Email Policy
I check my emails regularly and will reply your email within 24 hours during the weekdays.

Course Description
This course is a study of the use of current technology in strategic decision-making and operations of the modern organizations, both public and private. The course examines how organizations plan, develop, implement, and maintain information systems to take advantage of recent technological advances in information technology.

Prerequisite
Computer proficiency or INFS 1301; Advanced standing; or permission of the instructor. Students must have the written permission (waiver form) of the Department Chair to remain in the course if they have not completed INFS 1301. Students may be dropped anytime from the course during the semester if and when it is determined that they do not have the prerequisites.

Format of the Online Course
This course is based on learning modules. Students are expected to be active learners and take initiatives in completing the learning activities scheduled for each module. For each module, students need to read the appropriate chapter in the textbook, work on assignments and group projects, and take quizzes and exams. I’m here available to help you as a facilitator of learning.

Minimum Technical Skills
Students are expected to be able to use basic productivity software such as Microsoft Office, browse the course Blackboard Learn website and submit assignments and projects, and view and record videos using software such as Blackboard Collaborate.

Textbook

Use of Web Site
Course materials are posted online in Blackboard at MyUTRGV. Student assignments and group projects need to be submitted through Blackboard. For questions and technical support on using Blackboard, please contact the COLTT help desk at (956)665-5327.

Course Learning Goals and Outcomes
Upon completion of the course, students will be able to:
1. Identify information systems components, strategies, and challenges in modern organizations
2. Evaluate impacts of information technology on ethical, socio and political issues
3. Identify and describe major components of information technology infrastructure in contemporary business environment
4. Determine how information systems are used for supporting business decision making processes

Robert C. Vackar College of Business and Entrepreneurship Mission and Learning Goals
Our mission is to be the agent of innovation, knowledge discovery, and economic development in South Texas, Northern Mexico, and beyond, by offering a rigorous curriculum informed by experiential learning, high quality research, and community partnerships. Your mastery of these learning goals and objectives help us to achieve this mission.
The Robert C. Vackar College of Business Entrepreneurship has adopted the following learning goals that each student should achieve while in the degree program. Not all goals and objectives are covered in each course; however, all goals and objectives should be addressed throughout the degree program.

<table>
<thead>
<tr>
<th>BBA Learning Goals</th>
<th>This course contributes to the following College of Business and Entrepreneurship learning goals:</th>
<th>How measured</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstrate foundational knowledge of functional area concepts and theories.</td>
<td>✔</td>
<td>Demonstration of IT skills in homework, exams, and group projects</td>
</tr>
<tr>
<td>Demonstrate effective business communication skills.</td>
<td>✔</td>
<td>Written e-commerce business plan and group project presentation</td>
</tr>
<tr>
<td>Apply sustainable practices (economic, social and ethical, and environmental) to business decision-making.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demonstrate an understanding of how globalization, including conditions on the US-Mexico border, shape effective business decision making.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apply quantitative analytical skills to business decision-making.</td>
<td>✔</td>
<td>E-commerce business plan group project, business analytics assignment</td>
</tr>
<tr>
<td>Demonstrate the ability to critically analyze business issues.</td>
<td>✔</td>
<td>E-commerce business plan and technology presentation group projects</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Information Systems Major Learning Objectives</th>
<th>This course contributes to the following Department of Information Systems learning objectives:</th>
<th>How measured</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students will understand the role of the Information Systems department is to align Information Systems projects to the strategic goals of the company and to enhance organizational effectiveness.</td>
<td>✔</td>
<td>Exams, business analytics assignment</td>
</tr>
<tr>
<td>Students will understand concepts needed to design and implement information systems infrastructure.</td>
<td>✔</td>
<td>Exams and SAP hands-on assignment</td>
</tr>
<tr>
<td>Students will be able to design and implement information systems infrastructure.</td>
<td>✔</td>
<td>SAP hands-on assignment</td>
</tr>
<tr>
<td>Students will be able to communicate effectively orally and in writing.</td>
<td>✔</td>
<td>Written e-commerce business plan and group project presentation</td>
</tr>
</tbody>
</table>

**Exams and Quizzes**

There will be three exams: two mid-term exams (100 points each) and one comprehensive final exam (150 points) for a total of 350 points.

There will be a quiz each module for a total of 14 quizzes. Each chapter quiz is worth 10 points for a total of 140 points.

**Missed Exams and Quizzes**

A make-up exam can be given within 48 hours of the ending of the exam period. A student needs to submit official documents for emergencies such as emergency room visit and traffic accidents or violations in order to make-up for an exam without incurring any penalty. Official documents should be written in English. All non-United States documents must be authenticated and verified. In the event of athletic events, routine or pre-planned company assignments, and court orders,
prior arrangements must be made with the instructor. Without an official document or prior arrangement, a student will have ONE CHANCE to make-up for an exam by incurring a 20% penalty. No make-up exams will be given on subsequently missed exams.

Each quiz will be available for one week. You cannot make up for a quiz unless you provide evidence of emergency extending the whole week during which the quiz is available.

Assignments and Group Projects
All assignments and group projects are due at NOON 12 p.m. on the designated dates. There will be the following assignments:
1. Three individual assignments, and
2. Two group projects.

Assignment 1: Create a LinkedIn profile and connect with VCOBE. Due on July 15, 2019 at NOON.
Assignment 2: SAP Business Analytics Hands-on Exercise. Due on August 4, 2019 at NOON.
Assignment 3: SAP ERP Sales and Distribution Module Hands-on Exercise. Due on August 9, 2019 at NOON.

Group Technology Research Project: Each group picks a technology, does research, gives a presentation on this technology, and discusses other groups’ presentations. The presentations will be due on July 31, 2019 at NOON.

Group E-Commerce Business Plan Project: Each group will develop an e-commerce business plan. Due on August 14, 2019 at NOON.

The assignments and group projects must be computer generated and submitted through Blackboard. Be sure that all required elements are included in your submission. Submissions that did not meet all requirements will not be graded.

Without an official document, the following rules will apply to late assignment submissions:

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Within 24 hours</td>
<td>80 %</td>
</tr>
<tr>
<td>Within 48 hours</td>
<td>50 %</td>
</tr>
<tr>
<td>After 48 hours</td>
<td>0 %</td>
</tr>
</tbody>
</table>

Late submissions with acceptable official excuses will be given full credit. However, they must be submitted within a reasonable time period. Assignments submitted after that will be graded using the penalties indicated above. Students will be dropped from the course if the required work (with or without credit) is not submitted within 7 calendar days. All assignments and group projects are required to be submitted through Blackboard.

Athletic events and routine or pre-planned company assignments are not acceptable excuses for late work. Affected students should make arrangements for their assignments to be submitted prior to the deadline given. The sub-elements and the final group project must be submitted on time. Students will be dropped from the course if they failed to submit sub-elements by the deadlines. Late projects will be reviewed but they will not be graded nor awarded credit.

Grading Policies
Three tests, 14 quizzes, three assignments, and two group projects based on the following points:

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tests</td>
<td>350</td>
</tr>
<tr>
<td>Quizzes</td>
<td>140</td>
</tr>
<tr>
<td>Assignment 1: LinkedIn Profile</td>
<td>10</td>
</tr>
<tr>
<td>Assignment 2: SAP Business Analytics</td>
<td>150</td>
</tr>
<tr>
<td>Assignment 3: SAP Sales and Distribution Case Study</td>
<td>150</td>
</tr>
<tr>
<td>Group Technology Research Project</td>
<td>100</td>
</tr>
<tr>
<td>Group E-Commerce Business Plan Project</td>
<td>100</td>
</tr>
<tr>
<td>Total</td>
<td>1000</td>
</tr>
</tbody>
</table>

Note: There are errors in the textbook. In case there is a discrepancy between the textbook and lecture slides, please refer to the slides for a definitive answer.

Students must have submitted the assignments, completed a team-based e-commerce business plan and a research project, and taken all tests in order to receive a passing grade. There will be no individual-based work for extra credit.
Grading scale: A ten-point grading scale will be used for determining final grades.

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>900 and up</td>
<td>A</td>
</tr>
<tr>
<td>800 to 899.9</td>
<td>B</td>
</tr>
<tr>
<td>700 to 799.9</td>
<td>C</td>
</tr>
<tr>
<td>600 to 699.9</td>
<td>D</td>
</tr>
<tr>
<td>599.9 and below</td>
<td>F</td>
</tr>
</tbody>
</table>

Class 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. Academic integrity will be appraised according to the student academic behavior standards outlined in The University of Texas Rio Grande Valley Student Handbook.
2. Don’t turn in late assignments. Late submissions will result in a lower grade.
3. 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.
4. 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 Guidelines
Netiquette is internet etiquette, or a set of expectations that describe appropriate behaviors when interacting online. It is important to understand that you will be held to the exact same standards of students taking a face-to-face course. In fact, for 100% online courses, your online classroom behavior may be the only interaction you have with your faculty and classmates, therefore making your netiquette even more important. Remember, you only get to make a first impression once, irrespective of the course delivery method.

Be courteous. You only get one chance for an online first impression. Make it count. Do not say or do anything in an online classroom that you would not do in a face-to-face classroom. This includes not “YELLING” (typing in all caps), not “flaming” (attacking someone, such as insults and name-calling), and/or not dominating the discussion.

Be a good classmate. Remember your own role as a student. Follow your instructor’s directions at all times. Be authentic and collaborative with fellow students. Be aware of cyberbullying and make every attempt to eliminate it. Appreciate the diversity and different communication styles of your peers. Remember, since this class is online, you may have classmates from all over the world.

Be professional. Proofread your own writing for spelling, grammar, and punctuation to prevent miscommunication. Avoid slang, sarcasm, or emotionally-charged writing, as tone can be difficult to translate online. Profanity and offensive language will not be tolerated. Do not use abbreviations (2moro, 2T, B@U) or emoticons in your online class unless your professor approves and supports such writing styles.

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).

Academic Integrity
Cheating of any kind is not acceptable and will not be tolerated. Some of the more common types of academic dishonesty relate to the following:

- Plagiarism - Do not use published and/or unpublished material without acknowledging the source. Do not cut and paste materials directly from other sources without paraphrasing or quotation.
- Cheating on assignments or projects – Do not collaborate with other students unless it is specifically stated by the instructor that working with others is allowed (e.g., a team project).
- Cheating on exams – Do not acquire from, or give information to, other students about exams. Do not use materials or resources during exams that are not expressly permitted by the instructor.

Penalties for cheating and plagiarism may range from an F on a particular assignment, an F for the course, to expulsion from the university. Violators of the University's policy on Academic Integrity will be referred to the Office of Student Judicial Services for hearings, and will automatically receive an "F" for the course if found guilty.

Students with Disabilities
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.
Mandatory Course Evaluation Period
Students are required to complete an ONLINE evaluation of this course, accessed through your UTRGV account at MyUTRGV; you will be contacted through email with further instructions. Students who complete their evaluations will have priority access to their grades.

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 Office of Intuitional Equity and Diversity, 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.

Important Dates
July 11 Classes Begin
July 12 Last day to withdraw for an 50% refund
July 16 Census day
August 7 Drop/Withdrawal Deadline; last day for students to drop the course and receive a DR grade. After this date, students will be assigned a letter grade for the course that will count on the GPA.
August 15 Study Day; no classes
August 16 Final Exams

Course Schedule
This syllabus and schedule are subject to change in the event of extenuating circumstances.

<table>
<thead>
<tr>
<th>Module</th>
<th>Learning Modules</th>
</tr>
</thead>
</table>
| 1 (7/11 – 7/13) | Course Introduction  
Ch. 1: Information Systems in Global Business Today  
Assignment 1 given out  
Quiz 1 |
Assignment 1 due on 7/15 at noon.  
Quiz 2 |
| 3 (7/16 – 7/17) | Ch. 2: Global E-Business and Collaboration  
Quiz 3 |
| 4 (7/18 – 7/20) | Ch. 3: Information Systems, Organizations, and Strategy  
Quiz 4 |
| 5 (7/21 – 7/22) | Ch. 4: Ethics and Social Issues in Information Systems  
Quiz 5 |
| 6 (7/23 – 7/24) | Ch. 5: IT Infrastructure and Emerging Technologies  
Quiz 6 |
| 7 (7/25 – 7/27) | Ch. 6: Foundations of BI: Databases and Information Management  
Quiz 7  
Assignment 2 SAP Business Analytics given out  
Exam #1 (Chapters 1-5) anytime on 7/26 or 7/27 |
| 8 (7/28 – 7/29) | Ch. 7: Telecommunications, the Internet, and Wireless Technology  
Quiz 8 |
<p>| 9 (7/30 – 7/31) | Ch. 8: Securing Information Systems |</p>
<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Ch. 9: Enterprise Applications</td>
<td>Quiz 10, Assignment 3 SAP Sales and Distribution case study given out</td>
</tr>
<tr>
<td>11</td>
<td>Ch. 10: E-Commerce: Digital Markets, Digital Goods</td>
<td>Quiz 11, Assignment 2 due on 8/4 at noon.</td>
</tr>
<tr>
<td>12</td>
<td>Ch. 11: Managing Knowledge</td>
<td>Quiz 12, Exam #2 (Chapters 6-10) anytime on 8/6 or 8/7</td>
</tr>
<tr>
<td>13</td>
<td>Ch. 12: Enhancing Decision Making</td>
<td>Quiz 13, Assignment 3 due on 8/9 at noon.</td>
</tr>
<tr>
<td>14</td>
<td>Ch. 13: Building Information Systems</td>
<td>Quiz 14</td>
</tr>
<tr>
<td>15</td>
<td>Group E-Commerce Business Plan</td>
<td>Due on 8/14 at noon.</td>
</tr>
<tr>
<td>16</td>
<td>Comprehensive Final Exam (Chapters 1-13)</td>
<td>Anytime between August 15th and 16th</td>
</tr>
</tbody>
</table>