



## COURSE SYLLABUS

**Term: 20171; Fall 2017**

**Course:** ORMN 447 Information Technology for Managers

<b>Instructor Information:</b>	
<b>Instructor Name</b>	Andy Marks
<b>Office Number:</b>	107
<b>Phone Number:</b>	219-616-9252
<b>Email:</b>	amarks@ccsj.edu
<b>Hours Available:</b>	by appointment
<b>Instructor Background:</b>	

<b>Course Information:</b>	
<b>Course Time:</b>	Thursday, 6 pm – 10 pm
<b>Classroom:</b>	TBA
<b>Prerequisites:</b>	None.
<b>Required Books and Materials:</b>	Information Technology for Management, Turban, Volonino, Wood, ISBN 978-1-118-35704-0
<b>Learning Outcomes/ Competencies:</b>	
<p>Students will: Upon completion of this course students will be able to:</p> <ul style="list-style-type: none"> <li>• Identify and use appropriate information technology, such as social media, (CRM), E-Business, Cyber security, online and social media marketing.</li> <li>• Understand E-Business and E-Commerce and how it applies to the digital marketplace</li> <li>• Understanding intellectual property and its impact on business domestically and internationally</li> <li>• Understanding data analytics and how it applies to business – Big Data</li> <li>• Understanding Ethics, Security, and Cyber Laws</li> <li>• How to identify IT projects, BPM Approach and software architecture</li> <li>• Social Media – good and bad</li> </ul>	
<b>Course Description:</b> In the growing marketplace, evolving businesses and organizations depend on advancing and developing their products and services through the effective integration of information technology throughout their organizational structure. This course is designed to help students understand and be able to implement information and communication structures on which business depend. This course will also allow students to gain a foundation with a systems view of information & technology management.	

**Learning Strategies:** Projects, Group Projects, quizzes, case studies and IT related articles and information will be used throughout the course. Each week there will be a short quiz that covers the assigned reading and a project. We will work through case studies each class along with a small group project. The class will commence with a final project and presentation.

**Experiential Learning Opportunities:**  
Students will complete several hands-on projects, case studies and presentations.

**Assessments:**

<b>Major Assignments:</b>	Quizzes Weekly Projects Final Project	20% of grade 40% of grade 20% of grade
<b>Class Participation</b>	Class participation/collaboration/attendance	20% of grade

**Grading Scale**

100 – 92: A	91 – 90: A-	
89 – 88: B+	87 – 82: B	81 – 80: B-
79 – 78 : C+	77 – 72: C	71 – 70 : C-
69 – 68: D+	67 – 62: D	61 – 60: D-
59 and below	F	

**Course Schedule:**

<b>Class Date</b>	<b>Assignments</b>	<b>Class Discussion/Activities</b>
<b>September 7</b>	Read: Chapters 4-5 Weekly Project	Quiz: chapter 4-5 Case Studies, Group Project, Articles
<b>September 14</b>	Read: Chapters 1-3 Weekly Project	Quiz: chapter 1-3 Case Studies, Social Media Project
<b>September 21</b>	Read: Chapters 6-8 Weekly Project	Quiz: chapter 6-8 Case Studies, Group Project, Articles
<b>September 28</b>	Read: Chapters 11-14 Weekly Project	Quiz: chapter 11– 14 Case Studies, Group Project
<b>October 5</b>	<b>Final Project</b>	Final Project Presentation

I reserve the right to change this schedule to meet the needs of the class.

<b>Responsibilities</b>	
<b>Attending Class</b>	Attendance will be taken each meeting for administrative and grading purposes. It is a serious matter when a student misses even one session due to the accelerated format of the program. In the event of missing class time, it is your responsibility to notify the instructor. You are responsible for any material you miss. Make-up exams will be given only if prior arrangements are made with the instructor. If you miss more than four hours in one course, you will be subjected to a grade of F or FW per policy stated under the Withdrawal from Classes section on this syllabus.
<b>Turning In Your Work</b>	You cannot succeed in this class if you do not turn in all your work on the day it is due.
<b>Using Electronic Devices</b>	Due to the disruptive nature of cell phones, pages, etc., it is requested that these devices be deactivated during class sessions. Exceptions must be communicated to the instructor before class.
<b>Participating in Class</b>	Participation is a requirement in this class. You will be asked to participate in groups and present material to the class along with class discussions.
<b>Doing Your Own Work</b>	<p>If you turn in work that is not your own, you are subject to judicial review, and these procedures can be found in the College Catalog and the Student Planner. The maximum penalty for any form of academic dishonesty is dismissal from the College.</p> <p>Using standard citation guidelines, such as MLA or APA format, to document sources avoids plagiarism. The Library has reference copies of each of these manuals, and there are brief checklists in your Student Handbook and Planner.</p> <p><b>PLEASE NOTE:</b> All papers may be electronically checked for plagiarism.</p>
<b>Withdrawing from Class</b>	After the last day established for class changes has passed (see the College calendar), you may withdraw from a course by following the policy outlined in the CCSJ Course Catalog.

<b>Resources</b>	
<b>Student Success Center:</b>	The Student Success Center provides faculty tutors at all levels to help you master specific subjects and develop effective learning skills. It is open to all students at no charge. You can contact the Student Success Center at 219 473-4287 or stop by the Library.
<b>Disability Services:</b>	Disability Services strives to meet the needs of all students by providing academic services in accordance with Americans with Disabilities Act (ADA) guidelines. If you believe that you need a "reasonable accommodation" because of a disability, contact the Disability Services Coordinator at 219-473-4349.
<b>CCSJ Alerts:</b>	<p>Calumet College of St. Joseph's emergency communications system will tell you about emergencies, weather-related closings, or other incidents via text, email, or voice messages. Please sign up for this important service annually on the College's website at: <a href="http://www.ccsj.edu/alerts/index.html">http://www.ccsj.edu/alerts/index.html</a>.</p> <p>In addition, you can check other media for important information, such as school closings:</p> <p><b>Internet:</b> <a href="http://www.ccsj.edu">http://www.ccsj.edu</a>  <b>Radio:</b> WAKE – 1500 AM, WGN – 720 AM, WIJE – 105.5 FM, WLS – 890 AM, WZVN – 107.1 FM, WBBM NEWS RADIO 78</p>

## Emergency Procedures

### MEDICAL EMERGENCY

#### EMERGENCY ACTION

1. Call 911 and report incident.
2. Do not move the patient unless safety dictates.
3. Have someone direct emergency personnel to patient.
4. If trained: Use pressure to stop bleeding.
5. Provide basic life support as needed.

### FIRE

#### EMERGENCY ACTION

1. Pull alarm (located by EXIT doors).
2. Leave the building.
3. Call 911 from a safe distance, and give the following information:
  - Location of the fire within the building.
  - A description of the fire and how it started (if known)

### BUILDING EVACUATION

1. All building evacuations will occur when an alarm sounds and/or upon notification by security/safety personnel. **DO NOT ACTIVATE ALARM IN THE EVENT OF A BOMB THREAT.**
2. If necessary or if directed to do so by a designated emergency official, activate the building alarm.
3. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
4. Assist the disabled in exiting the building! Remember that the elevators are reserved for persons who are disabled. **DO NOT USE THE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.**
5. Once outside, proceed to a clear area that is at least 500 feet away from the building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. The assembly point is the sidewalk in front of the college on New York Avenue.
6. **DO NOT RETURN** to the evacuated building unless told to do so by College official or emergency responders.

### IF YOU HAVE A DISABILITY AND ARE UNABLE TO EVACUATE:

Stay calm, and take steps to protect yourself. If there is a working telephone, call 911 and tell the emergency dispatcher where you are **or** where you will be moving. If you must move,

1. Move to an exterior enclosed stairwell.
2. Request persons exiting by way of the stairway to notify the Fire Department of your location.
3. As soon as practical, move onto the stairway and await emergency personnel.
4. Prepare for emergencies by learning the locations of exit corridors and enclosed stairwells. Inform professors, and/or classmates of best methods of assistance during an emergency.

### HAZARDOUS MATERIAL SPILL/RELEASE

#### EMERGENCY ACTION

1. Call 911 and report incident.
2. Secure the area.
3. Assist the injured.
4. Evacuate if necessary.

## TORNADO

### EMERGENCY ACTION

1. Avoid automobiles and open areas.
2. Move to a basement or corridor.
3. Stay away from windows.
4. Do not call 911 unless you require emergency assistance.

## SHELTER IN PLACE

### EMERGENCY ACTION

1. Stay inside a building.
2. Seek inside shelter if outside.
3. Seal off openings to your room if possible.
4. Remain in place until you are told that it is safe to leave.

## BOMB THREATS

### EMERGENCY ACTION

1. Call 911 and report incident.
2. If a suspicious object is observed (e.g. a bag or package left unattended):
  - Don't touch it!
  - Evacuate the area.

## TERRORISM AND ACTIVE SHOOTER SITUATIONS

### EMERGENCY ACTION

1. Call 911 and report intruder.

## RUN, HIDE OR FIGHT TIPS:

1. **Prepare** – frequent training drills to prepare the most effectively.
2. **Run and take others with you** – learn to stay in groups if possible.
3. **Leave the cellphone.**
4. **Can't run? Hide** – lock the door and lock or block the door to prevent the shooter from coming inside the room.
5. **Silence your cellphone** -- use landline phone line.
6. **Why the landline?** It allows emergency responders to know your physical location.
7. **Fight** – learn to “fight for your life” by utilizing everything you can use as a weapon.
8. **Forget about getting shot – fight!** You want to buy time to distract the shooter to allow time for emergency responders to arrive.
9. **Aim high** – attack the shooter in the upper half of the body: the face, hands, shoulder, neck.
10. **Fight as a group** – the more people come together, the better the chance to take down the shooter.
11. **Whatever you do, do something** – “react immediately” is the better option to reduce traumatic incidents.