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Course Goals

- To provide the participant with a comprehensive overview of current trends in information technology and applications.
- Enhanced business communications skills through written assignments and other course elements.
- To provide the participant with a template for analyzing IT requirements within an organization.
- Basic needs assessments techniques.
- Exposure to current trends in the use of IT (information Technology) in e-Commerce.
- To have fun!

Course Schedule

Week 1     Chapters 1-4
Week 2     Chapters 5-7
Week 3     Chapters 8-10
Week 4     Chapters 11-13
Week 5     Final Exam

Important dates

Class Duration: 7/14/03—8/16/03
Exam 1        7/21/03  Chapters 1-7 and lectures
Exam 2        8/4/03  Chapters 8-13 and lectures
Paper         8/7/03  Due at start of class.
Final Exam    8/14/03  Duration of the class
About the Paper

A ten (10) page paper will be required as part of this course. The 10 pages are counted from introduction to conclusions.

Students are responsible for topic selection.

Required Elements:

- Headings, titles, etc.
- Introduction and conclusion
- Page numbers
- MLA or other standard citations
- Table of contents
- List of acronyms
- Bibliography
- List of figures

Please note that you must demonstrate your topic choice within the context of current business applications or environments.

The following metrics will be used to determine your grade for this element:

- Technical depth and accuracy 20%
- Written communications 20%
- Organization and flow 20%
- Integration of theory and practices 20%
- Execution 20%

EXAMS

Two exams and a final are required as part of this course. These elements are designed to test the student’s mastery of lectures, readings and theory related to the disciplines of communications and networking. The following question formats will be used on exams:

- Fill-in or short answer
- Matching
- Multiple choice
- Acronyms

Please note that the instructor will return each exam no later than 1 week from its scheduled date. The instructor will not answer any questions during the exam. No make-ups or rescheduling of the exams is permitted. A grade of 0 will be given if an exam is missed. There will be no exceptions to the aforementioned points.
Evaluation Criteria

| Exam 1 | 15% | The following formula will be used to calculate your grade: (E1+E2)2*(6+ (paper*6)+ (final*8))/20 |
| Exam 2 | 15% | | A | 90-100 |
| Paper  | 30% | Please note: | B | 80-89 |
| Final  | 40% | The instructor will not discuss grades prior to returning assignments, via email or phone. | C | 70-79 |
| Total  | 100% | | D | 60-69 |
|        |     | | F | 50 and lower |

Enrollment and Registration

Students have responsibility to ensure that they are properly enrolled in classes. You are advised to review your official course schedule during the first two weeks of the semester (session) to ensure that you are properly enrolled in this class and section. Should you find an error in your class schedule you must correct it immediately with your advising office. If registration errors are not corrected by the date specified by the Office of the Registrar for this session and you continue to attend and participate in classes for which you are not officially enrolled, you are advised now that you will not receive a grade at the conclusion of this semester for any class in which you are not properly enrolled.

Students with Disabilities

In accordance with University policy, if you have a documented disability and require accommodations to obtain equal access in this course, please contact the instructor at the beginning of the semester (session) or when given an assignment for which an accommodation is required. Students with disabilities must verify their eligibility through the Office of Student Disability Services (SDS) in the Michael Schwartz Service Center (330) 672-3391.