

INFO 4710: Information Technology Management – Summer 2019

INSTRUCTOR	Stephen Lancaster, MBA College of Information Department of Information Science University of North Texas Stephen.Lancaster@unt.edu 940-369-5937
OFFICE HOURS	Email is usually best but there is also a weekly Zoom meeting session scheduled every Wednesday during the 5W2 term from 5:00 pm to 6:00 pm. This is the link to the meeting: https://unt.zoom.us/j/212470949
COURSE DESCRIPTION	Basic concepts of information and its role in an information society. Includes mechanisms of information processing, information transfer, and applications of computers and other information tools in various disciplines and fields.
PREREQUISITES	None
COURSE OBJECTIVES	Upon completion of the class, students will be able to: <ul style="list-style-type: none"> • Identify and assess the fundamentals of information technologies. • Identify information technology resources. • Identify key terms and concepts of computer systems and networking. • Evaluate components of the Web and their uses. • Analyze and evaluate successful privacy and digital security policies. • Create and use spreadsheets for information retention and statistical purposes. • Evaluate IT applications from a user/consumer perspective.
TEXTBOOK	Snyder, L. (2018). <i>Fluency with Information Technology</i> (7 th Edition). Pearson Education Inc. ISBN: 9780134448725 Additional readings include handouts, industry websites, research articles, case studies, etc.
INSTRUCTIONAL METHODS	This course uses a combination of <i>discussion posts</i> , <i>reading quizzes</i> , <i>individual assignments</i> , <i>exams</i> , and <i>a research paper</i> to help students understand the topics, enhance their ability to apply theories into real life scenarios, and assess learning outcomes.
ADMINISTRATIVE POLICIES	<ul style="list-style-type: none"> • Assignments are due by the posted deadlines. There are assignments due almost every day and it is important that you stay on top of them. <u>Late submissions will not be allowed</u> so be sure to complete and submit your work by the deadlines. • This course is at a senior level and will graded as such. Rubrics are provided in the assignment instructions so please make sure you are following them to ensure you receive the grade you want. • All coursework is to be submitted through the Canvas site. Emailed assignments will not be accepted unless specifically instructed otherwise. • Everything submitted to the Canvas site should be written in a professional, proper, and concise manner. Remember you are in a senior level course and your writing is expected to reflect that. • As this course is entirely online please use the discussion board to communicate with your fellow

students and the instructor. It is easy to forget to communicate when everything is done online but not using this resource may be a missed opportunity for connections and sharing of information.

**COURSE
REQUIREMENTS:**

- Please remember when posting to the discussion board to communicate in a professional and proper manner at all times. Be courteous and respectful of your fellow students and your instructor.
- **Introduction Post (total: 30):** Students will write 2-3 introductory sentences about themselves as well as 2-3 sentences about their interest in information technology. What interests you about IT? What makes you nervous about IT? Why did you decide to register for this class? Students will also be required to provide a 2-3 sentence meaningful reply to another student's post to receive full credit.
- **Quizzes (total: 240):** Students will complete a quiz for each chapter and article assigned. The quizzes are made up of 10 questions each with a 60 minute time limit.
- **Current Event Articles (total: 180):** Students will choose an article from the last year that is related to one of the chapters listed for each current event article assignment. The student will then summarize the article with a 300 word minimum. Once an article has been submitted the remaining students are not permitted to use that same article. Additional information can be found in the assignment instructions in the Canvas site.
 - Chapters 1, 2, 3, 9: 60 points
 - Chapters 5, 7, 11, 12: 60 points
 - Chapters 13, 14, 15: 60 points
- **Spreadsheet Assignment (total: 150):** Students will choose a group of items that can be listed and itemized into a spreadsheet with different attributes. The first draft is the bulk of the assignment with the second draft adding some additional requirements as well as updating any parts addressed by the instructor's comments. Additional information can be found in the assignment instructions in the Canvas site.
 - Draft 1: 100 points
 - Draft 2: 50 points
- **Exams (total: 400):** Exams are based on questions from the textbook and any other readings assigned. The first two exams are 50 questions each and you will be given two hours each to complete them. The final exam is 100 questions with the same two hour time limit.
 - Exam 1 & 2 (100 points each)
 - Final Exam- (200 points)

GRADE SCALE:

Total Points	Percentage	Letter Grade
900-1000	90% and above	A
800-899	80% to 89%	B
700-799	70% to 79%	C
600-699	60% to 69%	D
0-599	<60%	F

COURSE SCHEDULE

Week	Date	Topic	Assignments, Quizzes, and Exams	Due Date
1	07/08	Introduction post and syllabus introduction	Introduction Post	07/10
		Chapter 1: Defining Information Technology	Ch. 1 Quiz	07/11
		Chapter 2: Exploring the Human-Computer Interface	Ch. 2 Quiz	07/12
		Chapter 3: The Basics of Networking	Ch. 3 Quiz	07/13
		Chapter 9: Principles of Computer Operations	Ch. 9 Quiz	07/14
2	07/15	Current Event Article #1	Current Event Article #1 Post	07/17
		Exam 1	Exam 1	07/19
		Chapter 5: Locating information on the WWW	Ch. 5 Quiz	07/20
		Chapter 7: Representing information digitally	Ch. 7 Quiz	07/21
3	07/22	Chapter 11: Social Implications of IT	Ch. 11 Quiz	07/24
		Chapter 12: Privacy & Digital Security	Ch. 12 Quiz	07/25
		Risk Articles: Understanding Risk and Popular Information Security Policies	Risk Articles Quiz	07/26
		Current Event Article #2	Current Event Article #2 Post	07/28
4	07/29	Exam 2	Exam 2	08/01
		Chapter 13: The Basics of Spreadsheets	Ch. 13 Quiz	08/02
		Spreadsheet Draft 1	Spreadsheet Draft 1	08/03
		Chapter 14: Advanced Spreadsheets for planning	Ch. 14 Quiz	08/04
5	08/05	Chapter 15: Introduction to Database Concepts	Ch. 15 Quiz	08/05
		Current Event Article #3	Current Event Article #3 Post	08/07
		Spreadsheet Draft 2	Spreadsheet Draft 2	08/07
		Final Exam	Final Exam	08/09