Syllabus
Fall 2013

Department of Marketing & Information Systems
Richard J. Wehle School of Business, Canisius College
Course: ISB 101 Management Technology

Download and save a copy of the syllabus to your computer or mobile in case Angel is unavailable. Check the syllabus for course policies, coursework, deadlines, and directions. Check Angel often for announcements and real-time information.

PROFESSOR: Catherine LaBerta
OFFICE:
DEPARTMENT OFFICE TEL: 716.888.2215
OFFICE HOURS: Before/after class by appointment
COMMUNICATION: Communication during the semester with the instructor will be only through Canisius e-mail. Proper e-mail etiquette is required to get a reply. Other options are to meet with me before/after class.

1. CANISIUS COLLEGE POLICIES HTTP://WWW.CANISIUS.EDU
Academic Calendar: http://www.canisius.edu/academics/academic_calendar.asp
Academic Integrity Policy: http://www.canisius.edu/integrity/
DSS: http://www.canisius.edu/resources/sass/disability-support/
If you have any condition which will make it difficult for you to carry out the course work or which will require extra time on examinations, please notify me in the first two weeks of the course so that we may make appropriate arrangements.

2. COURSE DESCRIPTION
You learn how information technology (IT) connectivity, big data, and mobile, social, local, and global networks support business strategies and operations. Students evaluate how IT impacts financial performance, growth, innovation, and sustainability. Students examine information ethics, security, privacy and other legal issues, and green computing. Students demonstrate information literacy, the knowledge and ability to analyze IT cases, and the ability to communicate effectively. Students design decision support systems using Microsoft Excel; and present their analysis of an IT case using presentation software and social media.

3. LEARNING OBJECTIVES
After the course, the students will be able to:
1. Describe major types of wired, wireless, and mobile information systems (ISs) supporting enterprise and inter-organizational operations.
2. Describe how IT supports data management, risk management, problem solving, collaboration, information security, and green enterprise activities.
3. Evaluate the managerial, social, legal, regulatory, international, privacy, and ethical issues related to information and IT use.
4. Understand corporate responsibility with regard to the collection, sharing, protection, and use of personal or confidential data.
5. Design data analysis and financial models using Excel.
4. REQUIRED TEXTBOOKS & SUPPLIES – Be sure to verify the ISBN of the books to get the correct editions

Textbook
E. Turban, Linda Volonino, Gregory R. Wood

Software book
Robert Grauer, et al,
ISBN 978-0135098592

Supplies
1. notebook for taking notes
2. pen or pencil
3. stapler
4. flash drive for saving and transporting files

Courseware: Angel. Check Angel frequently for course information, updates, grades, and messages.

5. GRADING POLICY

<table>
<thead>
<tr>
<th>Category</th>
<th>weight</th>
<th>Weighted credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course work</td>
<td>25%</td>
<td>25</td>
</tr>
<tr>
<td>Presentation, research, and oral communication</td>
<td>15%</td>
<td>15</td>
</tr>
<tr>
<td>Class participation, contribution, reflective thinking, and professional conduct</td>
<td>10%</td>
<td>10</td>
</tr>
<tr>
<td>Midterm Exam, open book</td>
<td>25%</td>
<td>25</td>
</tr>
<tr>
<td>Final Exam, open book</td>
<td>25%</td>
<td>25</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
<td>100</td>
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</table>
Final Course Grades (prior to adjustments based on attendance)

<table>
<thead>
<tr>
<th>Course Grade</th>
<th>Weighted credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>&gt;= 92.00</td>
</tr>
<tr>
<td>A-</td>
<td>&gt;= 90.00</td>
</tr>
<tr>
<td>B+</td>
<td>&gt;= 87.00</td>
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<tr>
<td>B</td>
<td>&gt;= 83.00</td>
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<tr>
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<td>&gt;= 80.00</td>
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<tr>
<td>C+</td>
<td>&gt;= 78.00</td>
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<tr>
<td>C</td>
<td>&gt;= 76.00</td>
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<tr>
<td>C-</td>
<td>&gt;= 74.00</td>
</tr>
<tr>
<td>D</td>
<td>&gt;= 70.00</td>
</tr>
<tr>
<td>F</td>
<td>&lt; 70.00</td>
</tr>
</tbody>
</table>

6. COURSE POLICIES, PROCEDURES, ACADEMIC & ETHICAL STANDARDS

To be fair to all students and to maintain quality academic standards, there are no exceptions to the course syllabus, policies, and procedures except possibly in extraordinary situations that have been approved by the college and the instructor.

1. **Transparency, accountability, and integrity underlie all policies for this course.** To avoid attempts to receive unwarranted special treatment, all course-policies will be adhered to.

2. **Attendance is mandatory** and is considered complete if you remain in class for the entire class time.

3. Up to 2 missed class sessions, or parts of sessions, will be excused automatically—and will not result in a final grade adjustment. Of course, if you miss an in-class assignment or deadline, you will miss credit for that work. If 3 or 4 class sessions or parts of sessions are missed, the final grade will be adjusted downward one or two grades, respectively. **To be sure you understand this policy:** Anyone missing more than 4 class sessions or parts of class sessions will receive an F in the course. Plan accordingly. This policy applies to all students equally. If sports, a job, vacations, appointments, or any obligation prevents you from attending class, consider dropping the course.

5. Professional conduct, integrity, respect for others, and personal responsibility are mandatory. Interference with other students’ ability to learn and the faculty’s ability to teach will not be tolerated. Class disruptions include, but are not limited to talking, using social media sites, playing games, texting, emailing, surfing, downloading files unrelated to the class, working on non-class activities, and eating.

6. Academic misconduct, such as cheating, plagiarism, hostility, profanity, or any other violation of the college’s academic integrity standards will result in a downward grade adjustment, including receiving a final grade of F.

7. Check the gradebook on Angel frequently. If a grade is incorrectly recorded or you disagree with a grade, bring the grade to my attention with your explanation within two weeks of the date the work was returned or by the last class session, whichever is first.

8. Bring the textbooks to each class.

10. Submit all coursework by the deadline. Late work does not receive any credit. There are no make-up exams and no do-overs.

**COURSE WORK directions**

a. **Deadlines:** Submit all course work as a digital file in the program specified in the instructions to the appropriate Angel Drop Box at least 1 hour prior to the start of class.

b. **For all Excel work,** submit the digital copy of the spreadsheet to the appropriate Angel Drop Box at least 1 hour prior to the start of class.

c. Proper grammar, spelling, punctuation, sentence structure, capitalization, and formatting are required for all course work.

d. Fully label and date the work that you submit or post with your name, a description of the work [e.g., Homework #1], deadline date, course number, and section.

e. Keep digital and hard copies of all your course work until final course grades have been posted and you know that you no longer need them.

f. Individual work must be done sufficiently independently. If two or more students or teams submit work that appears not to have been prepared or performed independently to a sufficient degree, all students involved will receive a zero grade and may be removed from the course. Do not share your homework with another student because you risk being removed from the course, or a final grade of F.

g. To receive credit for course work, use a filename that is formatted as shown:

   **Lastname-Firstname-ISB101-section-description.extension**

   Here is an example of a filename for Excel: **King-Kelly-ISB101A-HW1.xlsx**

   No spaces in the filename and only 1 extension.

7. **CLASS PARTICIPATION**

Class time will be spent analyzing case studies and IT issues in the IT textbook--individually or in teams. To fully benefit from these analyses, you need to be prepared to participate. My subjective assessment of how well you participate in class will be based on factors such as the frequency and quality of your participation in class discussions, the degree to which you have studied the text before class, how well you work with others, and finally, attendance.

It is your responsibility to insure that I get to know you—your name and capabilities. Take an active role in your learning and take responsibility for knowing what to do and when.
### 8. COURSE SCHEDULE. Changes may be necessary. Check Angel weekly for changes in the schedule

<table>
<thead>
<tr>
<th>Week #</th>
<th>Week of: starting with Sunday's date</th>
<th>Chapter to read in Text and Excel book prior to class</th>
<th>Deadlines: dates, times, &amp; formats Further details given in class or on Angel</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8/25</td>
<td>Text chapter 1</td>
<td></td>
</tr>
</tbody>
</table>
| 2      | 9/1                                 | Text: Chapter 2  
Excel: Chapter 1: Office Fundamentals and File Management |                                                                     |
| 3      | 9/8                                 | Text Chapter 3 & 4  
Excel Chapter 1 |                                                                     |
| 4      | 9/15                                | Text Chapter 5  
Excel Chapter 1 & 2 |                                                                     |
| 5      | 9/22                                | Text Chapter 6  
Excel Chapter 2 |                                                                     |
| 6      | 9/29                                | Text Chapter 7  
Excel chapter 3 |                                                                     |
| 7      | 10/6                                | **Midterm**                                          |                                                                     |
| 8      | 10/13                               | No class Tuesday/Text Chapter 8                      |                                                                     |
| 9      | 10/20                               | Text Chapter 9  
Excel chapter 4 |                                                                     |
| 10     | 10/27                               | Text Chapter 10  
Excel chapter 5 |                                                                     |
| 11     | 11/3                                | Text Chapter 11  
Excel chapter 6 |                                                                     |
| 12     | 11/10                               | Text Chapter 12 & 13  
Excel chapter 7 |                                                                     |
| 13     | 11/17                               | Text Chapter 14  
Excel Final |                                                                     |
| 14     | 11/24                               | Presentations/No class Thursday                      |                                                                     |
| 15     | 12/1                                | Presentations                                        |                                                                     |