

Syllabus

ADM-310 Applied Technology for Managers

Course Description

During this course students will evaluate the manager's role in ensuring best practices for the application of technology in business situations. Students will assess tools and skills with regard to communication, policy, security, management, and technology. Students will apply information technology ethical standards and a biblical perspective to business situations.

Credit Hours: 3

Prerequisite Courses: Admission to a bachelor's degree completion program

Prerequisite Skills and Knowledge:

- Use of Microsoft Word
- Use of OCLS to find literary database sources
- Use of an Internet browser

Course Outcomes

Upon completion of this course, you should be able to:

1. Distinguish how organizational policy affects information technology security.
2. Evaluate the manager's role in the appropriate integration of technology within the organization.
3. Formulate sound communication strategies for business situations.
4. Assess the technological tools and skills necessary for managers.
5. Apply information technology ethical standards and a biblical perspective to business situations.

Course Textbooks

Kroenke, D. M., & Boyle, R. J. (2019). *Using MIS* (11th ed.). Upper Saddleback, NJ: Pearson Education.

Please note: If you receive your course materials from Tree of Life, you will receive an email from Tree of Life giving you details on how to access the textbook in an eText format.

Course Summary

Workshop	Discussion*	Quiz*	Individual Assignments*	Assignment*	Total Points
Workshop One	2/60	1/30	1/60	–	150
Workshop Two	1/30	–	1/60	2/100	190
Workshop Three	2/60	–	2/90	–	150
Workshop Four	2/60	–	2/160	–	220
Workshop Five	1/30	1/100	2/160	–	290
TOTAL	8/240	2/130	8/530	2/100	1,000

* Number of Activities/Sum Point Totals

Grading Scale

Grade	Quality Points Per Credit	Percentage	Score
A	4.0	95% – 100%	950 – 1,000
A-	3.7	92% – 94.9%	920 – 949
B+	3.3	89% – 91.9%	890 – 919
B	3.0	85% – 88.9%	850 – 889
B-	2.7	82% – 84.9%	820 – 849
C+	2.3	79% – 81.9%	790 – 819
C	2.0	75% – 78.9%	750 – 789
C-	1.7	72% – 74.9%	720 – 749

D+	1.3	69% – 71.9%	690 – 719
D	1.0	65% – 68.9%	650 – 689
F	0.0	0% – 64.9%	0 – 649

Letter Grade Equivalencies

Grade	Description of Work
A	Clearly stands out as excellent performance. Has unusually sharp insights into material and initiates thoughtful questions. Sees many sides of an issue. Articulates well and writes logically and clearly. Integrates ideas previously learned from this and other disciplines. Anticipates next steps in progression of ideas. Example "A" work should be of such nature that it could be put on reserve for all cohort members to review and emulate. The "A" cohort member is, in fact, an example for others to follow.
B	Demonstrates a solid comprehension of the subject matter and always accomplishes all course requirements. Serves as an active participant and listener. Communicates orally and in writing at an acceptable level for the degree program. Work shows intuition and creativity. Example "B" work indicates good quality of performance and is given in recognition for solid work; a "B" should be considered a good grade and awarded to those who submit assignments of quality less than the exemplary work described above.
C	Quality and quantity of work in and out of class are average. Has marginal comprehension, communication skills, or initiative. Requirements of the assignments are addressed at least minimally.
D	Quality and quantity of work are below average. Has minimal comprehension, communication skills, or initiative. Requirements of the assignments are addressed at below-acceptable levels.
F	Quality and quantity of work are unacceptable and do not qualify the student to progress to a more advanced level of work.

Course Assignments

Workshop One Outline

Title	Due Dates	Time	Points
1.1 Devotional: Teamwork	Due by the end of the workshop.	30 minutes	0
1.2 Assignment: Case Study: Ethics	Due by the end of the workshop.	8 hours	60
1.3 Quiz: Five Component Model	Due by the end of the workshop.	1 hour	30
1.4 Discussion: Collaboration	Due by the end of the workshop.	2 hours	30
1.5 Discussion: Strategy for Competitive Advantage	Due by the end of the workshop.	2 hours	30
Totals		13.5 hours*	150

Workshop Two Outline

Title	Due Dates	Time	Points
2.1 Devotional: Go Where the Money Is	Due by the end of the workshop.	30 minutes	0
2.2 Assignment: Modeling a Monthly Payment	Due by the end of the workshop.	2 hours	50
2.3 Assignment: Goal Seek	Due by the end of the workshop.	2 hours	50
2.4 Discussion: Personal vs. Enterprise Systems	Post your initial response by the end of the fourth day of the workshop and your two responses by the end of the workshop.	2 hours	30
2.5 Assignment: Case Study: Clouding the Issue	Due by the end of the workshop.	8 hours	60

Title	Due Dates	Time	Points
Totals		14.5 hours*	190

Workshop Three Outline

Title	Due Dates	Time	Points
3.1 Devotional: Social Media and Ethics	Due by the end of the workshop.	30 minutes	0
3.2 Discussion: IS Processes	Post your initial response by the end of the fourth day of the workshop and your two responses by the end of the workshop.	2 hours	30
3.3 Assignment: Case Study: Social Media Risk and Reward	Due by the end of the workshop.	8 hours	60
3.4 Assignment: Business Intelligence	Due by the end of the workshop.	3 hours	30
3.5 Discussion: Knowledge Management	Post your initial response by the end of the fourth day of the workshop and your two responses by the end of the workshop.	2 hours	30
Totals		15.5 hours*	150

Workshop Four Outline

Title	Due Dates	Time	Points
4.1 Devotional: Employment	Due by the end of the workshop.	30 minutes	0

Title	Due Dates	Time	Points
4.2 Discussion: Systems Development Life Cycle (SDLC)	Post your initial response by the end of the fourth day of the workshop and your two responses by the end of the workshop.	2 hours	30
4.3 Assignment: Waterfall vs. Agile Development Strategy	Due by the end of the workshop.	8 hours	100
4.4 Discussion: Outsourcing	Post your initial response by the end of the fourth day of the workshop and your two responses by the end of the workshop.	2 hours	30
4.5 Assignment: Case Study: LinkedIn Passwords	Due by the end of the workshop.	8 hours	60
Totals		20.5 hours*	220

Workshop Five Outline

Title	Due Dates	Time	Points
5.1 Devotional: Cybercrime/Warfare	Due by the end of the workshop.	30 minutes	0
5.2 Assignment: Create a Policy	Due by the end of the workshop.	6 hours	100
5.3 Quiz: Comprehensive Test	Due by the end of the workshop.	4 hours	100
5.4 Assignment: Case Study: Privacy Ethics	Due by the end of the workshop.	8 hours	60
5.5 Discussion: International Perspective	Post your initial response by the end of the fourth day of the workshop and your two	2 hours	30

Title	Due Dates	Time	Points
	responses by the end of the workshop.		
End of Course Survey	Due by the end of the workshop.	0	10 Extra Credit
Totals		20.5 hours*	290
Course Totals		84.5 hours*	1,000

*These times are only estimates. Actual assignment completion times will vary.

Expectations, Policies, and Important Student Information

School/Division	Link
DeVoe School of Business Division of Liberal Arts School of Services and Leadership	View School/Division Expectations, Policies, and Student Information
School of Educational Leadership	View School/Division Expectations, Policies, and Student Information
Wesley Seminary @ IWU	View School/Division Expectations, Policies, and Student Information
Nursing - Undergraduate	View School/Division Expectations, Policies, and Student Information
Nursing - Graduate	View School/Division Expectations, Policies, and Student Information