CALIFORNIA STATE UNIVERSITY
FULLERTON

Steven G. Mihaylo College of Business & Economics

Department of Information Systems and Decision Sciences

ISDS 551 Information Resources and IT Project Management

Course Syllabus

Spring 2017 (Online Course with Required Meetings)

Web site: TITANium through the Student Portal

Instructor: Dr. Pawel J. Kalczynski
      pronounced: *PA-vel cal-CHIN-ski*
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Web site:
http://fullerton.academia.edu/PawelKalczynski

Office: SGMH-4128

Phone: (657) 278-2747
Office hours[1]: W 7:00 PM-8:00 PM
Web office hours[2]: variable – please make an appointment at: http://goo.gl/kDnlg

On-campus meetings will be required to complete this on-line course:		
Date/Time	**Room**	**Topic**
Sat. Jan. 21st, 2017 8:00AM-9:30AM	SGMH-1113	Syllabus, Policies, Expectations
Fri. Feb. 3rd, 2017 6:30PM-8:00PM	SGMH-1113	Short Essays and HW Guidance
Sat. Mar. 25th, 2017 8:00AM-9:30AM	SGMH-2109 (Lab)	Midterm Examination[3]
Sat. Apr. 15th, 2017 8:00AM-9:30AM	SGMH-1113	Group Project Guidance Meeting
Sat. May 13th 2017 8:00AM-9:30AM	SGMH 2109 (Lab)	Final Project Presentation

Textbooks:
- "Information Technology for Management" by Turban et al. (10th Edition by Wiley in 2015) ISBN: 978-1118897782; TITAN bookstore ISBN: 978-1119169826
- "Information Technology Project Management" by Schwalbe (7th Edition by Cengage – published on September 9,2013) ISBN: 978-1133526858

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[1] First-come-first-served; no appointments are necessary.
[2] Use Skype and my ID: PKalczynski
[3] Other approved locations U.S., such as a testing center may be used; see the "Proctored Exams" section in "Course Policies and Procedures."

Course Overview:
In today's global economy managers must be active and knowledgeable participants in IS decisions. Otherwise, they cannot be successful in this business environment. This course intends to provide the student with a foundation of basic concepts relevant to using and managing information in business organizations. These concepts include: Doing Business in Digital Times, Data Governance, IT Support, Data Management, Big Data Analytics, Cybersecurity, Risk Management, Attracting Buyers with Technology, Social Networking, Strategic Technology, Enterprise Systems, and Implementing & Managing IT Projects.

Learning Goals:
Upon the successful completion of the course, a student should be able to:
- Recognize the strategic role of information technology and information resources in business
- Identify the new models of doing business
- Distinguish the most important concepts related to managing and using information systems
- Recognize how business is done on the Internet
- Initiate, plan and oversee the process of implementation of IT projects.

Course-Specific Resources:
- Course Web site on Moodle (TITANium)
- Microsoft Project Software (available free-of-charge to CSUF students via MSDNAA).

Assessment Statement:
The main purpose of the degree program at the Mihaylo College of Business & Economics (MCBE) at Cal State Fullerton is to provide you with the knowledge and skills that prepare you for a successful career in business. In order to assist us in achieving this goal, we will use a number of assessment tools to track your progress throughout the MCBE curriculum. Please expect to participate in MCBE assessment activities in several of your courses while at the MCBE. As you do so, you will assist us in identifying our program's strengths and weaknesses as well as areas for potential improvement. In other words, you are making an important investment in the value of your degree.

Evaluation and Grading Scale:

There will be an exam (on-campus, closed-book), three individual homework assignments, short essays, a group project (including a written report), and on-line self-assessment quizzes (not graded). Points will be given for each category according to the following schema:

Category	Points	Comment
Individual Homework Assignments	150	3 assignments, max. 50 pts. per assignment
Short Essays	100	5 short essays (one page), max. 20 pts. per assignment
Essay Peer-Review / Knowledge Sharing	50	5 short peer-review assignments (review 5 essays) to be completed (max 10pts. per assignment)
Group Project - Presentation	100	
Group Project - Report	250	
On-Campus Midterm Examination (Multiple Choice and True/False)	350	70 questions, 5 pts. each correctly answered question
Total	**1,000**	

The due dates are given in Schedule of classes and assignments table.

Grading Scale:

Grade	Score
A	900 and more
B	800-899
C	700-799
D	600-699
F	0-599

Note: +/- grading will not be used in this course.

Course Policies and Procedures:

- Connectivity: You will need a computer with Internet access and a Moodle-compatible Web browser. It is your responsibility to check if you can access the course Web site before any work is due and immediately report any problems to the instructor. **Undocumented connectivity problems will not be accepted as an excuse for not turning in the assigned work**.

- Tracking and Netiquette: Your online activity on the course Web site will be tracked and a copy of your online activity log will be kept. Appropriate online behavior is expected from all students using the course Web site.

- Reading: You are required to complete all assigned reading on time, i.e., before class meetings on dates specified in the course schedule.

- Participation. Participation will be assessed in the form of short (max. one-page) essays which must be posted to the course Web site. Details will follow. **No late submissions of short essays will be accepted. No make-up short essays will be given.**

- Group Project: I will ask for a volunteer to serve as leader. The leader will be responsible for organizing teamwork and submitting the final report. He or she will communicate with me in case of problems. If nobody volunteers, I will use Excel's random number generator to pick a leader. The project must be submitted by the due date. Two points will be taken every hour for late submissions (course Web site server date/time will be used as a reference). Details will be posted to the course Web site.

- Individual Homework Assignments. You are expected to complete all assignments assigned to the class. There will be three homework assignments. **The assignments must be submitted to the course Web site** by the due date. Two points will be taken every hour for late submissions. Do not wait with submitting your work until the very last minute - by doing so, you are increasing the risk of losing points. Homework assignments must be done and submitted independently. Details regarding submission and grading policies will be issued with each assignment. No make-up assignments will be given except in the case of a documented valid excuse (e.g. hospitalization).

- Peer-Review and Feedback: You will be asked to actively participate in peer-review and feedback activities. You will be required to submit answers to questions about other students' work. Your answers will be anonymous to the other students. Details will follow. **No late submissions of peer-reviews will be accepted. No make-up peer-reviews will be given.**

- Quizzes: Web quizzes will be given for the purpose of self-assessment only. Although they will not count toward the final grade, some of the quiz questions may appear on the examinations. You are encouraged to take all Web quizzes.

- Examination: **The examination will be closed-book and will take place on campus**. It will consist of multiple-choice and true/false questions only. Bring your identification. You will not be allowed to communicate with other students, use books, notes, or any electronic devices during the examination. If you are unable to be on the campus on the exam date, you must arrange for a proctored test (see the next bullet for details)**.** Coverage depends on the progress of the class. No make-up exams will be given except in the case of emergency or a valid excuse. Proper documentation delivered within four business days after the exam will be required to determine your eligibility for a make-up exam.

- Proctored Examinations: If you are unable to come to the on-site examination, it is your responsibility to make the necessary arrangements for a proctored exam. You are also responsible for any expenses related to this proctored exam including, but not limited to, proctor's fees, postage, etc. Proctored examinations must be scheduled **on or before the actual on-site examination date**. In order to have the arrangements approved you must provide the following information **no later than two weeks prior to the examination date:**
  - Proctoring institution
  - Proctor's name (first and last)
  - Proctor's title
  - Proctor's address, phone and fax
  - Proctor's e-mail
  - Date and time of your examination.

Please note that, unless the arrangements are explicitly approved by the instructor in writing (or by e-mail), you will be required to take the examination with the class (on campus) on the scheduled date.

- Academic dishonesty: As a student taking coursework in this College, you have an obligation to maintain the highest standards of ethical conduct. This involves avoiding acts of academic dishonesty. The reason for requiring the highest standards of ethical conduct is to ensure fairness, honesty and integrity in the evaluation of student performance. Evaluation of student performance should not be invalidated by students intending or attempting to misrepresent the skill, achievement or ability of either themselves or others. If detected, academic dishonesty may result in an F for the course plus additional university-level disciplinary actions. Also, any incident of academic dishonesty may be reported to the department chair and Judicial Affairs.

- Documented special needs: The University requires students with disabilities to register with the Office of Disabled Student Services (DSS), located in UH-101 and at 1 (657) 278-3112, in order to receive prescribed accommodations appropriate to their disability. Students requesting accommodations should inform the instructor during the first week of classes about any disability or special needs that may require specific arrangements/accommodations related to attending class sessions, completing course assignments, writing papers or quizzes/tests/examinations.

- Extra Credit: Extra credit assignments may be given to the entire class. Usually, extra credit is offered if the average performance of the class is less than expected. If any extra credit assignments are given, details will be issued with each assignment. **No individual extra credit assignments will be given in any case.**

- Other policies: If for objective reasons (e.g. power shutdown at the university/college) a scheduled exam should not been given, it will be moved to the earliest possible date.

Schedule of classes and assignments:

Please note that this schedule is tentative, except for the examination and presentation, which are firm.

Date	Topic	Work Due 11:55PM	Reading
Wed, Jan-25	Doing Business in Digital Times		T: CH1
Sun, Jan-29	"		
Wed, Feb-1	Data Governance and IT Support		T: CH2
Sun, Feb-5	"	E1	
Wed, Feb-8	Data Management, Big Data Analytics	R_E1	T: CH3
Sun, Feb-12	"	HW1	
Wed, Feb-15	Cybersecurity and Risk Management		T: CH5
Sun, Feb-19	"	E2	
Wed, Feb-22	Attracting Buyers with Technology	R_E2	T: CH6
Sun, Feb-26	"		
Wed, Mar-1	Social Networking, Engagement and Metrics		T: CH7
Sun, Mar-5	"	E3	
Wed, Mar-8	Strategic Technology and Enterprise Systems	R_E3	T: CH10
Sun, Mar-12	"		
Wed, Mar-15	Project Management and SDLC		T: CH13
Sun, Mar-19	"	HW2	
Wed, Mar-22	Review		
	ON-SITE MIDTERM EXAMINATION	**See 1st Page**	**T: All Covered**
Wed, Mar-29	SPRING RECESS	NO WORK DUE	NO READING
Sun, Apr-2	SPRING RECESS	NO WORK DUE	NO READING
Wed, Apr-5	PM:Introduction to Project Management		S: CH1,2
Sun, Apr-9	"	E4	
Wed, Apr-12	PM:Project Integration Management	R_E4	S: CH4
Sun, Apr-16	"		
Wed, Apr-19	PM:Project Scope Management		S: CH5
Sun, Apr-23	"	E5	
Wed, Apr-26	PM:Project Time Management	R_E5	S:CH6
Sun, Apr-30	"		
Wed, May-3	PM:Project Cost Management		S: CH7
Sun, May-7	"	HW3	
Wed, May-10	Presentation Recording		
Sun, May-14	Group Project and Presentation Link Due	GP, P	
Wed, May-17	Presentation Feedback Due	F	

Key to Row Colors:

Traditional (in-the-classroom) session	No class session on that date

Key to the "Work Due" Column:

- E#: Short essay
- R_E#: Peer-review of short essay
- HW#: Homework
- P: Group project presentation
- GP: Group project report
- F: Presentation feedback

Thank you for enrolling in my class. An exciting journey is ahead of us. You will notice a significant change in your knowledge and skills as you successfully complete this course.
I am looking forward to working with you this semester!
Dr.K.

Emergency Procedures Notice to Students

The safety of all students attending California State University Fullerton is of paramount importance. During an emergency it is necessary for students to have a basic understanding of their personnel responsibilities and the University's emergency response procedures. In the event of an emergency please adhere to the following guidelines

Before an emergency occurs-

1. Know the safe evacuation routes for your specific building and floor.
2. Know the evacuation assembly areas for your building.

When an emergency occurs-

1. Keep calm and do not run or panic. Your best chance of emerging from an emergency is with a clear head.
2. Evacuation is not always the safest course of action. If directed to evacuate, take all of your belongings and proceed safely to the nearest evacuation route.
3. Do not leave the area, remember that faculty and other staff members need to be able to account for your whereabouts.
4. Do not re-enter building until informed it is safe by a building marshal or other campus authority.
5. If directed to evacuate the campus please follow the evacuation routes established by either parking or police officers.

After an emergency occurs-

1. If an emergency disrupts normal campus operations or causes the University to close for a prolonged period of time (more than three days), students are expected to complete the course assignments listed on the syllabus as soon as it is reasonably possible to do so.
2. Students can determine the University's operational status by checking the University's web site at **http://www.fullerton.edu**, calling the University's hotline number at 657-519-0911, or tuning into area radio and television stations. Students should assume that classes will be held unless they hear or read an official closure announcement.

EMERGENCY CALLS

DIAL 9-1-1
All campus phones and cell phones on campus
reach the University Police Department

Non-emergency line: (657) 278-2515

24-hour recorded emergency information line:
(657) 519-0911