

BLOOMSBURG UNIVERSITY OF PA
College of Business

COURSE SYLLABUS

DATE PREPARED: June, 2017

INSTRUCTOR: Evren Eryilmaz
Office: Sutliff Hall, Room 339
Hours: Tuesday, Thursday 9:00 AM – 11:00 AM
Wednesday 9:00 AM – 10:00 AM
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DEPARTMENT: Business Education *and*
Information and Technology Management

COURSE NUMBER: ITM 175.99

COURSE TITLE: Information and Technology Management Applications

CREDIT HOURS: 3

PREREQUISITES: None

COURSE MEETING DAY & TIME: TBA

COURSE LOCATION: TBA

CATALOG DESCRIPTION:

Presents an overview of information concepts through a variety of quantitative problem solving experiences using spreadsheet and database programs. Introductory business and statistical models are examined, as students identify appropriate ways to find, evaluate, and ethically use information in aid of decision-making. Examples may include budgeting, surveys, descriptive statistics, simple regression and correlation models, time value of money problems, and order entry and inventory models. This course is a core course for business students and may be taken by students in any discipline for general education points.

GENERAL EDUCATION POINTS:

This course earns a total of three General Education Points (GEP) broken down as follows:

- Two GEPs are toward Goal 2 Information Literacy: Find, evaluate, and ethically use information using appropriate technology.

- One GEP toward Goal 3 Quantitative Reasoning: Apply critical analysis, quantitative reasoning, and problem solving skills.

GOALS AND/OR OBJECTIVES:

- Analyze and evaluate information to solve business problems using spreadsheet techniques.
- Acquire, analyze and evaluate data to provide information through the solutions of simple statistical problems using spreadsheet techniques.
- Explain the ethical and legal considerations of the user of information.
- Acquire, structure, and appropriately format business data to provide information for business decisions using database techniques.

CONTENT OUTLINE:

CORE SKILLS – (These are assessed through exams at the start of the course and remediated through assignments as necessary to bring students up to speed to learn the Advanced Competencies below.)

1. Hardware Installation and Configuration
2. Windows Environment
3. E-mail
4. Internet
5. Presentation Software
6. Word Processing

ADVANCED COMPETENCIES – (These are taught in the class through intensive assignments using spreadsheet and database techniques.)

1. Information Concepts
 - a. Raw data
 - b. Data collection tools
 - c. Quantitative vs. Qualitative data
 - d. Distinguishing information from data
 - e. Formatting data so it can be used as information
 - f. Identifying appropriate information for a particular decision
 - g. Validating information
 - h. Surveying (through the assignments and lectures) the various types of information required to make a variety of decisions
 - i. Ethical and legal considerations.
2. Spreadsheet Applications
 - a. Budgeting
 - b. Conducting Surveys
 - c. Descriptive Statistics
 - d. Correlation
 - e. Simple Linear Regression
 - f. Time Value of Money

CONTENT OUTLINE: (CONTINUED)

3. Database Applications
 - a. Order Entry System
 - b. Inventory
4. Research and Collaboration, using available collaboration software

METHODS:

Lecture with class discussion, classroom demonstrations, and help sessions for each assignment.

EVALUATION PROCEDURES:

Computer Lab Assignments: (40%) Assignments using Excel 2013 and Access 2013 will be completed during the semester. The schedule for all assignments will be discussed in class and posted on BOLT.

Quizzes: (40%) A number of quizzes will be completed during the semester. The quizzes will include application of course material. The schedule for all quizzes will be announced in class and posted on BOLT.

Final Exam: (20%) A comprehensive final exam will be given on the day specified on the university final exam schedule. The exam will cover all assignments and any other material discussed in class.

ATTENDANCE:

Regular attendance is central to success in this and any other class. Punctuality and persistence are vital character traits for success in the workplace, so start good habits early. In addition, research has shown a positive relationship exists between class attendance and academic achievement.

GRADING SCALE:

Grade	Points		Percentage
A	100	- 93	93
A-	92	- 90	90
B+	89	- 87	87
B	86	- 83	83
B-	82	- 80	80
C+	79	- 77	77
C	76	- 73	73
C-	72	- 70	70
D	69	- 60	60
E	less than 60		

RELIGIOUS OBSERVANCE:

Students must notify the instructor in writing at least one week prior to a class absence because of religious observance.

SUPPORTING PROCEDURES:

Research references are part of the Andruss Library collection.

BOLT, a course management application, will be used for posting the assignment schedule, submission of assignments, and posting of course documents. The application is available online at the following Web address: <http://bolt.bloomu.edu>.

REQUIRED TEXT:

Bloomsburg University Bookstore has a custom text bundled with MyITLab.

Exploring Microsoft Excel and Access 2016
ISBN 10:1-323-46963-X
ISBN 13: 978-1-323-46963-7

Series Editor: Mary Ann Poatsy
Series Creator: Robert T. Grauer

IMPORTANT CLASS POLICIES:

This course adheres to the *Bloomsburg University Academic Integrity Policy* and the policies described in the student handbook, *The Pilot*.

It is the responsibility of the student to know and observe the policies and regulations of the University. This includes the *Policies and Procedures* described on the URL: bloomu.edu/polices_procedures; specifically:

- PRP 3506 – Class Attendance
- PRP 3512 – Academic Integrity
- PRP 3381 – Student Disruptive Behavior
- PRP 3516 – Academic Exam Policy

As a professional courtesy to all, please turn off all electronic devices (cell phone, pager, I-Pod) during class.

Grades will be posted in BOLT. Questions regarding a graded assessment **must be raised within one week** of the assessment return and posting on BOLT.

Class correspondence will be sent to student “huskies.bloomu.edu” email address.

Assignments and correspondence may NOT be placed in instructor’s College of Business mail box. Each assignment will include submission instructions.

All assignments and correspondence must include the student's full name and the course name.

It is the student's responsibility to confirm the integrity of files submitted to BOLT Dropbox. Do not forward the BOLT Email confirmation to the instructor since this is NOT evidence of a submission to the Dropbox of an assignment that follows the appropriate directions. The process for confirming the integrity of files submitted to BOLT Dropbox will be demonstrated in class.

A student may not submit an assignment completed in another course for credit in this course.

All written assignments may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted assignments will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin service is subject to the *Terms and Conditions of Use* posted on Turnitin's website.

The Bloomsburg University Writing Center (BUWC) offers free support for graduate and undergraduate writers at any point in the writing process. They will not write any part of a student's paper, but will help students get started and then keep going; they can read what has been written and ask questions to help a student think about what a reader might need; they can work with students on grammar, mechanics, or format; and they help develop strategies for proofreading and editing.

The University Tutorial Services (UTS) offers peer tutoring at no charge to Bloomsburg University students. The UTS office is located in Warren Student Services Center, Room 13.