Students are expected to have a command of microcomputer technology and a broad understanding of the role of management principles and information technology in the business world.

REQUIRED TEXTS & SOFTWARE:
2007 Microsoft Office Applications – Word, Excel and Access

COURSE DESCRIPTION:
This course explores the role of information technology and communication technology in the conduct of business activities with an emphasis on the implications of business-to-business and business-to-consumer connection as a result of electronic communications, particularly, the Internet.

COURSE OBJECTIVE:
The purpose of this course is
1. To prepare the student with a broad understanding of the role of information technology at all levels of the business enterprise, including the implications of business to business connection
2. To prepare the student for a role in the planning and design of computer-based information systems delivered over electronic medium.
3. To provide an opportunity to utilize information technology in the analysis, solution and presentation of internet-based business solutions.

TERMINAL SERVER:
The reason for introducing you to the uses of a terminal server is the ability to use applications remotely. There is no reason to purchase additional software for this course. The software indicated in the Required Text & Software section is accessible through the terminal server. Note: no homework will be accepted that is not presented in the standard Microsoft 2007 Office application formats. Everyone has access to these applications through the terminal server. Mr. Allen Walker (awalker@emporia.edu) is the contact for addressing issues with the terminal server. He will be sending you an email once your account is active. Review the Remote Desktop Connection document under Course Documents on BlackBoard. DO THIS FIRST AFTER READING THE SYLLABUS.

If you would like to purchase the Microsoft office suite instead of using the terminal server, a student discount is offered by Microsoft. The cost is $59.95 and can be purchased online at The Ultimate Steal website.

COURSE EVALUATION PROCESS:
Student progress will be assessed through the evaluation of assigned projects, and examinations. The grading scale is as follows:
- 90% to 100% of total possible points = A
- 80% to 89% of total possible points = B
- 70% to 79% of total possible points = C
- 60% to 69% of total possible points = D
- 59% or less of total possible points = F
The various portions of the course will be evaluated as follows:

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WEEKLY QUIZ:

The weekly quizzes will vary from week to week based on the number of chapters covered each week. There will be 10 questions per chapter covered each week. The questions will be randomly selected from the text question bank. The quizzes will be timed (app. 1.5 minutes per question), but you will be given up to three chances to take the quiz. Make sure you have reviewed the chapter to ensure your familiarity with the concepts. NOTE: Only the last quiz taken will count.

WEEKLY INTERNET EXERCISE:

These exercises are from the back of each chapter. The questions for which you are to complete the exercise are posted on the discussion board. You are to post your results to the correct Discussion Board. Your grade will be assigned from there once the posting period has been completed (Friday by 11 pm of the week for which the chapters were to be completed). NOTE: There will be two possible exercises per chapter posted. There are up to four chapters assigned in a single week, but you will need to COMPLETE ONLY ONE EXERCISE PER WEEK.

Also, you would be better served if you read the assigned chapters and complete the quiz prior to doing the internet exercise. You will then have the complete chapter background to reference as you write your report.

DISCUSSION QUESTIONS:

You should expect a number of discussion questions to be posted each week on the Discussion Board in Black Board. These questions will also be from the end of the chapters assigned for that week. These questions are designed to enhance the ability to evaluate the concepts in the course. The grading is therefore somewhat subjective, but the following rubric will be used to assign points for each individual submission. Multiple contributions are encouraged, but no more than 20 pts will be given in any one week.

Sample 20 pt. scale.

- 20 pts – Wow, they really understand and could lead this topic’s discussion
- 16-19 pts – Definitely contributed and provided some insights to the question
- 12-15 pts – Answers are somewhat repetitive
- 7-11 pts – Did you read the question and current list of responses?
- Less than 7 pts – Are you hoping for a few extra points?

MAJOR CASE ANALYSIS:

There will be two major cases assigned during the semester from the text chapters. These assignments should be treated as mini-research papers. The best papers will include textbook materials, outside sources (web etc.), your insights and a professional presentation. Grading will follow the subjective guidelines indicated in the Discussion Questions section. The following are guidelines to help get you started on the paper submission.

- The analysis should be no more than 4 pages, single-spaced. Use TNR 12 pt font and 1” margins
- Review the Case Analysis Example.doc posted on Black Board
- Note the structure used in the Example and review the Case Analysis Outline.doc also provided on Black Board
- Be sure to answer ALL of the questions

WITHDRAWAL POLICY:

Students who wish to withdraw from a class during a fall or spring semester and receive an automatic W for the course must complete the formal withdrawal procedure by the end of the twelfth week of classes. After the twelfth week, the student may not withdraw from a class and the instructor may not assign a grade of W. In extreme cases, the
student may appeal to the Office of the Vice President for Academic Affairs to receive a grade of W after the official withdrawal period.

ACADEMIC DISHONESTY:

Academic dishonesty includes, but is not limited to, activities such as cheating and plagiarism (presenting as ones own the intellectual or creative accomplishments of another without giving credit to the source or sources.) Much of the work in this course is done on an INDIVIDUAL basis. Assisting your classmates with a problem is perfectly acceptable and is encouraged; doing their homework for them is not acceptable and is considered academic dishonesty on the part of both the provider and the recipient of the homework.

If students are discovered participating in an act of academic dishonesty, they may be removed from the course with a grade of F and the matter may be referred for further action. Emporia State University can impose penalties for academic dishonesty up to and including expulsion from the university.

DISABLED STUDENT POLICY:

The instructor, in cooperation with the Office of Disabled Student Services, complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. Any student seeking an accommodation is asked to present his/her request by the end of the first week of classes.

COURSE SCHEDULE:

See Posted Excel file on Blackboard.