ISB 101 Management Technology
Section B

PROFESSOR: Dr. L. Volonino, CISSP, ACFE
OFFICE: Tower 504
TEL: 716/888.2219

COMMUNICATION: Use the discussion folder in the CONTENT area of Angel. Other options are to meet with me in my office, see me after class, or telephone. Use these methods instead of e-mail.

1. CANISIUS COLLEGE POLICIES

Academic Calendar: www.canisius.edu/academics/academic_calendar.asp
Academic Integrity Policy: http://www.canisius.edu/integrity/
DSS: www.canisius.edu/resources/sass/disability-support/
   If you have any condition which make it difficult for you to carry out the course work or which will require extra time on examinations, please notify me to 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 cloud-based 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) that support the enterprise’s strategy, competitive advantage, and 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 – Verify the ISBN to get the correct books

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

   Software book
   Robert Grauer, et al
   ISBN 978-0135098592

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

5. COURSEWARE: Angel is used extensively throughout the semester.
6. GRADING POLICY

<table>
<thead>
<tr>
<th>Category</th>
<th>Weight</th>
<th>Weighted credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course work: in-class and assignments</td>
<td>35%</td>
<td>35</td>
</tr>
<tr>
<td>Team presentation, research, and oral communication</td>
<td>10%</td>
<td>10</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>20%</td>
<td>20</td>
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<tr>
<td>Final Exam, open book</td>
<td>25%</td>
<td>25</td>
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<tr>
<td><strong>Total</strong></td>
<td>100%</td>
<td>100</td>
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**Final Course Grades**

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<tr>
<th>Course Grade</th>
<th>Weighted credits</th>
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<tr>
<td>A</td>
<td>&gt;= 92.0</td>
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<tr>
<td>A-</td>
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<tr>
<td>B+</td>
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<tr>
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<tr>
<td>C+</td>
<td>&gt;= 78.0</td>
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<tr>
<td>C</td>
<td>&gt;= 76.0</td>
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<td>C-</td>
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<tr>
<td>D</td>
<td>&gt;= 72.0</td>
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<tr>
<td>F</td>
<td>&lt; 72.0</td>
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</tbody>
</table>
7. COURSE POLICIES, PROCEDURES, ACADEMIC & ETHICAL STANDARDS  (REDUNDANCY IS DELIBERATE)

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 professor.

1. **Transparency, accountability, and integrity underlie all policies for this course.** To avoid attempts to receive unwarranted special treatment, all course-related communication is transparent via the Discussion Folder on Angel. Do not send e-mail for any reason. For personal issues, meet with me in Tower 504.

2. **Attendance is mandatory.** You are responsible for entering the Attendance PIN at the beginning of classes that are held in the lab. Verify that you have entered the PIN correctly. Adjustments will not be made if you fail to enter the PIN correctly and verify it.

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, activities, or any obligation prevents you from attending class, drop the course.

4. Do not enter the attendance PIN unless you are present for the entire class session.

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 textbook to each class and the Excel book on lab days.


10. Submit all coursework by the deadline. Late work does not receive any credit. There are no make-up exams and no do-overs. The deadline for all in-class work is the end of class.
8. **COURSE WORK directions**

1. **Deadlines:** To receive credit for course work, complete this **entire list:**
   a. Submit all course work as a digital file to the correct Angel *Dropbox.*
   b. Homework files need to be submitted **at least 1 hour prior to the start of class.** The Dropbox disappears 1 hour prior to the start of class so late submissions are not possible.
   c. In-class files need to be submitted by the end of the class session.
   d. Use the required filename format as shown:
      
      Lastname-Firstname-ISB101-description.extension
      
      Here is an example of a filename for Excel: King-Bill-ISB101-HW1.xlsx
      
      No spaces in the filename and only 1 file extension. Software appends the correct file extension automatically. Check the filename before you submit.
   e. Submit a **stapled** hardcopy of your work at the start of class on the deadline. For every Excel work, include a hardcopy of your cell formulas. Be sure the spreadsheet and cell formulas are easily readable. Use a professional font and font size. Submit all hardcopies in class.
   f. Format Excel spreadsheets to fit on one page, unless otherwise directed.
   g. Include your name, date, and description (e.g., HW #1) in your work. Additional directions may be given in class or posted on Angel.

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

3. 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.

4. 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.

9. **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.
10. COURSE SCHEDULE. Changes may be necessary. Check Angel. See chapters and sections covered in this course in Section 11. Any changes to this schedule will be posted on Angel.

<table>
<thead>
<tr>
<th>Week #</th>
<th>Dates shown are Sundays</th>
<th>Chapters for discussion and analysis</th>
<th>Assignments</th>
<th>Deadlines</th>
<th>Every homework is due on TUESDAYS</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Aug 25</td>
<td>Text: Chapter 1</td>
<td>Introduce yourself to your classmates in the INTRO Discussion folder.</td>
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<td></td>
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<td>Excel: Chapter 1 Intro to Excel</td>
<td>Confirm that you have read, understand, and agree to comply w/ course policies in the CONFIRM Discussion folder.</td>
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<td></td>
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<td>Also read CHAPTER 1 Office Fundamentals and File Management if you are not familiar with these fundamentals</td>
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<td>2</td>
<td>Sep 1</td>
<td>Text: Chapter 2</td>
<td>Homework #1</td>
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<td></td>
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<td>Excel: Chapter 2</td>
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<tr>
<td>3</td>
<td>Sep 8</td>
<td>Text: Chapter 3</td>
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<td>Excel: Chapter 2 (cont’d)</td>
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<td>4</td>
<td>Sep 15</td>
<td>Text: Chapter 4</td>
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<td>Excel: Chapter 3</td>
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<td>5</td>
<td>Sep 22</td>
<td>Text: Chapter 5</td>
<td>Homework #2</td>
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<td>Excel: Chapter 3 (cont’d)</td>
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<td>6</td>
<td>Sep 29</td>
<td>Text: Chapter 6</td>
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<td>Excel: Chapter 3 (cont’d)</td>
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<td>7</td>
<td>Oct 6</td>
<td>Text: Chapter 7</td>
<td>Homework #3</td>
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<tr>
<td>8</td>
<td>Oct 13</td>
<td>Text: Chapter 8</td>
<td></td>
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<td>Tues, Oct 15: Fall Holiday – No classes</td>
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<td>9</td>
<td>Oct 20</td>
<td>Midterm</td>
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<td>- Excel: Tuesday</td>
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<td>- Text chapters: Thursday</td>
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<tr>
<td>Date</td>
<td>Text: Chapter</td>
<td>Excel: Chapter</td>
<td>Notes</td>
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<td>Oct 27</td>
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<td>Nov 3</td>
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<td>Homework #4</td>
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<td>Nov 10</td>
<td>11</td>
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<td>Nov 17</td>
<td>13</td>
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<td>Nov 24</td>
<td>14</td>
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<td>Teams: Case Presentations</td>
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<tr>
<td>Nov 28</td>
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<td>Thur, Nov 28 – No classes; Thanksgiving Recess</td>
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<tr>
<td>Dec 1</td>
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<td>Teams: Case Presentations</td>
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<td>Dec 5</td>
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<td>Homework #5</td>
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<td>Dec 8</td>
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<td>Final exam as scheduled by the registrar</td>
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</table>

Download and save a copy of the syllabus to your hard drive or mobile in case Angel is unavailable. Check the syllabus for course policies, coursework, deadlines, and directions. Check Angel often for announcements.
11. Textbook Chapters and Topics covered in this course

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1.2 Top Management Concerns and Influential ITs 7
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4.4 Collaboration and Communication Technologies 102
4.5 Sustainability and Ethical Issues 104

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