Syllabus

Indiana University

School of Public and Environmental Affairs

Course Syllabus

V369
Managing Information Technology
Lecture Section 18514
Fall, 2nd Eight Weeks, 2010

Instructor: T.C. Bradley
E-mail: bradleyt@indiana.edu
Office: Wruble Computing Center, 2711 E. 10th Street
Phone: 855-5746
Mailbox: SPEA 341
Office Hours: By appointment

Administrative Assistant: Jennifer Mitchner, SPEA 341, 5-7980, jmitchne@indiana.edu

Lectures: Tuesday, Thursday (18514) 6:00PM-8:30PM TV245

Course Description and Objectives:

This course is designed to provide the student with an overview of managing information systems within a private, public or non-profit organization. The course is intended to provide students with a management perspective of information technology and to help them understand the fundamental requirements of designing, implementing and guiding technology in an organization. Students will be introduced to important policy issues of: privacy, computer crime, computer security and others. The successful student will develop an appreciation for what is required to build, and operate information systems and what makes those systems important, or not, to an organization. Successful students will develop an understanding of how to approach information technology to achieve organizational goals and objectives.

The general objectives of this course are to provide an understanding of the concepts and practices:

1. Basic understanding of information systems theory and management.
2. Introduction to information system design, implementation and on going support.
3. Awareness and familiarity with information system policy regarding appropriate use, security, and privacy, etc.
4. Familiarity with assessing costs and benefits of implementing information systems

Prerequisites:

This course is not designed to teach students how to use computer applications, nor are you expected to be computer programmers. However in order to be successful in this course, basic computer literacy and at least an introductory level, or familiarity, with organizational behavior and management are required.

Basic Computer Literacy:

This course assumes students have some experience with computer systems and, at minimum, basic computing skills. This course will NOT teach basic computer literacy or skills. All students must know how to use: e-mail, CFS, Oncourse and other websites. It is also assumed you have some experience, and a working understanding of: MS Word, MS Access and/or MS Excel and PowerPoint.
If you have any concerns or doubts about your computing skills please come and speak with me immediately.

**Basic Understanding of Management, Operations and Organizations:**
This course is all about information systems in management, operational, and organizational contexts. Students should have some understanding of organizations and management principals.

**Required Text:**

Other reading may be assigned and will be available online, or at the Business/SPEA Library.

**Course Policies**

**Student Academic or Personal Misconduct:**
Academic and personal misconduct by students in this class are defined and dealt with according to the procedures in the Code of Student Rights, Responsibilities and Conduct.

Any instance of cheating or plagiarism will result in a failing grade for the course. There will be no exceptions.

**Attendance and Participation:**
Class participation is vital for your success in this course. You can't participate if you don't show up.

**Late Assignments:**
All assignments must be turned in by the announced due date and time. In general, late assignments will not be accepted. If an assignment is accepted late, there will be a 5 point deduction per day (weekends equal one day). Exceptions may be made for a documented emergency or with prior approval.

**Incomplete Grades:**
No incomplete grades (I) will be assigned.

**Exams:**
No make-up exams will be administered. If an exam is missed, the student may opt to complete an alternate assignment within one week of the missed exam or take a zero for the missed grade. All exam dates and locations will be announced in Oncourse and in class.

**Case Studies:**
Case studies will be assigned from the book and listed on the class schedule on Oncourse. Unless otherwise stated in advance, case study assignments will be completed on Oncourse. The assignment will be available on Oncourse one week prior to the due date and will be unavailable immediately after the due date. You will provide complete answers to the case study questions in the book, in complete sentences. It is vital in an information technology position that you be able precisely communicate your ideas.

Case study assignments will be turned in within the first 10 minutes of class on the due date for the assignment. After 10 minutes, the
Assignment will be considered late (see above policy on late assignments).

Grading

IMPORTANT: Grades will be rounded to the nearest tenth of a percent (0.1%). Letter grades will then be assigned according to the schedule above. Example: 82.96% rounds to 83.0%, which is a B. 79.94% rounds to 79.9% which is a C+.

Assignment Points

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<th>Grade</th>
<th>% of Total Points</th>
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<tr>
<td>A+</td>
<td>100% - 98.0%</td>
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<tr>
<td>A</td>
<td>97.9% - 93.0%</td>
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<td>92.9% - 90.0%</td>
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<tr>
<td>B+</td>
<td>89.9% - 87.0%</td>
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<tr>
<td>B</td>
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<tr>
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<td>D-</td>
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<td>59.9% or less</td>
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