



COURSE TITLE:	BUS2600 08: Operations/IT Systems
DESCRIPTION:	This course focuses on the impact of information technology on the operations of a business and as a support for making managerial and executive decisions that create competitive advantage.
SEMESTER:	Fall - 2017
COURSE START:	Thursday, August 31, 2017
CLASS ROOM	NDNU Campus, (TBD)
CLASS HOURS:	6:00-10:15 p.m.
COURSE MATERIAL:	R. Kelly Rainer, Brad Prince, Casey G. Cegielski, (2016). Introduction to Information Systems, 6 th Edition (ISBN : 978-1-119-10798-9). Additional sources may be assigned
INSTRUCTOR:	Nellis L. Freeman, Jr.
TELEPHONE:	415-938-7166 or 650-444-5198
EMAIL:	nfreeman@ndnu.edu or nfreeman97@yahoo.com
OFFICE HOURS:	30 minutes prior to the start of each class or by appointment.

INSTRUCTOR BACKGROUND

I am a West Coast Regional IS manager for a local law firm, and have been associated with the legal industry for over thirty years. I have also held a number of management positions in private industry, and have been teaching at Notre Dame de Namur University for over fifteen years.

ACADEMIC HONESTY: Academic honesty is a cornerstone of our values at NDNU. If any words or ideas used in an 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. Consult the NDNU Student Handbook regarding consequences of misrepresenting your work.

PRIVACY and CONFIDENTIALITY: One of the highlights of the NDNU academic experience is that students often use real-world examples from their organizations in class discussions and in their written work. However, it is imperative that students not share information that is confidential, privileged, or proprietary in nature. Students must be mindful of any contracts they have agreed to with their companies.

LEARNING and OTHER DISABILITIES NDNU complies with Section 504 of the Rehabilitation Act. If you have a learning disability or other circumstance that requires accommodations in this class, you must bring it to the attention of Program for Academic Support and Services (PASS) to arrange for possible accommodations. PASS has moved to Counseling and Health Services, located in New Hall 18E. The main number for Counseling and Health is 650-508-3714. Look for an announcement of a direct phone line to PASS as this transition is completed.

SYLLABUS UPDATES: Refer to this syllabus for course assignments. However, the course syllabus and schedule are subject to change in the event of extenuating circumstances. You will be notified of any changes made to the syllabus. In all



circumstances University policies will be strictly adhered to.

CLASS ATTENDANCE: Your attendance is very important to your studies at the University. Non-attendance or lack of participation in the class will be considered during the grading process. Intensive classes require a stringent absence policy since even once absence may significantly affect achievement of course learning objectives. With only 28 class contact hours as opposed to the traditional 45 contact hours, all class time is critical. A student who misses more than one class period or the equivalent (four accumulated hours) must withdraw from the class and will be assigned a failing grade for the course unless officially dropping the class. It is the student's responsibility to initiate the drop or withdrawal. There are no exceptions.

BUS ADMINISTRATION PROGRAM LEARNING OBJECTIVES (PLO): Students will:

1. acquire and demonstrate **analytical and problem solving skills** within various disciplines of business—accounting, economics, finance, management and marketing;
2. learn to describe, discuss and analyze **current events in American business** with attention to the global, social and ethical dimensions of events;
3. acquire the **communication, research and technological skills** needed to analyze a business situation, and prepare and present a management report;
4. develop **critical thinking abilities** and a foundation of **ethical principles** that allows them to work effectively, respectfully, ethically and professionally with people of diverse ethnic, cultural, gender and other backgrounds.

LEARNING OBJECTIVES: (PLO #)

1. Students will understand the direct impact information has on an organization's performance. (3,1)
2. Students will be able to analyze enterprise management decision-making needs in terms of appropriate business applications. (1, 3, 2)
3. Students will assess appropriate methodologies used to develop technical and applications architectures for intranet, extranet, and Internet systems for enterprise business management. (3)
4. Students will use and understand how to develop collaborative enterprise business management practices. (3.4)
5. Students will demonstrate recognizing cutting-edge technology, analyze how it may impact society, and identify potential ramifications of the new technology deployment. (1,2,3,4)

WORKLOAD: In addition to class attendance, every Intensive class at NDNU includes assignments estimated to take approximately three (or more) hours per week per unit outside of class (14 hours). The distribution of average weekly hours of instruction/study for this class will follow that norm, equaling a total of 18 hours a week, generally in accordance with the following:



Distribution of Average Weekly Hours of Instruction/Study = Total of 18 per week

Class Contact Hours:	4
Text Readings and Note Taking	4
Research and Writing Assignments	6
Term Projects Research	4
TOTAL NUMBER OF HOURS PER COURSE	126

WRITTEN ASSIGNMENTS: The School of Business and Management requires the use of the American Psychology Association (APA) publication guidelines as a standard for all papers. If you need help with your writing or need more information about writing in the APA format, please make an appointment at the NDNU Writing Center. You can also visit the APA Style webpage at www.apastyle.org/previoustips.html.

LATE HOMEWORK: Assignments are to be completed and submitted electronically before the start of each class meeting. Assignments not turned in on time are considered late. **Late assignments will be accepted only for one week after the due date; after which time the assignment will not be accepted. Only one assignment may be turned in late during the duration of the class and have to be brought to the attention of the instructor before the due date. Late assignments scores will incur a reduction of 10% per day of point value.** The final paper and presentation must be handed in on time, no exceptions.

PARTICIPATION: Both lecture and classroom activities are organized to maximize student involvement in the learning process. You will be evaluated on your comprehension of the material as well as your ability to discuss the relevancy (i.e., research pros and cons) of what was noteworthy in context of this class. Although instructor will not call on students, it will be up to the student to convey his or her preparation for the class, and participation will be a significant part of student's grade (see below). Students will be asked to grade her or his participation in the classroom, in addition to instructor's evaluation.

Discussion (and by extension, attendance) in class is an important part of this course because of the way it enables you to understand the course concepts in a broader fashion. As we progress through the units you will be applying those concepts to your specific situations. However, noting and discussing others' situations and applications prevents you from becoming myopic and deepens your learning experience. You are encouraged to question or politely challenge your classmates and/or instructor; together discover similarities, dissonance, or inconsistencies in your communities; negotiate the meaning of situations; co-construct, test, and modify your knowledge. This helps lead to a better understanding of the issues and deeper discussions. Remember, there are no right or wrong answers in a discussion. Your instructor may occasionally interject a thought or present a challenge but will generally not "direct" the conversation, because the object of higher-level education is to learn to synthesize, critique, and challenge various information and perspectives as opposed to simply "buying into" the instructor's viewpoint.



EXTRA CREDIT: There will be no extra credits for this course.

COURSE MATERIAL - Published Textbook Information

In accordance with the federal Higher Education Opportunity Act, to the extent practicable, NDNU makes textbook information available as part its class schedule. NDNU makes every effort to ensure the accuracy of the textbook information provided. Due to issues such as textbook availability, errors, and academic reasons, NDNU may need to change textbook information that has been published. NDNU cannot take financial responsibility when a student purchases a non-refundable textbook and a change occurs to published textbook information. Students wishing to avoid this risk, should purchase textbooks from sources that allow returns for refunds, such as the NDNU Bookstore managed by Follett.

CLASS RULES - To minimize distractions in the classroom, the following rules apply:

- (1) Laptops must be closed and put away. Our class time is too valuable to spend it surfing the Internet or checking e-mail.
- (2) Cell phones and wireless devices must be turned off. If you are expecting an emergency-related call, be considerate by turning your cell phone to vibrate.

CLASS LOCATION: Classroom TBD.

CLASS DATES AND TIMES: from 6:00 p.m. to 10:15 p.m. on Thursday, from 8/31/2017 – 10/12/2017. Any exceptions to this schedule will be noted on the calendar or in case of emergency students will be notified by telephone or email. Activity using asynchronous Moodle discussion environments is also part of the course meeting.

BEFORE First Class:

READING/WRITING ASSIGNMENT to be done before first class meeting. Introduce yourself online in the Moodle discussion space for this course, and be prepared to introduce yourself in class. Submit the first CQR for week 1. Note: If you are registered for the class, then you should have access to Moodle for this course.

Several of the assignments in this class will be completed in learning teams of three students. Teams will be defined at the first class meeting. If you have any requests for teammates, please let me know before the first week via private email.

If you experience difficulties working with your team, you are expected to resolve them within the team if possible. However, please feel free to contact me for guidance if you have concerns in this area.

In order to create structure for your learning team, you will complete a Learning Team Charter during Week 1. The form for this charter will be posted in Moodle.

During the course of the class, you will be asked to complete a "Peer Evaluation" to assess the contributions of each member of your learning team (including yourself). I will take these Peer Evaluations into account when assessing individual contributions to



the learning team projects.

Because learning team projects are outcome-based, all members of your learning team will generally earn the same grade for learning team projects. However, I reserve the right to report different grades for different learning team members if I see a substantial imbalance in individual contribution.

ASSIGNMENTS VALUE & KEY DATES:

ASSESSMENT CRITERIA

The learning teams will be graded on the scope and depth of research, the quality of analysis, and recommendations.

Team lead discussion/Exercise/activity/Exams:

Team Assignment - Each team, beginning in week 2, will research a topic in information management and post to Moodle prior to their presentation a five or more PowerPoint slide presentation with speaker notes.

The team selected for the week will choose a technology topic related to the assigned chapters of the week and **create a 45-60-minute learning opportunity for the rest of the class**. This could be in form of leading a class discussion or conducting a class exercise or other activity involving the class participants. These postings will also be the basis for in-class discussions.

Exams: An online midterm examination will be given during class period.

Individual Assignments:

Participation in classroom, in on-line discussion question posts, and other learning assignments associated with the textbook readings.

1. **Due 9/7**– Assignment #1 – Posted in Moodle
2. **Due 9/14** – Assignment #2 – Posted in Moodle
3. **Due 9/21**- Midterm
4. **Due 9/28** – Assignment #3 – Posted in Moodle
5. **Due 10/5** – Assignment #4 – Posted in Moodle
6. **Due 10/12** – Final Examination or Report (TBD)

Class Assignments

Due to the complexity and amount of material covered, it is imperative that all assigned work be prepared and turned in on time.



All homework assignments must be computer-generated, using **Microsoft Office Word 2003 or later**. The instructor or NDNU will not keep papers on file.

In order to present the best possible answer to each question/topic, be sure to avoid single word or one-sentence answers. It is important that answers demonstrate that you clearly understand the meaning and importance of material being reviewed. Finally, all online responses should have in-line citations – give us all the URL or physical magazine/book where you extracted information.

All work must be APA formatted using Microsoft Word 2003 or greater. If there are any changes, these changes will be given to the student in written form by the instructor with detailed instructions.

Classroom and Online Discussions: This is a course that depends heavily on your contributions to understanding team processes and reviewing/evaluating software tools and processes. Your earnest and informed contributions are critical.

In addition to class attendance, every Intensive class at NDNU includes assignments estimated to take approximately three hours per week per unit outside of class (12 hours). The distribution of average weekly hours of instruction/study for this class will follow that norm, equaling a total of 16 hours a week, generally in accordance with the following:

Distribution of Average Weekly Hours of Instruction/Study = Total of 16 per week

Class Contact Hour:	4
Text Readings and Note Taking	4
Research and Writing Assignments	2
Term Projects Research	6

GRADING:

Assignments	Point Value	Due Date
Individual Assignments (7 points each)	28	Refer to Syllabus
Team lead class presentation (WK2-WK6):	8	Refer to Syllabus
Midterm exam	15	9/21/2017 (Online-Moodle)
*Critical Review Questions (CQR) online discussions (Moodle) (5 CQRs at 2 points per week)	10	See Weekly Assignments
Class Participation (awarded at the end of the class/Quiz in lieu of)	10	Weekly attendance / active class participation
Team Assignment	9	10/5/2017
Final Examination	20	10/12/2017



Total	100	
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*Rubric posted on Moodle

GRADE/POINT CONVERSION:

A+ 100-97	A 96-94	A- 93-90	
B+ 89-87	B 86-84	B- 83-80	
C+ 79-77	C 76-74	C- 73-70	
D+ 69-67	D 66-64	D- 63-60	F 59 or <

Weekly Assignments

COURSE ACTIVITIES:

Wk	2017	Topics	Assignments
1	8.31	Ch 1: Intro. To IS Ch 2: Organizational Strategy, Competitive Advantage and IS TG 1: HW TG2: SW	Individual Post Introduction on Moodle In-class - discuss team presentation criteria & guidelines. Form project team organization & begin collaboration in class to establish team online discussion process.
2	9/7	Ch 5: Data and Knowledge Mgmt. Ch. 13, "Acquiring Information Systems and Applications" of Introduction to Information Systems Ch 6: Telecommunications and Networking TG: Cloud Computing	Individual: Post CRQ online discussion - Respond to a minimum of two of your peers - Moodle. Assignment #1: (Check Moodle for assignment)
3	9/14	Ch 3: Ethics and Privacy Ch 7: E-Business and E-Commerce Ch 10: IS Within the Organization Ch. 4, "Information Security" of Introduction to Information Systems.	Individual: Individual: Post CRQ online discussion - Respond to a minimum of two of your peers - Moodle. Team: Student lead activity outlines Assignment #2: (Check Moodle for assignment)



4	9/21	Ch 7: E-Business and E-Commerce Ch 8: Wireless, Mobile Computing, and Mobile Commerce Ch 9: Social Computing	Individual: Individual: Post CRQ online discussion - Respond to a minimum of two of your peers - Moodle. Team: Student lead activity outlines Online Midterm Examination (Chapters 1-10 & TG 1-3)
5	9/28	Ch 11: Customer Relationship Management and Supply Chain Management Ch 4: Information Security	Individual: Individual: Post CRQ online discussion - Respond to a minimum of two of your peers - Moodle. Team: Student lead activity outlines. Individual Assignment #3: MS Access assignment
6	10/5	Ch. 12, "Business Intelligence" of Introduction to Information Systems Ch 13: Acquiring Information Systems and Applications TG4: Intelligent Systems	Individual: Individual: Post CRQ online discussion - Respond to a minimum of two of your peers - Moodle. Individual #4: Check Moodle for assignment Team: SDLC presentation
7	10/12		Final Examination (Chapters 1-13)

Moodle - NDNU Collaborative Online Tool

We are using Moodle as our online course environment. <http://sbmonline.ndnu.edu/> and DropBox.