

CIS-4350-115: Network Admin and Design for LANs (Online)

Summer 2018 rev. 05.29.2018

Course Location: ONLINE

Texas A&M University-Central Texas

INSTRUCTOR AND CONTACT INFORMATION

Instructor: Randy Brown

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For course related communications, please use Canvas "Inbox"

COBA Department Main Phone Number: (254) 519-5437

COBA Department Main Email: cobainfo@tamuct.edu

COBA Department Main Fax#: (254) 501-5825

Office Hours:

Location	Mon	Tues	Wed	Thurs	Fri
FH 323J	By Appointment	1:00-2:00 pm, & by appointment	By Appointment	1:00-2:00 pm, & by appointment	By Appointment
Virtual	By Appointment	By Appointment	By Appointment	By Appointment	By Appointment

Mode of instruction and course access:

This is an ONLINE course – there will be NO "official" face-to-face classroom time. TAMUCT Canvas will be our primary resource for the class information. You will use the Canvas username and password communicated to you separately to logon to this system. The course syllabus, schedule, supplemental readings, class announcements, power point slides, learning modules, homework assignments, exams and other course related documents will be posted on Canvas. Each student is responsible for the posted material, and should check Canvas at least daily for updates. The course outline in this syllabus shows the basic schedule for the semester.

Student-instructor interaction:

Please send all course related correspondence through Canvas "Inbox". Please use TAMUCT email only when Canvas is not available (or for non-course related correspondence). I check email several times a day during the week and at least once during the weekends. I will attempt to respond within 24 hours and within 48 hours on Saturday through Sunday. Please do not hesitate to stop by my office during the scheduled office hours or contact me via phone, Canvas Inbox, or TAMUCT email, if there are any personal problems or challenges that are hindering your regular progress in the course.

911 Cellular:

Emergency Warning System for Texas A&M University-Central Texas

911Cellular is an emergency notification service that gives Texas A&M University-Central Texas the ability to communicate health and safety emergency information quickly via email, text message, and social media. All students are automatically enrolled in 911Cellular through their myCT email account.

Connect at [911Cellular](https://portal.publicsafetycloud.net/Texas-AM-Central/alert-management) [https://portal.publicsafetycloud.net/Texas-AM-Central/alert-management] to change where you receive your alerts or to opt out. By staying enrolled in 911Cellular, university officials can quickly pass on safety-related information, regardless of your location.

COURSE INFORMATION

Course Overview and Description:

This course investigates management issues related to business information systems designed to meet the informational needs of the various business subsystems. The concepts stressed are systems development, security, privacy, and ethics associated.

Note: This is a writing intensive course; meaning that at least 60% of a student's grade is from written exercises. A student that does not successfully complete these assignments cannot pass the course.

▪ **Course Objective:**

This course gives students a solid and detailed foundation in the principles of information systems through the most recent research, references, and examples in the field. Students will explore topics such as multimedia in today's business, application development for the iPhone, iPad, and similar devices, cloud computing, forecasting, and environmental design and green computing. Business-related examples of supply chain management (SCM) and customer relationship management (CRM) are provided as well. Finally, students will discuss communities and work structures, including how social networking sites, such as Facebook and Twitter, are assisting virtual teams and how companies are effectively using virtual organizational structures with mobile workers.

▪ **Student Learning Outcomes:**

- Describe at least three (3) reasons how a computer system is an asset for a business.
- Describe at least two (2) ways that an information systems can affect the organizations of a business.
- Describe at least three (3) methods used for knowledge management

- Describe how project management techniques are employed to build information systems.
- Describe at least three (3) of the basic security issues affecting an information system
- Describe at least three (3) issues about managing an international information systems
- Describe the total cost of ownership issues for an information system and identify the three (3) major cost drivers.
- Describe at least three (3) issues of electronic commerce
- Describe one of the more popular methods of organizing an information system, and describe at least one (1) management strategy.
- Describe the different technology infrastructures – hardware, software, data, and networks
- Describe at least three (3) of the ethical and social impact of information systems
- Describe at least three (3) of the ethical responsibilities of information system managers.
- Describe at least two (2) types of information systems.

▪ **Competency Goals Statements (certification or standards)**

None

▪ **Required Reading and Textbook(s):**

Principles of Information Systems, 12th Edition
 Ralph M. Stair; George Reynolds
 Cengage Learning
 ISBN: 978-1-337-15531-1

Note: A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Supplemental Material: The course textbook will be supplemented with other materials including handouts, oral presentations, industry articles, research paper readings, case studies, Power Point presentations etc.

- **Required Reading:** The student is expected to read and review all material presented in the assigned chapter prior to class.

COURSE REQUIREMENTS

Students are required to successfully complete a self-introduction, 14 quizzes, 4 exams, a research paper proposal, a research paper – first draft, a research paper – final version,

and a case study.

- **Introduction Task**

Write a short biography and to explain what they hope to get from this class in the discussion board. Include a head and shoulder photo of yourself – professional style, not a selfie. Additionally, update your Blackboard profile and include a photo avatar (could be a selfie style if you like). (10 points)

- **Quizzes and Exams**

Each of the 14 quizzes will cover the material from a single chapter, and contain 10 multiple-choice questions. Students may take the quizzes multiple times up until the due date for those chapters. Late submissions will be penalized 10% of grade per day late.

Each of the 3 of the 4 exams are 50 multiple choice and/or possibly short answer questions and will only cover the material in the last chapters covered since the last exam. There will be a Final Comprehensive Exam covering all chapters. The Final will be a 100 multiple choice and/or possibly short answer questions. If accepted, late submissions will be penalized 10% of grade per day late.

- **Proposal**

Writing a term paper proposal (50 Points) requires a topic, a working title and a clear intention of the paper you are planning to write. The purpose of the proposal is to present a working title and detailed description of the paper so that an instructor can give corrections and adjustments for beginning the term paper. Doing enough prep work for the proposal will give you a clear and logical plan to getting started on writing a draft of your eventual final paper. Late submissions will be penalized 10% of grade per day late.

Step 1

Pick a topic that is familiar or of interest selected from an area covered in the course book. The topic must have a mixture of technology with business in organization.

Step 2

Write a brief description of the paper topic. Be sure to include the paper title even if it is a tentative one.

Step 3

Include in the proposal a topic framework of the various sections that the topic will cover.

For example: A proposal framework might include a 'Background' section about the topic, and a 'Purpose' section which covers the questions to be answered by the term paper. Additionally, a 'Results or Findings' section might also be appropriately included,

describing how the paper would fulfill the questions. Include any other framework that might be appropriate.

Step 4

In addition to the topic description and framework, a 'Significance of the Paper' section must be included describing why the topic is important. Remember to be as brief as possible yet thorough because you are only providing an idea of what readers can expect to see in the upcoming draft.

The proposal topic description, framework, and significance should only be approximately one to two pages long (**single spaced**).

Step 5

Lastly, on its own page, include a minimal list of at least four (**4**) **peer-reviewed** journal article references that serve as the basis of your topic and to be included in your draft as well as the final version of the paper.

A rubric for grading the proposal can be found in Canvas.

▪ **First Draft of Paper / Final Version of Paper**

Each student is required to prepare a full draft of the term paper on the approved proposed topic. Submitting a paper without an approved proposal will result in a 0. There are no page limitations, but a decent term paper is typically a minimum of 12 pages of 'body' (approximate minimum is 2,000 words). However, Minimum Requirements = Minimum Grade). The term paper must be in **APA format**. Late submissions will be penalized 10% of grade per day late.

A rubric for grading the draft and paper can be found in Canvas.

APA format support is offered by the TAMUCT Writing Center.

<http://www.tamuct.edu/departments/academicsupport/tutoring-services.php>

Each student will submit a **full paper** twice. The student will submit the paper's **FIRST DRAFT** for preliminary grading (100 points). After the student has used the rubric feedback of the first draft to improve the paper, the student will then submit the **FINAL VERSION OF THE PAPER** for grading (200 points). Late submissions will be penalized 10% of grade per day late.

▪ **Case Study**

- Select a company that operates globally. Use the Internet and any other available sources to gather information on the company. Research the strategies the

company is using to achieve a competitive advantage based on lessons from the textbook.

- Based on your research and course material, write a case study report paper **a)** describing the company, **b)** some of the possible benefits that the company might have gained by operating globally, **c)** the technology used to support a global position and **d)** the IT strategy used to gain market share and retention.
- Provide recommendations of the type(s) of technology, and methods by which the technology could support decision making.
- Also, describe any challenges that the company has faced or is currently facing as a result of operating in a global society.
- ****The last section of the report should make suggestions on improving the company's standings in various areas that you determined needs improvement base on the textbook. This section should include the rational of your recommendation.**
- The report should be of executive meeting presentation quality. The "body" of the document (excluding title page, references, tables and figures) should be a minimum of 8-10 double spaced pages long and include at least 1 table, and at least 1 figure and any necessary references.

****Critical**

Late submissions will be penalized 10% of grade per day late.
A rubric for grading the Case Study can be found in Canvas.

Grading Criteria:

Required Activity	Quantity	Points	Total
Introduction	1	10	10
Quizzes	14	10	140
Exams	3	100	300
Final – Comp.	1	100	100
Proposal	1	50	50
First Draft of Paper	1	100	100
Paper	1	200	200
Case Study	1	100	100
Total			1,000

Point Range	Letter Grade
1,000-900	A
899-800	B
799-700	C

699-600	D
599-0	F

Course Requirements: (include point values for each- not just a percentage)

Posting of Grades

- All student grades will be posted on the Canvas Grade book and students should monitor their grading status through this tool. Grades for weekly assignments, discussions, quizzes and exams *should* be posted (no guarantees) within 1 week following the due date.

COURSE OUTLINE AND CALENDAR

Complete Course Calendar

Week	Week of:	Readings	Tasks Due by Sunday of Week
1	4-Jun-18	Read the Syllabus	Personal Introduction Discussion Board
		Chapter 01 - An Introduction to Information Systems	Ch1 Quiz
		Chapter 02 - Information Systems in Organizations	Ch2 Quiz
2	11-Jun-18	Chapter 03 - Hardware: Input, Processing, Output, and Storage Devices	Ch3 Quiz
		Chapter 04 - Software: Systems and Application Software	Ch4 Quiz
3	18-Jun-18	Chapter 05 - Database Systems and Applications	Ch5 Quiz
		Exam 1 (Ch. 1-5)	Exam 1 (Ch. 1-5)
		Chapter 06 - Telecommunications and Networks	Ch6 Quiz
4	25-Jun-18	Chapter 07 - The Internet, Web, Intranets, and Extranets	Paper Proposal Due Ch7 Quiz
		Chapter 08 - Electronic and Mobile Commerce	Ch8 Quiz
5	2-Jul-18	Chapter 09 - Enterprise Systems	Ch9 Quiz
		Chapter 10 - Information and Decision Support Systems	Ch10 Quiz Draft - Term Paper Due
		Exam 2 (Ch. 6-10)	Exam 2 (Ch. 6-10)

6	9-Jul-18	Chapter 11 - Knowledge Management and Specialized Information Systems	Ch11 Quiz
		Chapter 12 - Systems Development: Investigation and Analysis	Ch12 Quiz
7	16-Jul-18	Chapter 13 - Systems Design, Implementation, Maintenance, and Review	Ch13 Quiz Final Term Paper Due
		Chapter 14 - The Personal and Social Impact of Computers	Ch14 Quiz Case Study Due
8	23-Jul-18	Exam 3 (Ch. 11-14) (Due 7/27/18)	Exam 3 (Due 7/27/18)
		Comprehensive Final (Due 7/27/18)	Final Exam (Due 7/27/18) Semester Ends (7/27/18)

Important University Dates:

June:

Mon, 4th Class begins (1st 5 week, 10 week and 8 week)
 Mon, 4th ADD/DROP/LATE REGISTRATION BEGINS (10-week, 8-week, & 1st 5-week sessions) (\$25 fee assessed for late registrants)
 Thu, 7th Last day to drop 1st 5-week classes with no record
 Mon, 11th Last day to drop 8-week classes with no record
 Tue, 12th Last day to drop 10-week classes with no record
 Fri, 22nd Last day to drop a 1st 5-week class with a Q or withdraw with a W
 Fri, 22nd Student End of Course Survey Opens (1st 5-Week Classes)
 Fri, 29th Deadline for Admissions applications
 Fri, 29th Deadline for submission of final committee-edited theses with committee approval signatures to Office of Graduate Studies
 Fri, 29th Last day to drop a 8-week class with a Q or withdraw with a W

July:

2nd-6th Finals Week First 5 week session
 Mon, 2nd Deadline to submit application to Teacher Education Program
 Wed, 4th Independence Day
 Thu, 5th Last day to withdraw from the university (1st 5- weeks session students)
 Fri, 6th 1st 5 week classes end
 Fri, 6th Deadline to Submit Graduation Application for Ceremony Participation
 Sun, 8th Student End of Course Survey Opens (1st 5-Week Classes)
 Mon, 9th 2nd 5 week classes begin
 Mon, 9th Grades due from faculty by 3pm (1st 5 week classes)
 Mon, 9th ADD/DROP/LATE REGISTRATION (2nd 5-week sessions) (\$25 fee assessed for late registrants)
 Thu, 12th Last day to drop 2nd 5-week classes with no record
 Fri, 13th Student End of Course Survey Open (8-Week Classes)

Fri, 20th Last day to drop a 10-week class with a Q or withdraw with a W
23rd-27th Finals Week - Summer 8 week session
Fri, 27th Last day to drop a 2nd 5-week class with a Q or withdraw with a W
Fri, 27th Last day to withdraw from the University (8 weeks session students)
Fri, 27th 8 week classes end
Fri, 27th Deadline for submission of final committee-edited theses with committee approval signatures to Office of Graduate Studies
Sun, 29th Student End of Course Survey Close (8-Week Classes)
Sun, 29th Student End of Course Survey Opens (10-Week and 2nd 5-Week Classes)
Mon, 30th Grades due from faculty by 3pm (8 week classes)

August:

Wed, 1st GRE/GMAT scores due to Office of Graduate Studies
6th-10th Finals Week - 10 week and Second 5 week sessions
Fri, 10th Last day to file for Degree Conferral (Registrar's Office) (\$20 Late Application Fee applies)
Fri, 10th Last day to withdraw from the university (10-week & 2nd 5-week session students)
Fri, 10th 10 week and 2nd 5 week classes end
Fri, 10th Last day to apply for \$1000 Tuition Rebate for Summer graduation (5pm)
Sat, 11th Commencement (TBD)
Sun, 12th Student End of Course Survey Close (10-Week and 2nd 5-Week Classes)
Tue, 14th Grades due from faculty by 3pm (10 week & 2nd 5 week classes)
Tue, 14th Last Day to clear Thesis Office

TECHNOLOGY REQUIREMENTS AND SUPPORT

Technology Requirements.

This course will use the A&M-Central Texas Instructure Canvas learning management system. Logon to A&M-Central Texas Canvas [<https://tamuct.instructure.com>].

Username: Your MyCT username (xx123 or everything before the "@" in your MyCT e-mail address)

Password: Your MyCT password

Technology Support.

For technology issues, students should contact Help Desk Central.

24 hours a day, 7 days a week:

Email: helpdesk@tamu.edu

Phone: (254) 519-5466

[Web Chat](http://hdc.tamu.edu): <http://hdc.tamu.edu>

When calling for support please let your support technician know you are a TAMUCT student.

For issues related to course content and requirements, contact your instructor.

Canvas Support

Use the Canvas Help link, located at the bottom of the left-hand menu, for issues with

Canvas. You can select “Chat with Canvas Support,” submit a support request through “Report a Problem,” or call the Canvas support line: 1-844-757-0953.

For issues related to course content and requirements, contact your instructor.

Other Technology Support

For log-in problems, students should contact Help Desk Central.

24 hours a day, 7 days a week:

Email: helpdesk@tamu.edu

Phone: (254) 519-5466

[Web Chat](http://hdc.tamu.edu): [http://hdc.tamu.edu]

Please let the support technician know you are an A&M-Central Texas student.

UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

Drop Policy.

If you discover that you need to drop this class, you must complete a [Drop Request Form](https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf) [https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf].

Professors cannot drop students; this is always the responsibility of the student. The Registrar’s Office will provide a deadline on the Academic Calendar for which the form must be completed, signed and returned. Once you return the signed form to the Registrar’s Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar’s Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

Academic Integrity.

Texas A&M University -Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Academic integrity is defined as a commitment to honesty, trust, fairness, respect, and responsibility. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. Academic misconduct is any act that improperly affects a true and honest evaluation of a student’s academic performance and includes, but is not limited to, cheating on an examination or other academic work, plagiarism and improper citation of sources, using another student’s work, collusion, and the abuse of resource materials. All academic misconduct concerns will be reported to the university’s Office of Student Conduct. Ignorance of the university’s standards and expectations is never an excuse to act with a lack of integrity. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

Academic Accommodations.

At Texas A&M University-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier-free education. The Department of Access and Inclusion is responsible for ensuring that students with a disability receive equal access to the university's programs, services and activities. If you believe you have a disability requiring reasonable accommodations please contact the Department of Access and Inclusion at (254) 501-5831. Any information you provide is private and confidential and will be treated as such.

For more information please visit our [Access & Inclusion](https://www.tamuct.edu/student-affairs/access-inclusion.html) web page [https://www.tamuct.edu/student-affairs/access-inclusion.html].

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and related guidance from US Department of Education's Office of Civil Rights, the Dean of Student Affairs' Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. Students should seek out assistance as early in the pregnancy as possible. For more information, please visit the [Student Affairs](https://www.tamuct.edu/student-affairs/index.html) web page [https://www.tamuct.edu/student-affairs/index.html]. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines online](http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf), please visit the website [http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf].

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex and gender—including pregnancy, parenting, and all related conditions. A&M-Central Texas is able to provide flexible and individualized reasonable accommodation to pregnant and parenting students. All pregnant and parenting students should contact the Division of Student Affairs at (254) 501-5909 to seek out assistance. Students may also contact the University's Title IX Coordinator.

Tutoring.

Tutoring is available to all A&M-Central Texas students, both on-campus and online. Subjects tutored on campus include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors are available at the Tutoring Center in Warrior Hall, Suite 111.

If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, or have any other question, contact Academic Support Programs at (254) 519-5796, or by emailing Dr. DeEadra Albert-Green at deeadra.albertgreen@tamuct.edu.

Chat live with a tutor 24/7 for almost any subject from on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log in and receive FREE online tutoring and writing support. This tool provides tutoring in over 40 subject areas. Access

Tutor.com through Canvas.

University Writing Center: Located in 416 Warrior Hall, the University Writing Center (UWC) at Texas A&M University-Central Texas is a free workspace open to all TAMUCT students from 10am-4pm Monday-Thursday during the summer with online hours available Monday-Thursday from 6:00-9:00pm. Students may arrange a one-on-one session with a trained and experienced writing tutor by visiting the UWC during normal operating hours (both half-hour and hour sessions are available) or by making an appointment via [WOnline](https://tamuct.mywconline.com/) at [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu to schedule an online tutoring session. Tutors are prepared to help writers of all levels and abilities at any stage of the writing process.

While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. By providing a practice audience for students' ideas and writing, our tutors highlight the ways in which they read and interpret students' texts, offering guidance and support throughout the various stages of the writing process. In addition, students may work independently in the UWC by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the University Writing Center is here to help!

If you have any questions about the University Writing Center, please do not hesitate to contact Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu.

University Library.

The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 250,000 eBooks and 82,000 journals, in addition to the 85,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at A&M-Central Texas are available through our website to help students navigate these resources. On campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available 24 hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place on Skype or in-person at the library. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the A&M-Central Texas main campus includes student lounges, private study rooms, group work spaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and

laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our [Library website](http://tamuct.libguides.com/index) [http://tamuct.libguides.com/index].

OPTIONAL POLICY STATEMENTS:

A Note about Sexual Violence at A&M-Central Texas

Sexual violence is a serious safety, social justice, and public health issue. The university offers support for anyone struggling with these issues. University faculty are mandated reporters, so if someone discloses that they were sexually assaulted (or a victim of Domestic/Dating Violence or Stalking) while a student at TAMUCT, faculty members are required to inform the Title IX Office. If you want to discuss any of these issues confidentially, you can do so through Student Counseling (254-501-5955) located on the second floor of Warrior Hall (207L).

Sexual violence can occur on our campus because predators often feel emboldened, and victims often feel silenced or shamed. It is incumbent on ALL of us to find ways to actively create environments that tell predators we don't agree with their behaviors and tell survivors we will support them. Your actions matter. Don't be a bystander; be an agent of change. For additional information on campus policy and resources visit the [Title IX webpage](https://www.tamuct.edu/departments/compliance/titleix.php) [https://www.tamuct.edu/departments/compliance/titleix.php].

INSTRUCTOR POLICIES

- Instructor reserves the right to modify the syllabus during the course of the semester for the benefit of the students.
- Instructor reserves the right to supplement the material presented in the text with additional material that may benefit the students by either providing additional information or a different point of view.
- Instructor expects that the students will act in a curious and professional manner in all interactions with other students and the instructor.
- Instructor reserves the right to modify grading rubrics. Changes to grading rubrics are only made to current and/or future assignments.
- Any changes made will be announced in class and posted on Canvas.

Copyright Notice.

Students should assume that all course material is copyrighted by the respective author(s). Reproduction of course material is prohibited without consent by the author and/or course instructor. Violation of copyright is against the law and Texas A&M University-Central Texas' Code of Academic Honesty. All alleged violations will be reported to the Office of Student Conduct.

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