
Calumet College



of Saint Joseph

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Calumet College of St. Joseph is a Catholic institution of higher learning dedicated to the academic, spiritual and ethical development of undergraduate and graduate students. Informed by the values of its founding religious community, the Missionaries of the Precious Blood (C.P.P.S.), the College promotes the inherent dignity of all people, social justice, an ethic of service, student empowerment, opportunity, and lifelong learning.

We are committed to the Five Pillars of a CCSJ Education: The CCSJ graduate will be Open to Growth, Intellectually Competent, Religious, Loving, and Committed to Doing Justice. This class, as outlined below, will help you to achieve those goals.

COURSE SYLLABUS, Spring 2020

Course: ORMN 447 Information Technology for Managers

Instructor Information:

Instructor Name	Tom Farley
Office Number:	
Phone Number:	219-545-2896
Email:	tfarley@ccsj.edu
Office Hours:	By appointment
Instructor Background: Experienced consul and leader with a demonstrated history of working in the oil and energy field. Skilled in Learning and Development, Refining Operations, Process Technology, HSSE, and Operations Management. Masters' degree in Talent and Development. Bachelor's degree in Organizational Management.	

Course Information:

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Course Time:	8pm-10pm
Classroom:	Whiting, Room 300
Prerequisites:	
Required Books and Materials:	Information Technology for Management, Turban, Pollard, Wood, ISBN 978-1-118-89079-0
Learning Outcomes/ Competencies: Students in this course will Upon completion of this course students will be able to:	

- Identify and use appropriate information technology, such as social media, (CRM), E-Business, Cyber security, online and social media marketing.
- Understand E-Business and E-Commerce and how it applies to the digital marketplace
- Understanding intellectual property and its impact on business domestically and internationally
- Understanding data analytics and how it applies to business – Big Data
- Understanding Ethics, Security, and Cyber Laws
- How to identify IT projects, BPM Approach and software architecture
- Social Media – good and bad

This course meets the following learning objectives for the Organization Management Program:

Be able to apply research skills and appropriate quantitative methods in order to evaluate and address real world problems in organizations

Course Description: 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, presentation and paper.

Experiential Learning Opportunities:

Students will complete several hands-on projects, case studies and presentations.

Assessments:

Major Assignments:	<p>A major paper will be assigned to the class by the during the first session. This will be due on the last day of class. Any paper not received electronically by the last day of class will be declined and counted as not turned in.</p> <p>This major paper will be presented to the class by each student virtually during week four. Expect your presentation to last a minimum of fifteen minutes and include demo activities such as personally created video, PowerPoint, Excel spreadsheets with charts, etc.</p> <p>There will be group presentations during class for 5 sessions.</p>	<p>Final Project 170 points total- 100 pts. Paper/ 70 points presentation)</p> <p>Weekly In Class Projects 210 points total- 30 points each weekly project (7 total).</p>
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Assessments:	Weekly quizzes. No final exam.	Quizzes 180 points total- 30 points each quiz)															
Class Participation:	<p>Class Participation is required. If you are not prepared for in-class discussions, you may be asked to leave and will be marked absent. Discussion boards will be included as Class participation.</p> <p><u>WEEKLY ON-LINE DISCUSSIONS (via Blackboard)</u></p> <p>Students are expected to participate in weekly on-line discussions via Blackboard. The faculty member will post a question or list of questions that students must respond to. Each week's question(s) will be posted on Blackboard on Friday, the week before the start of the next class session. Students will need to provide their response by Sunday before Midnight (except week1). Then students must provide a response that demonstrates thoughtful consideration to at least two fellow students' original post by Wednesday before Midnight (except week 1). Students' original post must be at least 100 words in length. Response to other students' post must be a minimum of 40 words in length.</p> <p>Points will be deducted for late post to blackboard. Points may not be given if post are more than one day late.</p> <p>Sunday by Midnight: Student's original post are due (100 word minimum). <i>Except week 1.</i></p> <p>Wednesday by Midnight: Student's response post to fellow students due (40 word minimum). <i>Except week 1.</i></p>	Class Participation 230 points total- 15 points for each in class (7), 15 points for each online (7), 20 points for online presentation feedback															
Total		100% 790 total points															
<p>Grading Scale: Take Total Points Earned and Divide by 790 Points to determine Percentage Grade.</p> <table> <tr> <td>100% – 92%: A</td> <td>91% – 90%: A-</td> <td></td> </tr> <tr> <td>89% – 88%: B+</td> <td>87% – 82%: B</td> <td>81% – 80%: B-</td> </tr> <tr> <td>79% – 78%: C+</td> <td>77% – 72%: C</td> <td>71% – 70%: C-</td> </tr> <tr> <td>69% – 68%: D+</td> <td>67% – 62%: D</td> <td>61% – 60%: D-</td> </tr> <tr> <td>59% and below:</td> <td>F</td> <td></td> </tr> </table>			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	
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59% and below:	F																

Course Schedule:

Class Date	Assignments	Class Discussion/Activities
Jan. 6 Week 1	Read Chapter 13 prior to class Complete On-line Quiz Ch 13 Due Jan. 8 by Midnight. On-line Discussion: Original Discussion due Jan. 8. Response to two fellow students' post due Jan.10	Case Studies, Weekly Group Project, Articles
Jan. 13 Week 2	Read: Chapters 1-3 prior to class Complete On-line Quiz Ch 1-3 Due Jan. 14 by Midnight. On-line Discussion: Original Discussion due Jan. 12. Response to two fellow students' post due Jan.15	Case Studies, Weekly Group Project, Articles
Jan. 20	No Class	
Jan. 27 Week 3	Read: Chapters 4-5 prior to class Complete On-line Quiz Ch 4-5 Due Jan. 28 by Midnight. On-line Discussion: Original Discussion due Jan. 26. Response to two fellow students' post due Jan. 29	Case Studies, Weekly Group Project, Articles
Feb. 3 Week 4	Read: Chapters 6-7 prior to class Complete On-line Quiz Ch 6-7 Due Feb. 4 by Midnight. On-line Discussion: Original Discussion due Feb. 2. Response to two fellow students' post due Feb. 5.	Case Studies, Weekly Group Project, Articles
Feb. 10 Week 5	Read: Chapters 8-10 Complete On-line Quiz Ch 8&9 Due Feb. 11 by Midnight. On-line Discussion: Original Discussion due Feb. 9. Response to two fellow students' post due Feb. 12.	Case Studies, Weekly Group Project, Articles
Feb. 17 Week 6	Virtual Presentations Due Feb.19 by Midnight. Feedback on presentations to at least 3 others due Feb.23 by Midnight. Read: Chapters 11 & 14 Complete On-line Quiz Ch 11 & 14 Due Feb. 18 by Midnight. On-line Discussion: Original Discussion due Feb. 16.	Case Studies, Weekly Group Project, Articles

	Response to two fellow students' post due Feb. 19.	
Feb. 24 Week 7	Final paper due midnight Feb.25 On-line Discussion: Original Discussion due Feb. 23. Response to two fellow students' post due Feb. 26	Case Studies, Weekly Group Project, Articles

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

Responsibilities	
Attending Class	You cannot succeed in this class if you do not attend. We believe that intellectual growth and success in higher education occur through interaction in the classroom and laboratories. Being absent doesn't excuse you from doing class work; you have more responsibilities to keep up and meet the objectives of this course. In class assignments cannot be made up.
Turning In Your Work	You cannot succeed in this class if you do not turn in all your work when due. Late work is not accepted in this class.
Meeting Standards for Classroom Behavior	<ul style="list-style-type: none"> • Use all the class time. Come to class on time and stay in class until the end. Coming late, leaving early, and getting up during class disrupts the class and disrespects others. • Come prepared. Bring your texts, be prepared to take notes, and be able to demonstrate that you have completed the assignments for the day through your participation in class. • Respect others. Listen when your classmates and the instructor are speaking. Think about their contributions. Respond appropriately. • Use electronic devices only for class purposes. Engage with your classmates and the instructor without technological distractions
CCSJ Student Honor Code	<p>This course asks students to reaffirm the CCSJ Student Honor Code:</p> <p>I, as a student member of the Calumet College academic community, in accordance with the college's mission and in a spirit of mutual respect, pledge to:</p> <ul style="list-style-type: none"> • Continuously embrace honesty and curiosity in the pursuit of my educational goals; • Avoid all behaviors that could impede or distract from the academic progress of myself or other members of my community; • Do my own work with integrity at all times, in accordance with syllabi, and without giving or receiving inappropriate aid; • Do my utmost to act with commitment, inside and outside of class, to the goals and mission of Calumet College of St. Joseph.
Doing Your Own Work	If you turn in work that is not your own, you will be subject to judicial review by the Faculty-Student Grievance Committee. These procedures can be found in the Student Planner. The maximum penalty for any form of academic dishonesty is dismissal from the College.

	Using standard citation guidelines to document sources avoids plagiarism. You'll find guides to the major citation methods at the CCSJ Specker Library Web page at http://www.ccsj.edu/library/subjectsplus/subjects/guide.php?subject=cite
	PLEASE NOTE: All papers may be electronically checked for plagiarism.
Sharing Your Class Experience	Your voice matters! At the end of the term, you will have the opportunity to evaluate your classroom experience. These confidential surveys are essential to our ongoing efforts to ensure that you have a great experience that leaves you well prepared for your future. Take the time to complete your course evaluations – we value your feedback!
Withdrawing from Class	After the last day established for class changes has passed (see the College calendar in the CCSJ Course Catalog), you may withdraw from a course by following the policy outlined in the Course Catalog.

Resources	
CCSJ Book Rental Program	The CCSJ Book Program ensures that everyone has the right course materials on the first day of class to be successful. You pay a book rental fee each semester, and in return, receive all the materials for all your classes prior to the beginning of classes. At the end of the semester, simply return the books. For traditional students, the Book Rental Program is conveniently located in the library, where students can pick up and return their books. For students in accelerated programs and graduate programs, books will be delivered to their homes and they can return them by mail. For more information, see http://www.ccsj.edu/bookstore . All books must be returned at the end of the semester or you will incur additional fees, which will be charged to your student account.
Student Success Center	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.
Disability Services	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.
Student Assistance Program	Through a partnership with Crown Counseling , Calumet College of St. Joseph provides a free Student Assistance Program (SAP) to current students. The SAP is a confidential counseling service provided to students for personal and school concerns which may be interfering with academic performance and/or quality of life. The SAP counselor is available on campus once a week and off-site at the Crown Counseling offices in Crown Point or Hammond. For more information, contact Kerry Knowles SAP Counselor , at 219-663-6353 (office), 219-413-3702 (cell) or kerryk@crowncounseling.org .
CCSJ Alerts	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: http://www.ccsj.edu/alerts/index.html .