Managing Information Technology
PTMA3020
3 Credit Hours

Course Information

Course Description:
Managing Information Technology is designed to provide a real-world understanding of information systems technologies. Knowledge of information technology is essential in most aspects of today's professional careers. Students will become knowledgeable about the fundamentals underlying the design, implementation, control, evaluation, and strategic use of modern, computer-based information systems for business data processing, office automation, information reporting, and decision making.

Course Objectives:

Students will be able to explain the meanings of terms used to describe common techniques and concepts in business information systems.

Students will be able to describe the ways in which computers are and will be used in business and management.

Students will be able to identify and suggest appropriate responses to managerial and organizational issues stemming from development, implementation, and use of computer-based information systems.

The students will be able to explain the major social and ethical issues involved in the development and use of information technology.

Prerequisites and Co-requisites:
Prerequisites include an understanding and proficiency of basic microcomputer functions.

Course Topics:
Topics to be covered will include:

- An Overview of Business Information Systems
- Strategic Uses of Information Systems
- Information Systems in Business Functions
- Information Technology in Business Hardware
- Information Systems in Business: Software
- Information Technology in Business: Telecommunications and Networks
- The Internet, Intranets, and Extranets
- Data and Knowledge Management
- Managers and Their Information Needs
- Organizing Information Systems and Services
- Inter-organizational and International Information Systems
- Decision Support, Executive, and Geographic Information Systems
- Artificial Intelligence and Export Systems
- Planning Information Systems
- Systems Development,
- Alternative Avenues for Systems Acquisition
- Controls and Security Measures

**Specific Course Requirements:**
Experience with *Windows and/or Microsoft Office*, is recommended.

**Textbooks, Supplementary Materials, Hardware and Software Requirements**

**Required Textbooks:**
Please visit the Virtual Bookstore to obtain textbook information for this course: [http://rodp.bkstr.com](http://rodp.bkstr.com)

**Supplementary Materials:**
Please see the [Resources](#) section for Supplementary Materials.

**Hardware Requirements:**
The minimum requirements can be found at [http://www.tn.regentsdegrees.org/students/hardware_software.htm](http://www.tn.regentsdegrees.org/students/hardware_software.htm).

**Software Requirements:**
The minimum requirements can be found at [http://www.tn.regentsdegrees.org/students/hardware_software.htm](http://www.tn.regentsdegrees.org/students/hardware_software.htm). Students are required to download the following *free* software for the course: Microsoft Internet Explorer 5.5 or Netscape Navigator 4.7, the PowerPoint Player Plug-In, Real Player, Windows Media Player, Acrobat Reader, and to have or purchase Microsoft Office(including MS PowerPoint).

To view the Powerpoint presentations properly, you may need the latest version of Java. Go to [Java](#) to download this free tool.

**Instructor Information**
Please see the separate page inside the course to find instructor contact information as well as a statement of virtual office hours and other communication information.
Assessment and Grading

Testing / Grading Procedures:

Testing Procedures:

There will be an objective quiz for each of the fourteen chapters of the textbook. There will be a mid-term exam covering all of chapters 1-7 of the textbook, and the final exam will cover chapters 8-14 of the textbook.

Additional grades will be assigned to case studies, end of chapter activities, group assignments and periodical article reviews.

Grading Procedure:

- Weekly Assignments: Reports/Case Studies/Group Assignments/End of Chapter Activities—140 points
- Chapter Quizzes—140 points
- Discussion Postings—140 points
- Mid-Term and Final Examination—280 points

Grading Scale:

93-100% of points = A — 651-700 points
85-92% of points = B — 595-650 points
75-84% of points = C — 525-594 points
60-74% of points = D — 420-524 points

On individual assignments without a numerical grade, an A- will be recorded as 93% of points, an A will be 96% of points, and an A+ will be 100% of points. The grade of B- will be 85%, a B will be 88%, and a B+ will be 92%. The grade of C- will be 75%, a C will be 78%, and a C+ will be 84%. The grade of D- will be 60% of points, a D will be 68% of points, and a D+ will be 74% of the points for that item.

Assignments and Participation

Assignments and Projects:

See Course Modules, and check the Discussion Board and your Emails regularly.

Class Participation:
Students are expected to communicate with the instructor as a learning resource, as well as with other students via online discussions or chats. Students must check the course discussion area frequently and participate in the weekly discussions. **You will be expected to make at least two postings each week to the Discussion Board.** One posting will be required during the week responding to questions presented by your instructor and/or classmates. The second posting will be required during the weekend related to questions posted by your instructor.

**Punctuality:**

Assignment deadlines are very important. Late assignments will result in a 10% reduction of the activity's points for each day it is late. Communication and interaction is essential for success in this course. There may be some situations which warrant “excused” late assignments, but communication with your instructor is essential.

**Course Ground Rules**

Participation is required. Students are expected to communicate with other students on team projects, learn how to navigate in D2L, keep abreast of course announcements, use the assigned university e-mail address, address technical problems immediately, and observe course netiquette at all times.

**Guidelines for Communications**

**Email:**

- Always include a subject line.
- Remember without facial expressions some comments may be taken the wrong way. Be careful in wording your emails. Use of emoticons might be helpful in some cases.
- Use standard fonts.
- Do not send large attachments without permission.
- Special formatting such as centering, audio messages, tables, html, etc. should be avoided unless necessary to complete an assignment or other communication.
- Respect the privacy of other class members

**Discussion Groups:**

- Review the discussion threads thoroughly before entering the discussion. Be a lurker then a discussant.
- Try to maintain threads by using the “Reply” button rather starting a new topic.
- Do not make insulting or inflammatory statements to other members of the discussion group. Be respectful of others ideas.
- Be patient and read the comments of other group members thoroughly before entering your remarks.
- Be cooperative with group leaders in completing assigned tasks.
- Be positive and constructive in group discussions.
- Respond in a thoughtful and timely manner.
More information is available in this link to discussion guidelines.

Chat:
Chat is seldom used in RODP. If for some reason it is opened:

- Introduce yourself to the other learners in the chat session.
- Be polite. Choose your words carefully. Do not use derogatory statements.
- Be concise in responding to others in the chat session.
- Be prepared to open the chat session at the scheduled time.
- Be constructive in your comments and suggestions.

Web Resources:
- Columbia Guide to Online Style by Janice R. Walker and Todd Taylor
- Citation Styles Online http://www.bedfordstmartins.com/online/cite6.html

Library
The Tennessee Virtual Library is available to all students enrolled in the Regents Degree Program. Links to library materials (such as electronic journals, databases, interlibrary loans, digital reserves, dictionaries, encyclopedias, maps, and librarian support) and Internet resources needed by learners to complete online assignments and as background reading must be included in all courses.

Plagiarism
What is Plagiarism?
Plagiarism is representing someone else's intellectual property as your own. You put yourself at risk of plagiarizing when you fail to adequately cite the original source material from which you took words and ideas.

Students With Disabilities
Qualified students with disabilities will be provided reasonable and necessary academic accommodations if determined eligible by the appropriate disability services staff at their home institution. Prior to granting disability accommodations in this course, the instructor must receive written verification of a student's eligibility for specific accommodations from the disability services staff at the home institution. It is the student's responsibility to initiate contact with their home institution's disability services staff and to follow the established procedures for having the accommodation notice sent to the instructor.

Syllabus Changes
The instructor reserves the right to make changes as necessary to this syllabus. If changes are
necessitated during the term of the course, the instructor will immediately notify students of such changes both by individual email communication and posting both notification and nature of change(s) on the course bulletin board.

Technical Support

**Telephone Support:**

AskRODP Help Desk (toll free number 1-866-550-7637) or go to the AskRODP website at: [http://help.rodp.org/](http://help.rodp.org/)

If you are having problems:

- logging into your course
- timing out of your course
- "technical" related issues for D2L (it takes a long time to click around my course)
- using your course web site tools

If you contact Technical Support by phone please be at your computer and be prepared to provide the following information: (If you do not know the information below please call 1-866-550-7637)

- Your username
- Your password
- The URL, (address, "http://...") you are unable to access
- Your instructor's name (Ex.: Dr. Charles Cooper)
- Your course number, section and name (EX: EDU 1120 Introduction to Teaching)
- Are you using a PC or MAC
- Your operating system (Windows 98, NT, 2000, Vista, etc.)
- Browser type and version (EX: Internet Explorer 7)