SYLLABUS

**INFS 120 Foundations of Information Technology**

202141

# INFS 120 Foundations of Information Technology
## School of Distance Education

### Self-Paced Courses
This course follows a self-paced online format. You have 180 days from your selected start date to complete the course. The last day to withdraw with a full refund is 15 days after your start date.

### Instructor Contact
Please refer to course in Learning Hub for the teacher contact information.

### Communication with the Instructor
It is important to remember that while the Internet is available 24 hours a day, your instructor is not. You can expect that your instructor will respond to e-mail message to you within *2 business days* during the week and may not be available to respond on weekends.

### Other Assistance

| | | |
|---|---|---|
| Username and password assistance | helpdesk@andrews.edu | (269) 471-6016 |
| Enrollment and withdrawal questions | sderegister@andrews.edu | (269) 471-6323 |
| Technical assistance with online courses | dlit@andrews.edu | (269) 471-3960 |
| Exam requests and online proctoring | sdeexams@andrews.edu | (269) 471-6566 |
| Distance Student Services - any other questions | sdestudents@andrews.edu | (269) 471-6566 |

# Part 1: Course Information

### Course Description
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.

### Course Prerequisites
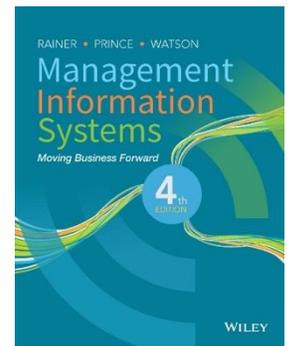Familiarity with word-processing and typing speed of at least 20 wpm

### Recommended
Recommended math placement exam score of M0 or better, or MATH 092 or higher

### Required Text/Material
*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.

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

## Credit Hour and Commitment

This course is offered for 3 semester credits; therefore it is expected that you will spend 135 hours total on this course. Each module represents a week of a typical semester course. It is recommended that you budget 9 hours for studying and completing the activities for each module. You'll spend your time reading, watching tutorials, accessing instructional materials, interacting with your instructor via blogs, and completing assignments and case studies, and taking quizzes, and a mid-term and final exam. There are suggested schedules to accomplish this work included in this syllabus.

## 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:

| Areas Covered | Description |
|---|---|
| New Media Skills | Demonstrate knowledge of Data Management, Telecommunication, Networking blogging, E-Commerce, System Applications and Wireless Technology |
| Information Manipulation and Collaborative Skills | Explore the phase of the business analytics process. Produce effective Social Networks, and databases. |
| Technology Buying Guide, Online Security and Privacy | 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. |
| Understand Different Disciplines of Technology | Recognize the main areas in the discipline of computers as well as the key corresponding concepts and terminology |
| Defining the role of Information Systems in Organizational Settings | Define the role of information security and technology in our Organization. |
| Understanding of the Impact of Technology to Our Society | Recognize the impact of computer technology, World Wide Web 2.0 and social networking in our day to day life. |
| Defining Computer Ethics | 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 assigned readings from the textbook and completing the Weekly quizzes, Assignments, Case Study, Final exam and Weekly Discussions. Note that Weekly discussions are due during the assigned week.

## Technical Requirements

- Computer: PC (Win 10 or newer) or MAC (10.14 or better)
- A webcam with microphone, and speakers (or plug in headset)
- Internet: 2.4 Mbps or faster DSL, cable or Wi-Fi connection
- Browser: Current version of Chrome or Firefox
- Software: Office 2013 or newer (Office 365 available here)

## 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. (269) 471-6016 or email helpdesk@andrews.edu if you need assistance.

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

# Part 3: Course Requirements

**Important Note:** Activity and assignment details will be explained in detail within each learning module. If you have any questions, please contact your instructor.

## Your Schedule

In Learning Hub, you will access online lessons, course materials, and resources. This course is self-paced. You must complete the course within 180 days. This is the Consortium policy. You may have a stricter deadline imposed by graduation, financial aid, or other restrictions.

Start by creating a schedule for completion of the course.
- Determine your deadline. Do you need a transcript sent to your home institution?
- Working from your deadline, count backwards. Allow 2 weeks after you take your final exam for your final grade to be calculated. Allow another 2 weeks for the transcript to be processed and sent.
- Now use the suggested schedules to create a schedule for yourself that ensures completion 4 weeks before your deadline.

Submit your course plan to your instructor within Learning Hub AND discipline yourself to make regular progress.

## Assessment Descriptions

There are 5 main components that comprise this course:

1. **Blogs:** We will have a blog question for each module. 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.

2. **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.

3. **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.

4. **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.

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

## Rubrics

### Discussion Rubric:

|  | **Mastery** | **Proficient** | **Emergent** | **No Progress** |
|---|---|---|---|---|
| **Content** | 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. |
| **Support** | 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. |
| **Timeliness** | Initial before deadline. | Initial post 1 day late | Initial post 2 days late | Did not participate. |
| **Quantity** | Initial post and two other posts. | Initial post and one other post. | Initial post only. | Did not participate. |
| **Percentage** | **100%** | **70%** | **50%** | **0%** |

### Assignment Rubric:

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

## Suggested schedule for completion in 8 weeks:

| Module | Readings | Assignments | Outcomes Met |
|---|---|---|---|
| Intro | These items will need to be completed before you will have access to the rest of the course.<br>Orientation<br>Course Overview<br>Introductions<br>Academic Integrity | Schedule<br>Introduce Yourself<br>Academic Integrity Quiz<br>Academic Integrity Statement | |
| 1 | Chapter 1: Introduction to Information Systems | Blog #1<br>Assignment #1<br>Quiz #1 | **SLO1** |
| | Chapter 2: Organizational Strategy, Competitive Advantage, and Information Systems | Blog #2<br>Case Study #1<br>Quiz #2 | **SLO1** |
| 2 | Chapter 3: Data and Knowledge Management | Blog #3<br>Quiz #3 | **SLO1** |
| | Chapter 4: Telecommunications and Networking | Blog #4<br>Assignment #2<br>Quiz #4 | **SLO1** |
| 3 | Chapter 5: Business Intelligence | Blog #5<br>Case Study #2<br>Quiz #5 | **SLO2** |
| | Chapter 6: Ethics and Privacy | Blog #6<br>Quiz #6 | **SLO2** |
| 4 | Chapter 7: Information Security | Blog #7<br>Assignment #3<br>Quiz #7 | **SLO3** |
| | Overview of Chapter 1 to Chapter 7 | Blog #8<br>Quiz #8<br>Midterm Presentation | |
| 5 | Chapter 8: Social Computing | Blog #9<br>Case Study #3<br>Quiz #9 | **SLO3** |
| | Chapter 9: E-Business and E-Commerce | Blog #10<br>Quiz #10 | **SLO4** |
| 6 | Chapter 10: Wireless, Mobile Computing, and Mobile Commerce | Blog #11<br>Assignment #4<br>Quiz 11 | **SLO5** |
| | Chapter 11: Information Systems within the Organization | Blog #12<br>Case Study #4<br>Quiz #12 | **SLO5** |
| 7 | Chapter 12: Extending the Organization to Customers | Blog #13<br>Assignment #5<br>Quiz #13 | **SLO5** |
| | Chapter 13: Extending the Organization Along the Supply Chain | Blog #14<br>Case Study #5<br>Quiz 14 | **SLO5** |
| 8 | Chapter 14: Acquiring Information Systems and Applications | Blog #15<br>Assignment #6<br>Quiz #15 | **SLO6 and SLO7** |
| | Overview of Chapters 8 to Chapter 14 | Blog #16<br>Final Essay | |

## Suggested schedule for completion in 16 weeks:

| Module | Readings | Assignments | Outcomes Met |
|---|---|---|---|
| Intro | These items will need to be completed before you will have access to the rest of the course.<br>Orientation<br>Course Overview<br>Introductions<br>Academic Integrity | Schedule<br>Introduce Yourself<br>Academic Integrity Quiz<br>Academic Integrity Statement | |
| 1 | Chapter 1: Introduction to Information Systems | Blog #1<br>Assignment #1<br>Quiz #1 | **SLO1** |
| 2 | Chapter 2: Organizational Strategy, Competitive Advantage, and Information Systems | Blog #2<br>Case Study #1<br>Quiz #2 | **SLO1** |
| 3 | Chapter 3: Data and Knowledge Management | Blog #3<br>Quiz #3 | **SLO1** |
| 4 | Chapter 4: Telecommunications and Networking | Blog #4<br>Assignment #2<br>Quiz #4 | **SLO1** |
| 5 | Chapter 5: Business Intelligence | Blog #5<br>Case Study #2<br>Quiz #5 | **SLO2** |
| 6 | Chapter 6: Ethics and Privacy | Blog #6<br>Quiz #6 | **SLO2** |
| 7 | Chapter 7: Information Security | Blog #7<br>Assignment #3<br>Quiz #7 | **SLO3** |
| 8 | Overview of Chapter 1 to Chapter 7 | Blog #8<br>Quiz #8<br>Midterm Presentation | |
| 9 | Chapter 8: Social Computing | Blog #9<br>Case Study #3<br>Quiz #9 | **SLO3** |
| 10 | Chapter 9: E-Business and E-Commerce | Blog #10<br>Quiz #10 | **SLO4** |
| 11 | Chapter 10: Wireless, Mobile Computing, and Mobile Commerce | Blog #11<br>Assignment #4<br>Quiz 11 | **SLO5** |
| 12 | Chapter 11: Information Systems within the Organization | Blog #12<br>Case Study #4<br>Quiz #12 | **SLO5** |
| 13 | Chapter 12: Extending the Organization to Customers | Blog #13<br>Assignment #5<br>Quiz #13 | **SLO5** |
| 14 | Chapter 13: Extending the Organization Along the Supply Chain | Blog #14<br>Case Study #5<br>Quiz 14 | **SLO5** |
| 15 | Chapter 14: Acquiring Information Systems and Applications | Blog #15<br>Assignment #6<br>Quiz #15 | **SLO6 and SLO7** |
| 16 | Overview of Chapters 8 to Chapter 14 | Blog #16<br>Final Essay | |

## Completing Assignments

All assignments for this course will be submitted electronically through LearningHub unless otherwise instructed. Assignments and exams must be completed **within 180 days** of course registration date. This timeframe is subject to change depending on deadlines set by your home institution.

# Part 4: Grading Policy

## Graded Course Activities

| Percent % | Points | Description |
|---|---|---|
| 24 | 240 | Weekly Discussion (16) |
| 16 | 160 | Weekly Quiz (16) |
| 15 | 150 | Case Study (5*30) |
| 24 | 240 | Assignment (6*40) |
| 8 | 80 | Mid Term Exam (1) |
| 13 | 130 | Final Exam (1) |
| 100% | 1000 | Total Percent Possible |

## Viewing Grades in Learning Hub

- Click into the course.
- Click on the **Grades** link in the Settings Box 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% |
| 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
http://www.andrews.edu/distance/students/withdrawal.html. The incomplete policy is found
online at http://www.andrews.edu/weblmsc/moodle/public/incompletes.html.

## 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.

## 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 or fax it to 269-471-8407.
3. Email 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.

## 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.

Exams must be completed in the presence of an approved supervisor without the assistance of
books, notes, devices or outside help unless otherwise specified in the exam directions. The
student should have no access to the exam either before or after it is taken. 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.