TEXTBOOK AND OTHER REQUIRED RESOURCES

Required Textbook

Required ERPsim Game and Learning Portal Access
All students are required to purchase the ERPsim game and learning portal access at about $40. An invitation to purchase the access will be sent out prior to the start of the course module. The ERPsim game and learning portal access is required for you to participate in your ERPsim group project.

COURSE DESCRIPTION AND PREREQUISITES

Alternative approaches to managing the resources (computers, networks, software, data, & people) that organizations utilize in applying information systems. The roles of the user/manager identifying opportunities, obtaining computer applications and creatively using information technology to improve operational, tactical and strategic planning and performance. Topics that will be covered include enterprise systems, managerial support systems, decision support systems, e-commerce applications.
Prerequisite: None

TECHNICAL REQUIREMENT

Computer Hardware
To participate in this online course, you should have easy access to a computer less than 5-years old with high-speed internet connection via cable modem, LAN or DSL. To ensure you are using a supported browser and have required plug-ins please refer to Supported Browsers, Plugins & Operating Systems for Blackboard Learn from Blackboards resource page. A microphone is required for the recording of your presentation.

Student Technical Skills
You are expected to be proficient with installing and using basic computer applications and have the ability to send and receive email attachments.

Software
• Microsoft’s Internet Explorer, Mozilla Firefox or Google Chrome (latest version)
• Adobe Flash Player & Reader plug-in (latest version).
• Virus protection
• Microsoft Office
• Blackboard Collaborate
• SAP GUI

Technical Assistance
If you need technical assistance at any time during the course or to report a problem with Blackboard you can:
• View the UTRGV CoLT's Student Help Website with information on how to use the various technologies including Tegrity, Collaborate, and SafeAssign.
• Visit the Blackboard Student Help Site
• Submit a Blackboard Helpdesk Ticket
COURSE ORGANIZATION & ONLINE TOOLS

Course Structure
This course will be delivered entirely online through the course management system Blackboard Learn. You will use your UTRGV account to login to the course from http://my.utrgv.edu/ and under applications click on Blackboard Learn. The course is organized into weeks of instruction, as outlined in the Course Schedule below. Each week is listed by its main topic and contains required readings, videos, discussion forum assignments, essay assignments, and collaborative project that you complete by working in teams.
Note: Most materials used in conjunction with the course are subject to copyright protection.

Discussion Forums
You will find the following discussion forums in the course Blackboard site:
• General Help: Post any questions or comments you may have about course mechanics or technical issues to this forum.
• Forums related to collaborative and discussion assignments, as described in Learning Module sections

Forums versus Email
If you have a question about course content or mechanics, I encourage you to post it to the General Help Forum. Doing so gives students in the course an opportunity to help one another and allows everyone to benefit from answers to your questions. Of course, don't hesitate to email me directly if your concern is of a personal nature.

My role in discussion forums is that of a facilitator. I will occasionally correct misconceptions and/or redirect conversations that need redirecting. I may also post comments following the completion of discussion indicating my general impressions of the comments and conclusions.

Assignments
Unless indicated otherwise in Weekly materials, you will submit case discussions, case presentation critique, wikis, and group presentations to its respective assignments area.

Collaborate
Group presentations should be recorded using Collaborate. For more information about Collaborate, visit Blackboards website Collaborate Handouts for Participants.

COURSE OBJECTIVES
1. Students will describe, analyze, and evaluate managerial issues modern organizations face when using information technology infrastructure.
2. Students will describe, analyze, and evaluate managerial issues modern organizations face when using information systems.
3. Students will describe, analyze, and evaluate managerial issues modern organizations face in the development and procurement of information systems.
4. Students will describe, analyze, and evaluate security, social, and ethical issues modern organizations face when using information technologies.
5. Students will describe and evaluate modern or emerging information technologies.
6. Students will analyze and evaluate the use of information systems as a strategic weapon.
CoBE MBA Learning Goals

<table>
<thead>
<tr>
<th>CoBE MBA Learning Goals</th>
<th>This course contributes to</th>
<th>Assessment Method</th>
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</thead>
<tbody>
<tr>
<td>Leadership</td>
<td>x</td>
<td>Leader role in group projects</td>
</tr>
<tr>
<td>Communication</td>
<td>x</td>
<td>Group project reports and presentations, and discussion forum postings</td>
</tr>
<tr>
<td>Critical analysis and decision making</td>
<td>x</td>
<td>Individual and group projects, and discussion forum postings</td>
</tr>
<tr>
<td>Global perspectives</td>
<td>x</td>
<td>Quiz, group projects and discussion forum postings</td>
</tr>
<tr>
<td>Ethics</td>
<td>x</td>
<td>Quiz, group projects and discussion forum postings</td>
</tr>
</tbody>
</table>

GRADING POLICY

Final Grade Composition
Weekly Quizzes (30 or fewer questions each week, all based on slides) ......................................... 420
Group reports and presentations for ERPsim games ........................................................................ 480
Individual projects .................................................................................................................. 300
Individual discussion board postings ...................................................................................... 300
Total ........................................................................................................................................ 1500

Grading scale
Based on the total of 1500, the following grading scale will be used for determining final grades.
1350 and up - A
1200 to 1349.9 - B
1050 to 1199.9 - C
1049.9 and below - F

Viewing Grades in Blackboard
Points you receive for graded activities will be posted to the Blackboard Grade Book. Click on the My Grades link on the left navigation to view your points.

Assignments and projects will be graded within three days of the due date. The Course Instructor will grade the group projects and the case presentation critique. The Academic Coach will grade other individual assignments, discussion forum postings, and the final exam. The Course Instructor has the final decision over the grading and may change the grades given by the Academic Coach due to grading errors.

Naming and Submitting Documents
Before you submit a document, name your file according to the format below. Avoid special characters and spaces in file names. Use a single underline _ to separate words.

<table>
<thead>
<tr>
<th>The name of your...</th>
<th>should follow the format:</th>
<th>Example:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project</td>
<td>LastNameFirstInitial_Project.docx</td>
<td>SmithJ_Project.docx</td>
</tr>
</tbody>
</table>

ONLINE STUDENT EXPECTATIONS
The following ground rules will help your work in this course to go much more smoothly. Please carefully review these expectations and follow them.
1. Online courses are typically just as time intensive, and may be more rigorous than traditional courses. Many students claim that online courses require more time and commitment. As you begin this course, you would be wise to schedule 8 or more hours per week for studying materials and completing assignments.

2. Falling behind in this course is particularly problematic because the concepts we cover are cumulative. This means that not becoming proficient with information and objectives presented and assessed in a particular week can lead to low scores for that week as well as in subsequent weeks.

3. Academic integrity will be appraised according to the student academic behavior standards outlined in The University of Texas Rio Grande Valley Student Conduct and Discipline. See http://www.utrgv.edu/_files/documents/student-experience/student-rights-responsibilities/srr-hop-stu-02-100.pdf for further details.

4. Don’t turn in late assignments. Late submissions will result in a lower grade.

5. Keep up with the reading. You have quite a few chapters, modules, discussion postings, and e-mail messages to read for the class. Please keep up with the reading. Students who keep up with the reading tend to do much better in this kind of class than those who do not.

6. Work with others. You are required to make every effort to work effectively and promptly with others in your groups. Fair criticism of your failure to work effectively with others will significantly affect your collaboration and participation grade.

E-mail

E-mail will be an integral part of this course. Make sure you:
1. Check your e-mail at least twice per week (more often is better).
2. Be patient. Don’t expect an immediate response when you send a message. Generally, two days is considered reasonable amount of time to receive a reply.
3. Include "Subject" headings: use something that is descriptive and refer to a particular assignment or topic.
4. Be courteous and considerate. Being honest and expressing yourself freely is very important but being considerate of others online is just as important as in the classroom.
5. Make every effort to be clear. Online communication lacks the nonverbal cues that fill in much of the meaning in face-to-face communication.
6. Do not use all caps. This makes the message very hard to read and is considered "shouting." Check spelling, grammar, and punctuation (you may want to compose in a word processor, then cut and paste the message into the discussion or e-mail).
7. Break up large blocks of text into paragraphs and use a space between paragraphs.
8. Sign your e-mail messages.
9. Never assume that your e-mail can be read by no one except yourself; others may be able to read or access your mail. Never send or keep anything that you would not mind seeing on the evening news.

Discussion Topics

Many of the "rules of the road" or protocols that apply to e-mail also apply to the use of discussions. Use the following conventions when composing a discussion posting:
1. During a Discussion assignment, deadlines for posting to and replying will be specified with each assignment. It is a good practice to always check the Discussions multiple times during the week.
2. If you want to send a personal message to the instructor or to another student, use e-mail rather than the discussions (see above E-mail Protocols).
3. Use the appropriate Discussion Topic.
5. A helpful hint for use with both discussions and e-mail --- Compose your message in your word-processing application in order to check spelling, punctuation, and grammar --- then copy and paste your composition into e-mail or the discussion. This also saves online time.
6. Everyone should feel free to participate in class and online discussions. Regular and meaningful discussion postings constitute a substantial portion of your grade.
7. Respect each other’s ideas, feelings and experience.
8. Be courteous and considerate. It is important to be honest and to express yourself freely, but being considerate of others is just as important and expected online, as it is in the classroom.
9. Explore disagreements and support assertions with data and evidence.
10. "Subject" headings: use something that is descriptive and refer to a particular assignment or discussion topic when applicable. Some assignments will specify the subject heading.
11. Use the "reply" button rather than the "compose" button if you are replying to someone else's posting.
12. Do not use postings such as "I agree," "I don't know either," "Who cares," or "ditto." They do not add to the discussion, take up space on the Discussions, and will not be counted for assignment credit.
13. Avoid posting large blocks of text. If you must, break them into paragraphs and use a space between paragraphs.
14. Use the Technical Discussion topic for assistance with technical issues. Use the Help Discussion topic for questions about course material or assignments. There will be specific discussion topics for particular discussions - pay close attention to the assignment, and post appropriately.

Netiquette

"Netiquette" has evolved to aid us in infusing our electronic communications with some of these missing behavioral pieces. "Emoticons" and other tools have become popular and I encourage their use when it will add to the clarity of your communication.

- :-) happy, pleased
- :-( sad, displeased
- :-O surprised
- >:-| angry

Abbreviate when possible. Examples:

- LOL laugh out loud, "I find this funny"
- ROFL rolling on floor laughing, really funny
- BTW by the way
- *grin* smiling
- IMHO in my humble opinion
- FYI for your info
- Flame antagonistic criticism

Netiquette continues to evolve and I am sure that we will have constant additions to this growing language. The important thing to remember is that all of the "cute" symbols in the world cannot replace your careful choice of words and "tone" in your communication.

Viruses

A virus can spell disaster. Your use of a reputable anti-virus program is a requirement for participation in this course (good ones include McAfee or Norton). Also, back up your files: "My hard drive crashed." "My modem doesn't work." "My printer is out of ink." These are today's equivalents of "My dog ate my homework." And these events really do occur and they are really inconvenient when they do. However, these are not valid excuses for failing to get your work in on time.

Understand When You May Drop This Course

It is the student's responsibility to understand when they need to consider de-enrolling from a course. Refer to the UTPA Course Schedule for dates and deadlines for registration. After this period, a serious and compelling reason is required to drop from the course. Serious and compelling reasons includes: (1) documented and significant change in work hours, leaving student unable to attend class, or (2) documented and severe physical/mental illness/injury to the student or student's family.

Class Attendance and Participation

Students are expected to log into Blackboard Learn regularly to complete course activities. Students that fail to log into Blackboard Learn to access course materials or those that fail to submit assignments and projects on time may be dropped from this course.

Incomplete Policy

Under emergency/special circumstances, students may petition for an incomplete grade. An incomplete will only be assigned if you can provide official documents showing that you are unable to complete the remaining course requirements. All incomplete course assignments must be completed within one year.
Inform Your Instructor of Any Accommodations Needed

If you have a documented disability (physical, psychological, learning, or other disability which affects your academic performance) and would like to receive academic accommodations, please inform your instructor and contact Student Accessibility Services to schedule an appointment to initiate services. It is recommended that you schedule an appointment with Student Accessibility Services before classes start. However, accommodations can be provided at any time. Brownsville Campus: Student Accessibility Services is located in Cortez Hall Room 129 and can be contacted by phone at (956) 882-7374 (Voice) or via email at accessibility@utrgv.edu. Edinburg Campus: Student Accessibility Services is located in 108 University Center and can be contacted by phone at (956) 665-7005 (Voice), (956) 665-3840 (Fax), or via email at accessibility@utrgv.edu.

Sexual Harassment, Discrimination, and Violence

In accordance with UT System regulations, your instructor is a “responsible employee” for reporting purposes under Title IX regulations and so must report any instance, occurring during a student’s time in college, of sexual assault, stalking, dating violence, domestic violence, or sexual harassment about which she/he becomes aware during this course through writing, discussion, or personal disclosure. More information can be found at www.utrgv.edu/equity, including confidential resources available on campus. The faculty and staff of UTRGV actively strive to provide a learning, working, and living environment that promotes personal integrity, civility, and mutual respect in an environment free from sexual misconduct and discrimination.

Commit to Integrity

As a student in this course (and at this university) you are expected to maintain high degrees of professionalism, commitment to active learning and participation in this class and also integrity in your behavior in and out of the classroom.

At UTRGV, Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

Plagiarism is a form of cheating. At UTRGV, “plagiarism is the appropriation, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission (resubmission) or incorporation of it in one’s own academic work offered for credit.”

Source: UTRGV HOP

Important Note: Any form of academic dishonesty, including cheating and plagiarism, may be reported to the Office of Student Affairs.

Course policies are subject to change. It is the student’s responsibility to check Blackboard for corrections or updates to the syllabus. Any changes will be posted in Blackboard.
<table>
<thead>
<tr>
<th>Week</th>
<th>Chapter</th>
<th>Individual/Group Project</th>
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<tr>
<td>1</td>
<td>Ch1-Managing IT in a Digital World</td>
<td>Project 1</td>
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<td>Ch2-Computer Systems (Hardware &amp; Software)</td>
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<td>2</td>
<td>Ch3-Telecommunications and Networking</td>
<td>Project 2</td>
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<td>Ch4-The Data Resource</td>
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<td>3</td>
<td>Ch5-Enterprise Systems</td>
<td>ERPsim Introduction Game</td>
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<td>Ch6-Managerial Support Systems</td>
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<td>4</td>
<td>Ch7-E-Business Systems</td>
<td>ERPsim Extended Game</td>
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<td>Ch8-Basic Systems Concepts</td>
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<td>5</td>
<td>Ch9-Methodologies for Custom Software Development</td>
<td>Project 4</td>
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<td>Ch10-Methodologies for Purchased Software Packages</td>
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<td>Ch11-IT Project Management</td>
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<td>6</td>
<td>Ch12-Planning Information Systems Resources</td>
<td>ERPsim Advanced Game</td>
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<td>Ch13-Leading the IS Function</td>
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<td>7</td>
<td>Ch14-Information Security</td>
<td>Project 5</td>
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<td></td>
<td>Ch15-Social, Ethical, and Legal Issues</td>
<td>Summary Report &amp; Group Presentation</td>
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