Determine the key elements of effective project management processes
 Define project management
 Evaluate project management processes and improvements.

Assignments
1. Required Reading:
     a. Chapter 3:
2. Chapter Assessment
     a. Review questions on page 93 regarding the Case Study on the FBI.
3. Weeks 2-6 Project:
     a. Considering the organization that you chose in week 2, what is the IT strategy used by this organization, and how effective does it appear to be?

Discussion Forum:
     a. Why is an IT strategic plan a necessary addition to the general strategic plan?

Weekly Summary

CIS 400 WEEK 4 Overview

Topic
 Chapter 4 Business Process and IT Outsourcing

Objectives
Upon completion of this week, the student will be able to:
1 Define tactical plans.
2. Recognize which business processes are good candidates for outsourcing.
3. Develop a checks and balances which will ensure successful outsourcing.
4. Analyze critical success factors in planning.

Assignments
 Required Reading:
        a. Chapter 4:
Chapter Assessment
        a. Review questions on page 123 regarding the Case Study on Accenture..
 Weeks 2-6 Project:
        a. Considering the organization that you chose in week 2, what is the IT strategy
        used by this organization, and how effective does it appear to be?

Discussion Forum:
What is the role of a firm's planning department in the plan development process?

Weekly Summary

CIS 400 WEEK 5 Overview

Topic
 Chapter 5 Corporate Governance and IT

Objectives
Upon completion of this week, the student will be able to:
1. Recognize the key elements of an effective governance process.
2. Evaluate how an effective governance program can improve organizational success.

Assignments
 Required Reading:
        a. Chapter 5:
Chapter Assessment
        a. Review questions on page 154 regarding the Case Study on Goldman Sachs.
. Weeks 2-6 Project:
        Continue to work on your project. Let me know if you have any questions or concerns.

Discussion Forum:
Why do technological advances increase management risk?

Weekly Summary

CIS 400 WEEK 6 Overview

Topic
Collaboration Tools and Wireless Networks

Objectives
Upon completion of this week, the student will be able to:
Describe the computer industry.
Evaluate data communications networks.
Analyze the regulating of telecommunications and wireless services.

Assignments
Required Reading:
a. Chapter 6:

Midterm Exam

Weeks 2-6 Project:
At this point, you should have a good grasp for the organization that you selected. Begin to analyze the data that your have collected through your research and begin an outline for your project. Let me know if you have any questions or concerns.

CIS 400 WEEK 7 Overview

Topic
E-business

Objectives
Upon completion of this week, the student will be able to:
Recognize well-chosen e-business opportunities
Evaluate methods to capitalize on e-business opportunities..

Assignments
Required Reading:
a. Chapter 7
Chapter Assessment

a. Review questions on page 214 regarding the Case Study on Borders Group.

Weeks 7-12 Project:
The project will be the final exam for this course. I will post more explicit directions separately. You will have the opportunity to submit your paper for review before final submission in weeks 10 and 11. Let me know if you have any questions or concerns.

Discussion Forum:
Why is managing an application development project considered a difficult task?

Weekly Summary

CIS 400 WEEK 8 Overview

Topic
Enterprise Resource Planning (ERP)

Objectives
Upon completion of this week, the student will be able to:
Recognize advances in programming tools and techniques.
Describe the role of management in selection, implementation and operation of ERP software.

Assignments
Required Reading:
a. Chapter 8
Chapter Assessment
a. Review questions on page 248 regarding the Case Study on Hunter Manufacturing
b. Post the Weeks 2-6 project in the Project Drop Box

Weeks 7-12 Project:
Let me know if you have any questions or concerns.

Discussion Forum:
Why is the selection of a Web-hosting firm a critical decision?

Weekly Summary

CIS 400 WEEK 9 Overview

Topic
 Business Intelligence

Objectives
Upon completion of this week, the student will be able to:
Differentiate between tactical and operational concerns.
Define the term business intelligence.
Analyze some of the basic BI tools and their use.

Assignments
 Required Reading:
        a. Chapter 9
Chapter Assessment
        a. Answer review questions on page 275 regarding the Case Study on Blue Mountain

Weeks 7-12 Project:
Let me know if you have any questions or concerns.

Discussion Forum:
Is an E-Business easier or harder to manage than a traditional brick and mortar
organization?

Weekly Summary

CIS 400 WEEK 10 Overview

Topic
Knowledge Management

Objectives
Upon completion of this week, the student will be able to:
Develop methods for implementing a knowledge management project.
Define the term knowledge management.

Assignments
 Required Reading:
        a. Chapter 10:
Chapter Assessment
        a. Review questions on page 297 regarding the Case Study on DTR Agency.
Weeks 7-12 Project:
Let me know if you have any questions or concerns.

Discussion Forum:
How is KM used in the organization for which you now or previously worked?

Weekly Summary

CIS 400 WEEK 11 Overview

Topic
Enterprise Architecture
Ethical, Privacy, and Security Issues
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Objectives
Upon completion of this week, the student will be able to:
 Analyze how technology is re-shaping organizations.
Recognize essential people and management skills.
Recognize ethical issues brought on by the use of IT

Assignments
Required Reading:
        a. Chapters 11 and 12:
Chapter Assessment
        a. Review questions on pages 360 and361 regarding The Case Study on the trading
        scandal.

Weeks 7-12 Project:
Post your project if you want me to review it and make any corrections before
final submission. Let me know if you have any questions or concerns.

Discussion Forum:
What are the differences between ethical and unethical hacking?

Weekly Summary

CIS 400 WEEK 12 Overview

Assignments

Complete any missing work and submit it for a grade. If it is more than three weeks late, the highest grade possible will be 70%, unless I have agreed to not deduct for tardiness due to some unforeseen problem such as a family emergency or sickness.

Weeks 7-12 Project:
Post your project as your final exam.

Let me know if you have any questions or concerns

Discussion Forum

It is not mandatory to post in this discussion forum. I would like to know if there is anything that you think could help improve this course.