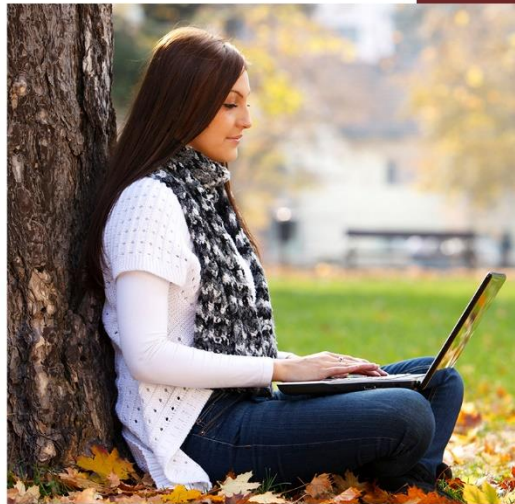
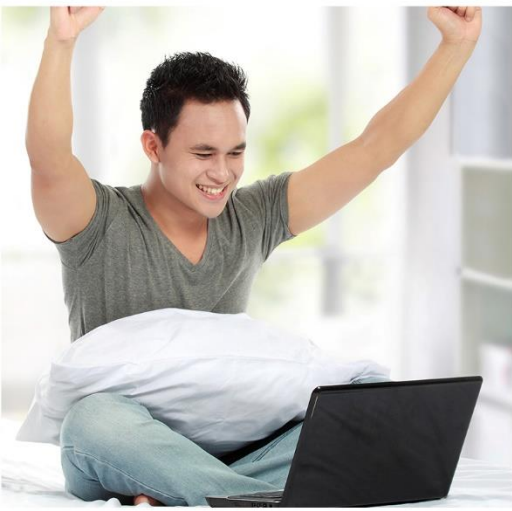


# SYLLABUS



**INFS 120 Foundations of  
Information Technology  
Fall 2020**

# INFS 120 Foundations of Information Technology

## Consortium of Adventist Colleges and Universities

### Interactive Online Format

This course follows an interactive online format and has Thursday deadlines. You are expected to login regularly during the course to participate in the online discussions. Please plan accordingly. **Please review the Dates & Deadlines widget on the right side of your course in LearningHub for the last day to withdraw for a full refund.**

### Instructor Contact

Please refer to course in LearningHub for the teacher contact information.

### Other Assistance

Username and password assistance	<a href="mailto:helpdesk@andrews.edu">helpdesk@andrews.edu</a>	(269) 471-6016
Enrollment and withdrawal questions	<a href="mailto:sderegister@andrews.edu">sderegister@andrews.edu</a>	(269) 471-6323
Technical assistance with online courses	<a href="mailto:dlit@andrews.edu">dlit@andrews.edu</a>	(269) 471-3960
Exam requests and online proctoring	<a href="mailto:sdeexams@andrews.edu">sdeexams@andrews.edu</a>	(269) 471-6566
Distance Student Services - any other questions	<a href="mailto:sdestudents@andrews.edu">sdestudents@andrews.edu</a>	(269) 471-6566

## Part 1: Course Information

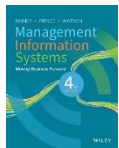
### Course Descriptions

Explores the role of information systems and technology in supporting the different facets of an organizational structure e.g. in decision support, data management, risk assessment and management, and resource management. The course covers topics in enterprise-level hardware and software, cloud computing, ethics, data management, and social engineering. The labs are designed to provide an introductory course in productive software, cloud computing, and web development technologies.

### Prerequisite

Familiarity with word-processing and typing speed of at least 20 wpm. Recommended math placement exam score of MO or better, or MATH 092 or higher

### Required Text/Material



Rainer, R.K., Prince, B., & Watson, H.J. (2017). *Management Information Systems* (4<sup>th</sup> ed.). Hoboken, NJ: Wiley.

**NOTE:** Textbooks for online courses may be purchased from any supplier. For financial aid in payment, contact your financial advisor at the university where you are completing your degree. Andrews University degree students who have confirmed that funds are available will then purchase the books themselves and send receipts to their financial advisor for reimbursement.

### Credit Hour and Commitment

This course is offered for 3 semester credits; therefore it is expected that you will spend 135 total hours on this course. This translates to a steady 9 hours each week. You'll spend your time reading, watching tutorials, accessing instructional materials, interacting with your instructor and classmates via discussion forums, and completing assignments and case studies, and taking quizzes, and a mid-term and final exam.

A recommended weekly schedule to divide your time is provided below.

Readings: 2 hours

Watching tutorials: 1 hour

Interactive Discussions: 1 hour

Assignments: 2 hours

Case studies: 2 hours

Studying for Upcoming Quizzes and Exams: 1 hour

### Student Learning Outcomes

Upon successfully completing this course, the student will be able to demonstrate the ability to use computers effectively in professional and personal life in the areas of:

<b>Areas Covered</b>	<b>Description</b>
<i>New Media Skills</i>	Demonstrate knowledge of Data Management, Telecommunication, Networking blogging, E-Commerce, System Applications and Wireless Technology
<i>Information Manipulation and Collaborative Skills</i>	Explore the phase of the business analytics process. Produce effective Social Networks, and databases.
<i>Technology Buying Guide, Online Security and Privacy</i>	Utilize acquired knowledge in selecting computer system (including software and peripherals) appropriate to their needs for work or personal use. Identify the dangers of browsing the web.
<i>Understand Different Disciplines of Technology</i>	Recognize the main areas in the discipline of computers as well as the key corresponding concepts and terminology
<i>Defining the role of Information Systems in Organizational Settings</i>	Define the role of information security and technology in our Organization.
<i>Understanding of the Impact of Technology to Our Society</i>	Recognize the impact of computer technology, World Wide Web 2.0 and social networking in our day to day life.
<i>Defining Computer Ethics</i>	Apply understanding of ethical principles and legal issues related to Electronic Commerce and skills to computer usage.

## Part 2: Course Methods and Delivery

### Methods of Instruction

Methods of instruction include reading, watching tutorials, accessing instructional materials, interacting with your instructor and classmates via discussion forums, and completing assignments and case studies, and taking quizzes, and a mid-term and final exam. Regular participation in the course is essential to good performance.

### Technical Requirements

- Internet connection (DSL, LAN, or cable connection desirable).

### LearningHub Access

This course is delivered online through LearningHub at <http://learninghub.andrews.edu>

Your username and password are your Andrews username and password. You need to activate your username and password to access LearningHub.

Please do this online here:

<https://vault.andrews.edu/vault/pages/activation/information.jsp> if you haven't already. If you need assistance, call or email us: (296) 471-6016 or <mailto:helpdesk@andrews.edu>.

If you need technical assistance at any time during the course, or to report a problem with LearningHub, please email [dlit@andrews.edu](mailto:dlit@andrews.edu) or call (269) 471-3960.

## Part 3: Course Requirements

**Important Note:** This online class is **not** self-paced. You can arrange your schedule flexibly during each week, but you **MUST** participate each week. You are expected to “show up” to class by interacting in the discussion forums a minimum of two times per week. In addition, assignments are due regularly each week. Adequate Internet access during the duration of the course is critical for your participation. To be successful, plan to spend time daily on the course.

### Assessment Descriptions

There are 5 main components that comprise this course:

#### Discussion Forums

Students are required to respond to each of the questions. Each response should be 300-400 words long. Please, make sure you write these answers by conducting some research and cite both our text and external credible sources. Your postings should be substantive. Other students in the course can view them and be enriched by your answers. I am looking for your thoughts, ideas and opinions. For more information, please, see the discussion rubric.

Discussion forums are opportunities for you, the course instructor and your classmates to engage in robust online conversations. In some instances, where one student is enrolled in a course, discussions will be with the instructor. Those conversations are most often based on academic topics and questions. They are integral to the course and provide avenues for

enriching knowledge as well as constructing knowledge through thoughtful dialogue with peers and instructors.

Some discussions are formal in nature and call for thorough scholarship. They hold to the same academic standards for originality and honesty as other academic work (e.g. papers, essays, quizzes and exams). Whenever appropriate, any idea or statement in a discussion forum that is not your own original work should be referenced, according to the style guide adopted by your academic discipline (e.g. APA, MLA, Chicago, etc.).

There may also be forums in the course in which the discussions are informal. Such discussions may include personal introductions and opportunities to know more about other participants in the course as well as academic topics. Informal forums are great for sharing interests, observations and encouragements with classmates.

For each forum in this course you will be required, unless otherwise instructed, to create an initial post and, at least, two replies to classmates. Course weeks [after the first week] begin on Friday and end on Thursday. The initial post is due by 11:55 pm on Sunday of the week the discussion is assigned. Replies to classmates are due by 11:55 pm on Thursday of the week the discussion is assigned.

**Assignment:** Students are required to submit six (6) Assignments during the term on various topics discussed in class. Make sure you address all the questions in the assignment and follow APA format. See the course schedule on when the assignments are due.

**Case Study:** There are totally five (5) Case Studies required to submit during the term on the various topics discussed in the class. Make sure your response for each question in the Case study are 300 to 500 words in length.

**Weekly Quiz:** Short online quizzes of up to ten questions covering material presented in the textbook will be given in Weeks 1 through Week 16.

**Final Exam Essay:** Final exam will consist of a written essay worth 130 points

## Rubrics

### Discussion Rubric:

	<b>Mastery</b>	<b>Proficient</b>	<b>Emergent</b>	<b>No Progress</b>
<b>Content</b>	Demonstrates excellent knowledge of concepts, skills, and theories relevant to topic.	Demonstrates fair knowledge of concepts, skills, and theories.	Demonstrates significantly flawed knowledge of concepts, skills, and theories.	Did not participate.
<b>Support</b>	Statements are well supported; posts extend discussion	Statements are partially supported; posts may extend discussion.	Support is deficient; posts do not extend discussion.	Did not participate.
<b>Timeliness</b>	Initial before deadline.	Initial post 1 day late	Initial post 2 days late	Did not participate.
<b>Quantity</b>	Initial post and two other posts.	Initial post and one other post.	Initial post only.	Did not participate.
<b>Percentage</b>	<b>100%</b>	<b>70%</b>	<b>50%</b>	<b>0%</b>

### Assignment Rubric:

<b>Skill</b>	<b>Description</b>	<b>Percentage</b>
<b>Mastery</b>	Student conducts extensive research, leveraging that knowledge with practical examples, and augments with original ideas.	100%
<b>Proficient</b>	Student has a clear understanding of how to apply the knowledge in the workplace, as shown by examples.	80%
<b>Emergent</b>	Student demonstrates the ability to bridge the gap between theory and practice.	60%
<b>Introductory</b>	Student has a general understanding of the requirements	40%
<b>No Progress</b>		0%

## Exams

There are no exams in this course



**Schedule INFS 120 Foundations of Information Technology:**

All times in the schedule are for the U.S. Eastern Time Zone. All assignments are due Thursdays in the week assigned unless otherwise noted.

<b>Week</b>	<b>Readings</b>	<b>Assignments</b>	<b>Outcomes Met</b>
Intro	These items will need to be completed before you will have access to the rest of the course. Orientation Course Overview Introductions Academic Integrity	Student Introductions Academic Integrity Quiz Academic Integrity Statement	
1 Aug 24-27	Chapter 1: Introduction to Information Systems	Discussion #1 Assignment #1 Quiz #1 <b>Due Thurs, Sept 3, 11:55 pm</b>	<b>SLO1</b>
2 Aug 28 – Sept 3	Chapter 2: Organizational Strategy, Competitive Advantage, and Information Systems	Discussion #2 Case Study #1 Quiz #2	<b>SLO1</b>
3 Sept 4-10	Chapter 3: Data and Knowledge Management	Discussion #3 Quiz #3	<b>SLO1</b>
4 Sept 11-17	Chapter 4: Telecommunications and Networking	Discussion #4 Assignment #2 Quiz #4	<b>SLO1</b>
5 Sept 18-24	Chapter 5: Business Intelligence	Discussion #5 Case Study #2 Quiz #5	<b>SLO2</b>
6 Sept 24 – Oct 1	Chapter 6: Ethics and Privacy	Discussion #6 Quiz #6	<b>SLO2</b>
7 Oct 2-8	Chapter 7: Information Security	Discussion #7 Assignment #3 Quiz #7	<b>SLO3</b>
8 Oct 9-15	Overview of Chapter 1 to Chapter 7	Discussion #8 Quiz #8 Midterm Presentation	
9 Oct 16-22	Chapter 8: Social Computing	Discussion #9 Case Study #3 Quiz #9	<b>SLO3</b>
10 Oct 23-29	Chapter 9: E-Business and E-Commerce	Discussion #10 Quiz #10	<b>SLO4</b>
11 Oct 30 – Nov 5	Chapter 10: Wireless, Mobile Computing, and Mobile Commerce	Discussion #11 Assignment #4 Quiz 11	<b>SLO5</b>
12 Nov 6-12	Chapter 11: Information Systems within the Organization	Discussion #12 Case Study #4 Quiz #12	<b>SLO5</b>

Week	Readings	Assignments	Outcomes Met
13 Nov 13-19	Chapter 12: Extending the Organization to Customers	Discussion #13 Assignment #5 Quiz #13	SLO5
14 Nov 20-26	Chapter 13: Extending the Organization Along the Supply Chain	Discussion #14 Case Study #5 Quiz 14 Due Friday, Nov 27 at 5pm	SLO5
15 Nov 27 – Dec 3	Chapter 14: Acquiring Information Systems and Applications	Discussion #15 Assignment #6 Quiz #15	SLO6 and SLO7
16 Dec 4-10	Overview of Chapters 8 to Chapter 14	Discussion #16 Final Essay	

### Completing Assignments

All assignments for this course will be submitted electronically through LearningHub unless otherwise instructed.

## Part 4: Grading Policy

### Graded Course Activities

Percent %	Points	Description
24	240	Weekly Discussion (16)
15	150	Weekly Quiz (15)
15	150	Case Study (5*30)
24	240	Assignment (6*40)
9	90	Mid Term Exam (1)
13	130	Final Exam (1)
100%	1000	Total Percent Possible

### Viewing Grades in Moodle

- Click into the course.
- Click on the **Grades** link in Administration Block to the left of the main course page.

### Letter Grade Assignment

Letter Grade	Percentage
A	93-100%
A-	90-92%
B+	88-89%
B	83-87%
B-	80-82%

Letter Grade	Percentage
C+	78-79%
C	73-77%
C-	70-72%
D	60-69%
F	0-59%



## Part 5: Course Policies

### Withdrawal and Incomplete Policies

The current withdrawal policy can be found online at <https://www.andrews.edu/distance/students/gradplus/withdrawal.html>. The incomplete policy is found online at <http://www.andrews.edu/weblmsc/moodle/public/incompletes.html>.

### Late Work

Due dates are listed both in the LearningHub course space and in the syllabus. Late work will have 10% of the earned points deducted.

### Maintain Professional Conduct Both in the Classroom and Online

The classroom is a professional environment where academic debate and learning take place. Your instructor will make every effort to make this environment safe for you to share your opinions, ideas, and beliefs. In return, you are expected to respect the opinions, ideas, and beliefs of other students—both in the face-to-face classroom and online communication. Students have the right and privilege to learn in the class, free from harassment and disruption.

### Netiquette

In this course you will communicate with your classmates and instructor primarily in writing through the discussion forum and e-mail.

"Online manners" are generally known as "netiquette." As a general rule, you should adhere to the same classroom conduct that you would "off-line" in a face-to-face course. Some examples of proper netiquette are:

1. Avoid writing messages in all capital letters. THIS IS GENERALLY UNDERSTOOD AS SHOUTING.
2. Be careful what you put in writing. Even if you are writing an e-mail message to one person, assume that anyone could read it. Though you may send an e-mail to a single person, it is very easy to forward your message to hundreds or thousands of people.
3. Grammar and spelling matter. Online courses demand the same standard of academic communication and use of grammar as face-to-face courses.
4. Never use profanity in any area of an online course. The transcripts of online course discussion forums, e-mail, and chat sessions are savable.
5. When responding to messages, only use "Reply to All" when you really intend to reply to all.
6. Avoid unkindly public criticism of others. Publicly criticizing others in an inappropriate way is known as "flaming." Consider this course a practice forum for selecting your verbiage thoughtfully and professionally.
7. Use sarcasm cautiously. In the absence of nonverbal cues such as facial expressions and voice inflections, the context for your sarcasm may be lost, and your message may thus be misinterpreted.
8. In a face-to-face setting, our tone of voice and facial expressions may convey as much of our meaning as the words we use. In a written message, the subtext of your meaning may be confused or misinterpreted. Write clearly. Use active verbs.

***[Source: University of Maryland, Communications Department]***

### **Academic Accommodations**

Students who require accommodations may request an academic adjustment as follows:

1. Read the Andrews University Disability Accommodation information at <https://www.andrews.edu/services/sscenter/disability/>
2. Download and fill in the disability form at <http://www.andrews.edu/services/sscenter/disability/accommodationsreqform.pdf> . Preferably type answers. To save a digital copy, 1) print to file and save or 2) print and scan. Email the completed form and disability documentation (if any) to [success@andrews.edu](mailto:success@andrews.edu) or fax it to (269) 471-8407.
3. Email [sdestudents@andrews.edu](mailto:sdestudents@andrews.edu) to inform the School of Distance Education that a disability has been reported to Student Success.

### **Commitment to Integrity**

As a student in this course, and at the university, you are expected to maintain high degrees of professionalism, commitment to active learning, participation in this course, and integrity in your behavior in and out of this online classroom.

### **Commitment to Excellence**

You deserve a standing ovation based on your decision to enroll in, and effectively complete this course. Along with your pledge of “commitment to Integrity” you are expected to adhere to a “commitment to excellence.” Andrews University has established high academic standards that will truly enhance your writing and communication skills across the disciplines and in diverse milieu with many discourse communities in the workplace.

### **Honesty**

Using the work of another student or allowing work to be used by another student jeopardizes not only the teacher-student relationship but also the student’s academic standing. Lessons may be discussed with other students, tutors may help to guide a student’s work, and textbooks, encyclopedias and other resource materials may be used for additional assistance, but the actual response must be the student’s own work. A student who gives information to another student to be used in a dishonest way is equally guilty of dishonesty.

Any violation of this policy will be taken before the Higher Education Academic and Curriculum Committee for appropriate punitive action.