

Assignment Details and Rubric



Please watch the **technology video** listed as Unit 5 Assignment video found in the Webliography tab (at the top of your course page) before starting your assigned paper.

This assignment focuses on **information management**.

In a four to five page paper, address the following areas:

- Please explain how you will be utilizing technology to make your business more effective and efficient.
- Explore the cloud technology concept.
- Discuss the importance of information technology planning and control processes to protect confidential information and prevent major loss of information.

This section should address but not be limited to the following items:

- Software packages you will use
- Networks- Internal/External- Cloud technology
- Hardware (PC/Laptop/Printer etc.)
- Email/Instant messaging programs
- Web Site
- Disaster Recovery Plan

Assignment checklist:

- Determine the information technology used in the business.
- Develop the information technology plan for managing and controlling information.
- Evaluate your plan for managing and controlling information.
- There are weaknesses in every plan. Make sure to point out any weaknesses and explain how you will address them.

When you are ready, you may submit your paper to the Assignment Dropbox. *Note, include your name in the file name of the Assignment.

Grading Rubric

Aspect	Percentage of assignment	Score	MT499 Assignment Criteria
Content, Focus, Use of Research	50%		Paper addresses all assignment requirements, indicates depth of knowledge about the topics and key areas, contains a clear and concise introduction with a thesis statement, comprehension body of paper, closing summary, and includes a minimum of three cited and referenced resources (APA 6 th edition).
Analysis and Critical Thinking	30%		Analysis and critical thinking indicates optimal reasoning with a defined purpose, based on assumptions, writer's point of view, discusses the advantages and disadvantages, and uses data, information, and concepts/ideas to address the assignment topics or key areas in the paper.
Writing Style, Grammar, APA Format	20%		The capstone uses the APA (6 th edition) writing style using active voice, which is in third person and concisely written. The paper is free from incorrect punctuation, use of jargon/clichés, incorrect grammar and mechanics, and is correctly formatted based on APA 6 th edition guidelines.
<i>Total Points</i>	100%		