

MARIAN UNIVERSITY

COURSE SYLLABUS

COURSE TITLE:Fundamentals of Information Technology

COURSE NUMBER:TEC 200

PREREQUISITE:

CREDIT HOURS:3

CATALOG DESCRIPTION: This course introduces computer and information technology systems that are used for organizational decision-making and problem solving. This course focuses upon the positive interaction of systems, development concepts, and application software enabling an organization to improve quality, timeliness, and competitive advantage.

LEARNING OBJECTIVES:

Upon successful completion of this course, a student will be able to:

- 1) Describe, define the functions of information systems, and explain how the following components are used in modern business environments, a) information systems hardware,
 - b) systems and application software,
 - c) computer networks and telecommunications technologies;
- 2) Describe the nature of information and the different classifications of information needed by the individuals and modern organizations;
- 3) Understand the role and impact of electronic technologies in business and society
- 4) Discuss the relevant management issues related to information systems resources in modern business;
- 5) Develop a knowledge of the range and purpose of the wide variety of information systems used in business;
- 6) Understand and apply basic spreadsheet analysis principles to business problems;
- 7) Understand the basic principles of database design management systems and their value to organizations;
- 8) Understand and apply basic principles of web design and web page creation

9) Develop a basic familiarity with logic, data and control structures used in computer applications.

METHODS OF EVALUATION: A course grade is a performance evaluation. Your final grade will be a reflection on how well you satisfied the learning objectives for this course *and* your level of professionalism (getting work in on time, fulfilling obligations, etc.) Final grades rely upon the accumulation of points within several weighted categories. Not all assignments within a given category are worth the same number of points, it is the category total that is weighted.

GRADING:

Category	Points	Total Points
Homework Assignments	50	200
Discussion Questions	50	350
Project	250	250
Quizzes	50	200
TOTAL		1000

GRADING SCALE:

Grades are earned according to the following grading scale. For this class, all decimals are rounded up in calculating grades. For example, a course average of 84.1% is rounded up to 85%.

A = 93-100%	C+ = 78-79%	D- = 60-62%
A- = 90-92%	C = 73-77%	F = Below 60%
B+ = 88-89%	C- = 70-72%	
B = 83-87%	D+ = 68-69%	
B- = 80-82%	D = 63-67%	

REQUIRED TEXTBOOKS AND CURRICULUM MATERIALS:

Bourgeois, David, (2019). *Information Systems for Business and Beyond*. Saylor Foundation

Available for download at <https://opentextbook.site/exports/ISBB-2019.pdf>

Instructor Information

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Expectations for Effort to Successfully Complete a Three-credit College Level Course

According to commonly accepted collegiate academic practices, success in this 3-credit course requires work equivalent to a minimum of 135 hours of work. Since there are no class meetings, effort in this class will come from a variety of activities and posting requirements.

The Course Operations:

As this is an online course, the course calendar becomes very important. As a rule, the lesson week begins at 8 a.m. on Monday and ends at 11:59 p.m. on Sunday except for the last week.

Course Calendar:

Week 1: October 26-November 1

Week 2: November 2-November 8

Week 3: November 9-November 15

Week 4: November 16-November 22

Week 5: November 23-November 29

Week 6: November 30-December 6

Week 7: December 7-December 13

Participation Standard/Communication Requirements:

Each student is required to log into the online course frequently in order to provide continuous and meaningful participation. Participation means that you log into the online classroom *at least* three different days per week and take part in the various course dialogs in a substantive way. Satisfactory participation, requires that the postings be thoughtful and clearly refer to the weekly readings.

Feedback

Every attempt will be made to update grades after the completion of each weeks work. The goal is to have grades updated by Wednesday of each week for the previous week.

Course Assignments

Discussion Questions: Discussion questions are a way to help demonstrate what you have learned from the weekly readings and how you can reflect on those readings and apply the ideas within a specific context. These will take place on a weekly basis on Marian Online 2 (MO2) and will be comprised of one or more questions.

- These questions will be answered by each student.
 - Subsequently, all students are required to comment in a meaningful manner on their peers' comments.

- Use of concepts from textbook as well other academic and professional sources will be required.
 - Simply saying ‘I agree’ will not be seen as a meaningful comment. Whether you agree or disagree, expound on your thoughts and describe what critical thinking is leading you to think this way.
- All students need to begin by replying to the instructor’s discussion question first.
- Students will be required to add to each of the discussion boards on **at least three different days during the week.** (that is, a MINIMUM of THREE posts is required each week) **Ex- Initial post on one day, and then two responses to peers on two separate days**
 - Additionally, a student may not reply to his or her own posting...that is, another student must post a comment before you may post again on the same topic
 - 2 points will be taken off if the initial post was not done by Wednesday but was posted
 - If you do not reply to a peer, 5 points will be taken off for each missed reply (Ex- If you have your initial post and then do not reply to any peers, you will have 10 points taken off)
 - You will not receive any points if you do not post at all

Note on Discussions: It is important that the discussions take place in an open forum. Etiquette or “netiquette” is vital. See Marian Online 2 for guidelines on good behavior for online classes. You will be held to these standards. Violation of these guidelines will result in a loss of points.

Homework Assignments: You will have several weeks with an assignment that is due. That assignment will vary each week. The due dates will be Sunday 11:55 p.m. These assignments will require significant outside effort. As you work through the assignment, please contact your instructor for assistance or clarification.

Quizzes: Throughout the course there will be quizzes on the chapter(s) read for that week.

Project: There will be one project which will cover a combination of concepts. The project will be due at the end of the course. The project is designed to demonstrate that you can apply technology tasks on your own and with minimal direction. Learners are expected to utilize outside resources to gain understanding for project completion.

Academic Honesty

Academic honesty is highly valued at the Marian University. You must always submit work that represents your original words or ideas. If any words or ideas used in a class posting or assignment submission do not represent your original words or ideas, you must cite all relevant sources and make clear the extent to which such sources were used. Words or ideas that require citation include, but are not limited to, all hard copy or electronic publications, whether copyrighted or not, and all verbal or visual communication when the content of such

communication clearly originates from an identifiable source. Please see the Marian University Bulletin for more information about academic honesty, including consequences of academic dishonesty.

Tentative Course Schedule

Week	Week Of	Topics	Work Due
Week 1	October 26	Course Introduction; Chapter 1	DQ, HM1
Week 2	November 2	Chapter 2 and 3	DQ, HM2, QZ1
Week 3	November 9	Chapter 4 and 5	DQ, QZ2
Week 4	November 16	Chapter 6 and 7	DQ, QZ3
Week 5	November 23	Chapter 8 and 9	DQ, HM3,
Week 6	November 30	Chapter 10, 11 and 12	DQ, QZ4, Start on Project
Week 7	December 7	Chapter 13 and Project	DQ, HM4, Project

*See Weekly Pages online for specific activities due each week, which includes discussions, weekly questions, homework, and other activities.