

## Northern Wyoming Community College District

Sheridan College

Gillette College

3059 Coffeen Avenue

300 West Sinclair Street

Sheridan, Wyoming 82801

Gillette, Wyoming 82718

## COURSE SYLLABUS

### IMGT 2400-01 & 30 Introduction to Information Management (3 credits)

Computer Department

Technical Careers Division

**COURSE DATES: January 17 – May 12, 2017**

**LOCATION: Online**

### **Contact Information:**

Instructor: Dr. Ann Perkins

☎ 307.763.0655 (Email is preferred. Please use cell only for important questions. When texting please include name and class section)

Email: [aperkins@sheridan.edu](mailto:aperkins@sheridan.edu)

**Office Hours:** Mondays & Wednesdays 10:00 – 11:00 a.m. and by appointment  
**Office is W159D**

### **Official Course Communication:**

The preferred mode of correspondence will be through the course Mail feature in Blackboard. Important course related information will be communicated to the students using any of the following two mechanisms: 1) Announcements posted on Blackboard, and 2) **Email using the email address Blackboard uses** (so make sure that Blackboard generated email does not go into your spam box). **Students are responsible for all information communicated using one of these mechanisms.** It is your responsibility to ensure that you regularly check your email and the Blackboard site. I will not send email to an email address that is different than what Blackboard uses.

**Blackboard:** Handouts/discussions/Power Points/etc. will be placed on *Blackboard*. In addition, e-mails to the class will be on Blackboard. You need to get yourself familiar with this tool and utilize it for this course.

### **DESCRIPTION:**

This course introduces business students to the fundamentals of managing information systems and covers the role of information systems in managing organizations to make them more competitive and efficient. Specifically the course looks at the organizational and technical foundations of information systems and building and managing systems. This course is a sophomore level class intended for all business and computer students and helps the student understand the effective and competitive use of information technology.

### **PREREQUISITES:**

None

## **PURPOSE:**

IMGT 2400 Introduction to Information Management is a requirement for the Business AA and AS degrees, and the Computer Information Systems AS degree. This course is intended as a transfer course to the University of Wyoming and other larger colleges and universities.

## **ASSIGNED MATERIALS:**

**Management Information Systems for the Information Age** 9<sup>th</sup> Edition, By Stephen Haag and Maeve Cummings Copyright: 2013

## **STUDENT OUTCOMES:**

Upon completion of IMGT 2400 Introduction to Information Management, the student will:

1. Define an information system and the components of management information systems
2. Evaluate the Systems Development Life Cycle, i.e. the process of initiating, planning, analyzing, designing, testing, developing, and installing information systems.
3. Discuss the impact of information technology on decision making along with identifying the different decision support and artificial intelligence tools and the applications of these tools
4. Identify the manager's role in protecting people and information along with the risk associated with information and information technology
5. Contrast the models for e-commerce, e-business, and e-government with regards to business strategies, marketing approaches, financial issues, and security concerns
6. Define the key characteristics of relational databases, business intelligence, databases, data warehouses, data marts, and analytical tools as they apply to organizational roles and business processes
7. Explain how a competitive advantage is built through business intelligence and the use of CRM, SCM, ECE, and ERP systems
8. Discuss the differences among the various types of IT infrastructure along with the need for integrated enterprise systems and explain the effective use of backup, recovery, and disaster recovery plans
9. Analyze spreadsheet data using appropriate analysis tools such as filtering, conditional formatting, and graphs

## **MINIMUM COURSE REQUIREMENTS:**

1. Readings
2. Assignments
3. Quizzes or Exams

## ATTENDANCE:

Attendance is the best indicator of success at this level. In this online course, attendance is considered as logging into the course and participating. It is in the student's best interest to login into the class at least twice a week and to have homework completed by deadlines given. Not doing this will have an adverse effect on performance. Students who do not login regularly and/or do not complete homework should not ask for any special consideration.

Regular attendance is expected of all students attending NWCCD so they may fully benefit from the educational experience. Students receiving financial aid must regularly attend class and actively participate in their coursework in order to earn their aid. Students failing to do so may be held liable for returning financial aid funds. Visit the Office of Financial Aid Services for more information.

Unannounced quizzes may be given at any time. Quizzes cannot be made up.

NO MAKE-UP exams will be given except when instructor permission is granted under the following conditions: **PRIOR TO THE EXAM**, if the student has a satisfactory reason (in the instructor's opinion) for not taking the exam at the scheduled time, arrangements can be made to take the exam **BEFORE** the scheduled time or **BEFORE** the next class period following the exam. Makeup exams may be the same exam or an alternate form. If an unexpected emergency arises (such as hospitalization), special consideration will be given.

## Methods of

**Communication:** An online course can be time consuming, so use your time wisely. You **MUST** keep up with the schedule and the deadline for assignments. I expect you to spend time each day working on this class. You should login to Blackboard at least twice a week. Contact the instructor immediately if you have any problems – do not wait. You may not be successful in this class if you wait until the weekend to try to complete the homework for the week! All class correspondence should use the Blackboard class e-mail system.

**Turn-around time for email (weekdays, weekends):**

**12 to 24 hours.**

**No contact guaranteed on holidays.**

## OTHER CONSIDERATIONS:

*Academic Conduct and Sheridan College Policies:*

All students are expected to observe high standards of academic conduct. Academic misconduct includes, but is not limited to, plagiarism, copying another student's test, quiz, book review or special assignment, talking during tests, and/or the use of notes or crib

sheets during tests, other than what is allowed. All acts of dishonesty, as reviewed above, and in academic work will constitute academic misconduct.

In the event that any student or students is/are believed to be, in some manner, cheating on assigned work; the faculty member making the accusation will:

1. meet with the student(s), outline the accusation, and explain the tentative assessment of and grade for the assignment
2. determine an appropriate grade to assign the assignment
3. make the student aware of the chain of academic appeal (Division Chair, Academic Dean, Chief Academic Officer)
4. determine if any additional disciplinary action is warranted and if so, refer it to the Chief Student Services Officer

### *Statement on Disabilities:*

Students with disabilities who believe they may need accommodations in this class must contact the disabilities services coordinator on their campus as soon as possible to request such accommodations.

### **Submitting Assignments:**

All assignments are due on the date they are assigned. There is no exception if previous arrangements have not been made with the instructor.

\*\*\*\* Make sure you follow the directions carefully for submitting your assignments as late assignments will be docked points. **ALL ASSIGNMENTS MUST BE SUBMITTED AS A WORD DOCUMENT with a .doc or .docx ending.**

### **Testing**

**Procedures:** All testing will occur through the Blackboard 9 Assessments area. Students will be given 1 week to complete exams. Exams are open book. All students are on their honor to do their own work.

### **GRADING: This is an approximate**

4 exams @100 points	400
Group Discussions	50 (10 points each)
Chapter Case Studies/Group E-Commerce projects (Discussions)	100 (50 points each)
Homework	TBD
Systems Analysis Project	<u>100</u>
Total	

**DISCLAIMER:** Should changes to this syllabus and/or assignment schedule become necessary; students will be notified in class of the changes as soon as possible.

## **GRADING:**

The following indicates grade guarantees for the course based on the percentage of total points earned.

A	=	90 - 100% of total points
B	=	80 - 89% of total points
C	=	70 - 79% of total points
D	=	60 - 69% of total points
F	=	59% and below of total points

## ***Academic Honesty:***

Students are expected to maintain the highest standards of academic honesty and integrity. Academic honesty means performing all academic work without lying, cheating, deceit, plagiarism, misrepresentation, or unfairly gaining advantage over any other student. Violations of academic honesty are in violation of District standards for student conduct and shall result in disciplinary action.

## ***Code of Conduct:***

Students are expected to be respectful of all participants in the discussion boards.

E-mail should be used to effectively communicate solution-oriented questions or concerns and not be used to send unintelligible or anger-filled messages.

Students are expected to use correct English including spelling and grammar in ALL assignments and correspondence. **Texting-style writing is not appropriate for professional communication.**

Please refer to [Series 5075 \(Student Conduct and Discipline\)](#) of the NWCCD Policies and Procedures manual for additional conduct information.

## ***Withdrawing From Class:***

The official withdrawal period will include the first 80% of the calendar days associated with the semester. The number of days will be prorated for courses shorter than a full semester. Students choosing to officially withdraw within the defined dates will be assigned a grade of "W."

Students may add or drop a class online in WebAdvisor or by completing the Add-Drop form which can be obtained from the Records and Registration Office. The student and advisor must sign and date the form. The completed form is then filed in the Records and Registration Office.

It is the responsibility of the students to withdraw themselves from class or initiate a status of incomplete by the withdraw date stated in the course schedule. If this is not done, the student will receive the grade earned for that class.

## ***Incompletes:***

With the instructor's consent, an Incomplete grade may be assigned when a student has completed at least 75% of the coursework and is passing but cannot complete the course due to extenuating circumstances. The student must request an Incomplete grade from the instructor prior to submission of final grades. If the instructor approves the student's request, the instructor will outline the steps necessary for the student to complete the course and the date the work must be completed.

## ***Copyright Statement:***

This online course may contain copyrighted materials that are used in compliance with U.S. Copyright Law. Under that law, materials may not be saved to your computer, revised, copied, or distributed without permission. They are to be used in support of instructional activity as part of this course only and shall be limited to the duration of the course, unless otherwise specified by the instructor or owner of the material. You may only download or print materials at the direction of your instructor, who knows which materials are copyrighted and which are not.

Please refer to the [Slow Start for Long-Awaited Easing of Copyright Restriction](#) article on the Chronicle of Higher Education for additional TEACH Act information.

Please refer to [Series 3013 \(NWCCD Copyright Policy\)](#) for institutional copyright information.

## **Minimum Computer Literacy Skill Requirements:**

Expectations of participants in this course include a general knowledge of computers, file management, word processing, and the Internet.

All students who are new to using Blackboard or are taking their first online class from NWCCD are expected to complete an Orientation to Online Learning prior to beginning this class. Students need to meet the minimum computer literacy expectations as well as the minimum technology requirements.

## **Minimum Technology Requirements:**

Access to a word processing program and the Internet are required. Please refer to NWCCDs minimum technical requirements for online courses Web page for additional information. Course content will be delivered in multiple formats, including but not limited to: document, video, and audio media formats. Students must install the recommended plug-ins for each type of media.

## ***Technical Support Resources:***

Course difficulty questions with Blackboard should first be directed to the instructor by posting in the Question and Answer (Q&A) discussion forum. Browse the Online [Student Resources](#) or Online [Faculty Resources](#) Web page for Blackboard FAQs, How-to videos, and other resources. Technical difficulty questions with Blackboard, Outlook Web Access, or e-Services should be directed to our ITS technical support staff at 307.674.6446 ext. 2600 or [helpdesk@sheridan.edu](mailto:helpdesk@sheridan.edu).

If you are having difficulty with a hardware item on your PC, please contact the appropriate technical support telephone number for the vendor or manufacturer. Software installed on your PC at the factory may be covered by their technical support staff. Third-party software (either off-the-shelf or downloaded) will require that you contact the software developer directly.

## ***Academic Support Resources:***

[Sheridan College](#) and [Gillette College](#) each have a Learning Center that provides tutoring assistance to enrolled students. Each college has an [on-campus library](#) as well as an online library catalog.

NWCCD has partnered with [Turnitin.com](#) to assist students and faculty with preventing plagiarism.

## ***Student Support Resources:***

NWCCD has a series of Student Checklist Web pages where you can find [Admissions](#), [Financial Aid](#), [Advising and Assessment](#), [Registration](#), [Business Office](#), [Bookstore](#), and [Housing](#) information.

[Click here](#) to view Blackboard's accessibility standards statement.

## ***Disability Statement:***

Students with disabilities who believe they may need accommodations in this class are encouraged to contact the [ADVISING OFFICE](#) as soon as possible to ensure such accommodations may be implemented.

[Click here](#) to view Blackboard's accessibility standards statement.