

E-Management  
MGMT 4210 (sections 001, 026) – Spring 2021  
**Syllabus<sup>1</sup>**

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E-mail: [anat.barnir@unt.edu](mailto:anat.barnir@unt.edu) **\*\*best way to reach me \*\* Please do not use Canvas email!**  
Office hours: Online: (Zoom / phone)  
Monday, Wednesday, Thursday, 12:-00 – 1:00. & other times by appointment. \* Please email me no later than 10 am on the day you want to visit so I can set up and send you a zoom meeting link.

### Course Description and Objectives

*The increasing scope of commercial activity that is conducted electronically affects all businesses, often in radical ways. The electronic commercial activity influences the nature of competition, the structure of the supply chain, the types of opportunities and threats facing firms, and the effectiveness of a firm's strengths and capabilities. Further, the changes arrive on the information superhighway, leaving little time for firms to adjust and prepare, rapidly changing the face of competitive arenas.*

After completing this course students should be able to -

1. Describe relevant technologies that affect the conduct of business
2. Analyze competitive environments in terms of their technological context and determine business opportunities and threats.
3. Explain which, when, and how online business technologies can lead to competitive advantages
4. Evaluate emerging business challenges associated with managing the traditional business given the increase in electronic commerce activity.
5. Recommend change to traditional management activities such as strategy, supply chain management, organizational functions, or leadership in the light of digital economy.

### Material

Gallaugher, J. M. 2018, *Information Systems: A Manager's Guide to Harnessing Technology*, v7.0 Flatworld knowledge.\*\* (The ONLY edition we go by.)

An Access Code to an electronic version of the book (as well as to practice quizzes) is available from UNT bookstore. This access code can also be upgraded through the publisher to add additional formats, such as downloadable version or a print book.

Link to the publisher course site: Student Link: <https://students.flatworldknowledge.com/course/2589013>

It is not recommended to purchase the book at a place that does not provide you with an Access Code as there may not be any remedies for you to get one.

Website notes and videos: Additional material will be available as videos or lecture notes, through the Module on Canvas.

### Communication

- 1) **Announcements:** All official announcements and bulletins are posted on the Canvas course website. You are responsible for knowing the information posted there.
- 2) **Email**
  - a. Contact me at [anat.barnir@unt.edu](mailto:anat.barnir@unt.edu) and include "MGMT 4210" in the subject of the email.
    - I strive to respond to all email no later than by the end of the following business day. If you do not get a response in that time frame, your email may have been misdirected, so please re-send it.

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<sup>1</sup> Instructor reserves the right to make changes to the syllabus/schedule, as needed.

- b. Emails from me to the class: The default email is your EagleConnect/myUNT address. If you do not check or use this account, please change the settings so messages sent to it are forward to your preferred account. For instructions and assistance, visit <https://eagleconnect.unt.edu>.
- c. Broadcast emails: Broadcast emails (emails sent from a student on which the entire class or a large group of students is copied) are not allowed without permission. If you feel you have something important to share with the entire class, please email me first.

### 3) **Meet the Prof**

An introductory discussion forum is available for the first 10 days where you may post questions pertaining to the course. Please check under the Discussions link and post your questions. Also, check this Discussion, as you may learn from questions posted by others. Post only questions that are relevant to the entire class (which you will ask in an in-person class). All other questions – please email me directly.

## Course Structure & Organization

- a. The course is 100% online course. Online courses offer flexibility. However, note that this course has a set schedule of weekly activities as well as defined availability windows for taking quizzes/exams or submitting assignments. Check course schedule at the end of the syllabus for deadlines and due dates.
- b. Modules (weekly learning units) are available through the Module Tab on Canvas. When logging in to the course, you will see a first Module titled “*Guides and Guidelines*” which consists of important information on assignments and procedures, and is followed by weekly content modules organized by date. Each Module consists of objectives, content (lecture notes, recordings / videos, etc.) and activities / assignments. All material in the Module folder is required. The Modules follow the course schedule as noted the course schedule at the end of this this syllabus
- c. **Virtual live class meetings.** On occasion, virtual class meetings will be held. Although those meetings are not mandatory, it is highly recommended that students attend. At this time two meetings are scheduled:
  - Friday, January 15<sup>th</sup> 4:00 – 5:00 pm. This meeting will focus on syllabus and course overview
  - Wednesday, 3/17<sup>th</sup>, 4:00-5:00 pm. This meeting will focus on the comprehensive project.
 Meetings will be held via Zoom and a link will be posted.
- d. **Course requirements, grading, and schedule:** See pages 3-5 and 9-10 of the syllabus.
- e. All course activities are conducted only through Canvas. If you are not familiar with Canvas, please review the **Help?** link on the navigation bar and tutorials.
- f. **Cohort study group**
- g. You will be assigned to a *Cohort Study Groups*. This group is to help you establish and maintain contact with classmates and provide resources and interaction opportunities. I am always here to answer your questions, but if you are more comfortable asking classmates, you may send a question to your Cohort Study Group email or post the question on the group’s discussion board.

## Technology & Skill Requirements

### **Technology / Capability Requirements**

Minimum technology requirements for this course are:

- Computer
- Reliable internet connectivity and access. Note that Broadband connection (DSL, Cable, T-1 or better) is required for exams (NO wireless). Dialup and wireless connections have proved to be unreliable and should not be used to take exams.
- Software: Microsoft office suite (Word, PowerPoint, Excel), Adobe - acrobat
- Webcam (or a technology that allows for on-camera participation)
- [Canvas Technical Requirements \(https://clear.unt.edu/supported-technologies/Canvas/requirements\)](https://clear.unt.edu/supported-technologies/Canvas/requirements)

Minimum required skills/capabilities

- Knowledge of basic computer skills, and use of Microsoft Word, Adobe-pdf, PowerPoint, Excel.
- knowledge of CANVAS functionalities

## Technical Assistance

Part of working in the online environment involves dealing with the inconveniences and frustration that can

arise when technology breaks down or does not perform as expected. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

**UIT Help Desk:** (<http://www.unt.edu/helpdesk/index.htm>)

**Email:** [helpdesk@unt.edu](mailto:helpdesk@unt.edu) **Phone:** 940-565-2324 **In Person:** Sage Hall, Room 130

**Walk-In Availability:** 8am-9pm

**Telephone Availability:**

- Sunday: noon-midnight
- Monday-Thursday: 8am-midnight
- Friday: 8am-8pm
- Saturday: 9am-5pm

**Laptop Checkout:** 8am-7pm

For additional support, visit [Canvas Technical Help](https://community.Canvaslms.com/docs/DOC-10554-4212710328) (<https://community.Canvaslms.com/docs/DOC-10554-4212710328>)

### **Troubleshooting during exams:**

- If you encounter technical issues while taking a quiz/exam, call the Help Desk (940-565-2324). Feel free to email me after you talk to them, and in your email **provide a phone number** where I can reach you (if I am available at the time of the incident, I will call you.)
- Make note of any scheduled maintenance time during which the system is not available. It is not recommended to engage in any course activity within 15 minutes of that timeframe.

## **Course Requirements & Grading**

<b>Assignment</b>	<b>Points</b>
1. Syllabus/course quiz	15
2. Study Question Assignments (7 @ 20pts each)	140
3. Exams (4 @ 100 pts each)	400
4. Project	100
Total	655

*Letter grade equivalent:*

**A:** 589-655

**B:** 524-588

**C:** 458-523

**D:** 393-457

**F:** less than 393

### **1. Syllabus/Course Quiz (15 points)**

- Availability & Due date:** Available in Week 1 Module. Due no later than Sunday, 1/24, 9 pm.
- Overview / policies:**

You will complete a quiz on the course and its requirements as manifested in the syllabus and online documents, to ensure that you have read the syllabus and understand the requirements.

  - 10 questions at 1.5 point each. 13 minutes.
  - Material covered: syllabus, SQA guidelines, Exam guidelines, material posted on course website.

### **2. Study Questions Assignments - SQA (7 x 20 pts)**

- Availability and due dates:** Assignments are available in the corresponding Weekly Modules and are due by Sunday 9 pm of the week.
- Overview/policies:**
  - An SQA entails answering a set of questions about key issues in the chapter. Answers are submitted through CANVAS Assignments tool.

- The questions often directly address a topic / issue discussed in the book. The objective is to get students to focus and integrate their learning. Therefore, when answering and SQA, use the material to create an original response in your own words. Do NOT copy your answers from the book (or any other source).
- Assignments/parts of assignments may be checked for originality using TurnItIn or other online resources.

See SQA guidelines on course website.

### 3. Exams (4 @ 100 points)

- Availability and due dates:** Exam links are available at the end of the Module, per course schedule in this syllabus. For example, the link to Exam 1 will appear at the end of Week 4 Module. Due dates and coverage are noted under # 4) below. Exams must be submitted within the availability time.
- Overview / policies**
  - Exams are intended to quickly test your understanding and mastery of theories, concepts, and business implications and application of the material. Four exams are required, which will allow for ensuring that you stay on top of the material and are moving along with the rest of the class. An exam not taken grants zero points.
  - *Makeup exams:* See information in *Exam Guidelines* on the course website.
  - *Practice Quizzes:* The publisher website for the course (link on p. 1 of the syllabus) offers access to the online book along with practice quizzes and flashcard study tools for each chapter. You are encouraged to take this opportunity and test your knowledge and practice prior to taking the exam.
- Exams dates & coverage:**

	Availability dates*	Coverage
<b>Exam 1</b>	Sun., 2/10, 7 pm – Mon., 2/11, 9 pm	Weeks 1-4
<b>Exam 2</b>	Sun., 3/3, 7 pm – Mon., 3/4, 9 pm	Weeks 5-8
<b>Exam 3</b>	Sun., 3/31, 7 pm – Mon., 4/1, 9 pm	Weeks 9-11
<b>Exam 4</b>	Sun., 4/25, 7 pm – Tues., 4/27, 9 pm (Finals Week)	Weeks 10-14
<b>Makeups</b>	Monday, April 19, 9:00 am – 3:00 pm.	

\*An exam must be submitted (finished) by the end of its availability period.

See Exam Guidelines on course website & appendix to this syllabus.

### 4. Comprehensive project (100 points)

- Availability and due dates:** All information about the project will be posted in a designated *Project Module* on the course website. The project is due in two parts, on 4/7 and 4/20.
- Overview / policies**

The project is designed to give you an opportunity to apply many of the concepts you learned during the semester. The project will be available in the second part of the semester and entails a report and an online component. A detailed document will be provided. The project will be available March 15<sup>th</sup> at which point a virtual class meeting will be held and an overview will be provided. The project may be done individually or with a small team.

See Project guidelines on course website.

### Course Schedule

See *Course Schedule* (pp.9-10) of this syllabus for detailed schedule of topics, assignments, and due dates.

## Policies & Procedures

### I. **Times & dates**

Times noted in this syllabus reflect U.S. Central times. Also note that all dates are written according to U.S. conventional format (month / day):

2/3 = February 3<sup>rd</sup> ; 3/2 = March 2<sup>nd</sup>

### II. **Sunset Rule**

Students have five (5) business days from the time a grade is posted to inquire about it. The purpose is to resolve any question as soon as grades are posted, rather than wait until the end of the semester. Note that exams are not returned, and students wanting to go over them should make an appointment (online or phone). Exam appointments are not scheduled during the day an exam is available.

### III. **Attendance policy**

- This is a 100% online class with no required synchronous meetings.
- Live synchronous meetings may be held but are optional.
- Students should **log in and read announcements** and emails **at minimum once every 48 hours**.
- Student check-in. At least one individual meeting is expected to be held with each student. This will allow me to get to know you and how I can help you succeed. Be on the lookout for a for scheduling information that will be available the first weeks of the semester.
- Students must follow the syllabus schedule and virtually attend class by reviewing material, completing assignment, and participating in discussions.

#### **COVID-19 Impact on Attendance**

While attendance is expected as outlined above, it is important for all of us to be mindful of the health and safety of everyone in our community, especially given concerns about COVID-19. Please contact me if you are unable to attend class because you are ill, or unable to attend class due to a related issue regarding COVID-19. It is important that you communicate with me prior to being absent so I may make a decision about accommodating your request to be excused from class.

If you are experiencing any [symptoms of COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or [askSHWC@unt.edu](mailto:askSHWC@unt.edu)) or your health care provider PRIOR to coming to campus. **UNT also requires you to contact the UNT COVID Hotline at 844-366-5892 or [COVID@unt.edu](mailto:COVID@unt.edu) for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure.** While attendance is an important part of succeeding in this class, your own health, and those of others in the community, is more important.

### IV. **Missed deadlines due to excused absences**

Assignments / exams are due on/by the scheduled dates. **Legitimate, verifiable, and documented** excuses such as medical emergencies, natural disasters, or UNT computer problems that affect all students may grant accommodation but will be dealt with on a case-by-case basis. Work related issues, travel & travel related delays, personal conflicts, malfunction of personal computer, etc., typically do not constitute grounds for accommodation. If you believe that you deserve special consideration for a particular event, contact me via email prior to the scheduled event if possible, or as soon as possible after the missed event. Please provide supporting documents.

### V. **Plagiarism and TurnItIn policies**

Course assignments / discussions / projects / or exam questions may be checked electronically at [www.TurnItIn.com](http://www.TurnItIn.com) for similarities to already published work appearing in an extensive database, to prevent plagiarism and to ensure independent and original work of students. The instructor reserves the right to decide which assignments will be checked and will usually apply a randomized process. Plagiarism will not be tolerated and will be considered as a breach of UNT academic Integrity Policy. An assignment deemed plagiarized will incur a grade of zero. Recurring plagiarism may result in course failure and university level consequences.

### VI. **Canvas Learning System grades**

Grades posted in Canvas Learning System are **unofficial**. Your instructor will keep official grades (in spreadsheet form) in a secure location. This is to protect against hacking of the Canvas Learning

System and destruction of grade reports. Official grades and Canvas Learning System grades should match. Please check your grades regularly and contact your instructor to discuss discrepancies.

**VII. *Acceptable student behavior***

Student behavior that interferes with the instructor's ability to conduct the course or with other students' ability to learn is disruptive and unacceptable. If a student's behavior is deemed disruptive, the student will be warned and instructed to cease the disruptive behavior. If this does not happen, the student may be removed from activities and/or referred to the Dean of Students for consideration whether the behavior constitutes violation of the Code of Student Conduct.

**VIII. *Course evaluations***

Course evaluations are conducted for each organized course at UNT. At the end of the semester, you will be informed of the availability of the evaluation. The evaluations are important as they provide feedback that is used to re-design the course. Please take time to complete it.

**IX. *Syllabus change policy***

While there is no plan on changing the syllabus, circumstances may arise that require changes to be made. In such instances, students will be notified.

**X. *Emergency notification procedures***

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Canvas for contingency plans for covering course materials

**XI. *Dropping the course***

If you decide to drop the course, do so within UNT set deadlines, which are available through the Registrar's website ( <http://registrar.unt.edu/regISTRATION/spring-registration-guide> ). To drop the course, contact either the Management Department or the Registrar's office and follow their instructions. Students are not automatically dropped for non-participation. Emailing me to have you dropped from the course will not get you dropped (in which case you remain on the roster and will be assigned a grade). Going through proper procedures is the only way to drop.

**XII. *Emergency Evacuation Procedures for Business Leadership Building:***

**Severe Weather** In the event of severe weather, all building occupants should immediately seek shelter in the designated shelter-in-place area in the building. If unable to safely move to the designated shelter-in-place area, seek shelter in a windowless interior room or hallway on the lowest floor of the building. All building occupants should take shelter in rooms 055, 077, 090, and the restrooms on the basement level. In rooms 170, 155, and the restrooms on the first floor.

**Bomb Threat/Fire** In the event of a bomb threat or fire in the building, all building occupants should immediately evacuate the building using the nearest exit. Once outside, proceed to the designated assembly area. If unable to safely move to the designated assembly area, contact one or more members of your department or unit to let them know you are safe and inform them of your whereabouts. Persons with mobility impairments who are unable to safely exit the building should move to a designated area of refuge and await assistance from emergency responders. All building occupants should immediately evacuate the building and proceed to the south side of Crumley Hall in the grassy area, west of parking lot 24.

## Intellectual property

### *Copyright and Intellectual Property Statement*

State common law and federal copyright law protect all material appearing on this website and material distributed and presented for this course. The word *material* includes (but is not limited to) all content and any document, slides, presentation, notes/text, exam, lecture, or recording. Whereas a student is authorized to take notes in class and to make a copy or print course material, the authorization extends to students in this course only, and only to making one set for the student's own personal use and no other use. You are not authorized to record or make copies of the material, lectures/notes/slides, to disseminate and/or provide your notes or course material to anyone else, or to make any commercial use of course material without express



prior written permission from me. Exams and exam questions are also copyrighted material and disseminating them in physical, digital, or any manner is strictly prohibited. Failing to follow this policy is a violation of the UNT Code of Student Conduct and could lead to disciplinary action.

### *Class Recordings & Student Likenesses*

Synchronous (live) sessions in this course may be recorded for students enrolled in this class section to refer to throughout the semester. Class recordings are the intellectual property of the university or instructor and are reserved for use only by students in this class and only for educational purposes. Students may not post or otherwise share the recordings outside the class, or outside the Canvas Learning Management System, in any form. Failing to follow this restriction is a violation of the UNT Code of Student Conduct and could lead to disciplinary action.

### ADA Compliance

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one's specific course needs. Students may request accommodations at any time; however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the [ODA website \(https://disability.unt.edu/\)](https://disability.unt.edu/). An ODA letter of needed accommodation must be received by your instructor no less than 3 working days prior to the time the accommodation is needed.

### Academic Integrity

Academic Integrity Standards and Consequences. According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University. Academic integrity policies are designed to protect the honest student from unfair competition with unscrupulous individuals who might attempt to gain an advantage through cheating. If you engage in academic dishonesty related to this class, you will receive a failing grade on the test or assignment, and a failing grade in the course. In addition, your case will be referred to the appropriate authority for review. Scholastic dishonesty includes, but is not limited to, a) use of unauthorized assistance in taking tests, exams, or any assignment not designated as a group project; b) acquisition, without permission, of tests or academic material belonging to faculty or university staff; c) plagiarism, including copying from any published / non-published work without proper citation (including material published online).

For detailed information about UNT policy please see the UNT Standards of Academic Integrity available at [http://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student\\_Affairs- Academic\\_Integrity.pdf](http://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student_Affairs- Academic_Integrity.pdf)

### Statement on Face Covering

Face coverings are required in all UNT facilities. Students are expected to wear face coverings during this class. If you are unable to wear a face covering due to a disability, please contact the Office of Disability Access to request an accommodation. UNT face covering requirements are subject to change due to community health guidelines. Any changes will be communicated via the instructor.

### Transmission and recording of student images in electronically delivered courses

This course employs lecture capture technology to record class sessions. Students may occasionally appear on video. Those recordings will be available to all students for study purposes.

### Sexual Assault Prevention

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title

IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT's Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim's compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at [SurvivorAdvocate@unt.edu](mailto:SurvivorAdvocate@unt.edu) or by calling the Dean of Students Office at 940-565- 2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at [oeo@unt.edu](mailto:oeo@unt.edu) or at (940) 565 2759.

## Important Notice for F-1 Students Taking Distance Education Courses

### *Federal Regulation*

To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the Electronic Code of Federal Regulations website at <https://www.ice.gov/sevis/schools/reg#f6iv>. The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G). The paragraph reads:

(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

### *University of North Texas Compliance*

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student's responsibility to do the following:

- (1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
- (2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email [internationaladvising@unt.edu](mailto:internationaladvising@unt.edu)) to get clarification before the one-week deadline.

## UNT policies and resources

Please refer to the UNT policies section on the course website for additional important university policies and links to academic and wellness resources.



## MGMT 4210 – Course Schedule\*

Spring 2021

<u>Availability</u>	<u>Topic</u>	<u>Readings &amp; Assignments</u>
<b>Week 1</b> <b>Monday 1/11 –</b>	Course overview & intro  <b>Virtual class meeting: Friday, 1/15, 4 – 5 pm via Zoom.</b>	<b>To do:</b> ➤ Obtain book, review website and syllabus, ensure compatibility issues, take Canvas tutorials if needed ➤ Post questions to <i>Meet the Prof</i> Discussion forum ➤ Student Introductory post <b>NOTE:</b> the material / assignments from week 2 are already available to you and you may start with the content.
<b>Week 2</b> <b>Starting Monday 1/18</b>	<b>Chapter 1:</b> Setting the stage: Technology and the modern enterprise  <b>Chapter 16:</b> A Manager's guide to the internet and telecommunication	<b>To do:</b> ➤ Read Ch. 1 ➤ Review Week 1 module (Ch.1) in Canvas ➤ Read Ch. 16 ➤ Review Week 1 module (Ch.16) in Canvas <b>The following are due by Sunday, 1/24, 9 pm:</b> ▪ Course / syllabus quiz ▪ Introductory discussion post ▪ SQA Ch 1 & 16 <b>NOTE:</b> This week's material / assignments are available from the first day of the semester and you may start them early.
<b>Week 3</b> <b>Starting Monday 1/25</b>	<b>Chapter 2:</b> Strategy and technology: Concepts and frameworks for achieving success	<b>To do:</b> ➤ Read Ch. 2 ➤ Review Week 3 module in Canvas <b>The following is/are due by Sunday, 1/31, 9 pm:</b> ▪ SQA Ch. 2
<b>Week 4</b> <b>Starting Monday 2/1</b>	<b>Chapter 3:</b> Zara	<b>To do:</b> ➤ Read Ch. 3 ➤ Review Week 4 module in Canvas ➤ <b>Prepare for / take Exam 1 (available Sunday 2/7 7 pm)</b> <b>The following is/are due by Sunday, 2/7, 9 pm:</b> ▪ SQA Ch. 3
<b>Exam 1 (Weeks 1-4) Available Sunday 2/7 7:00 pm – Monday 2/8 9:00 pm</b>		
<b>Week 5</b> <b>Starting Monday 2/8</b>	<b>Chapter 5:</b> Moore's Law and more: Fast, cheap, computing and what this means for the manager	<b>Exam 1: Available</b> ▪ <b>Due Monday, 2/8, 9 pm</b> <b>To do:</b> ➤ Read Ch. 5 ➤ Review Week 5 module in Canvas <b>The following is/are due by Sunday, 2/14, 9 pm:</b> ▪ SQA Ch. 5
<b>Week 6</b> <b>Starting Monday 2/15</b>	<b>Chapter 6:</b> Disruptive technologies:	<b>To do:</b> ➤ Read Ch. 6 ➤ Review Week 6 module in Canvas <b>The following is/are due by Sunday, 2/21, 9 pm:</b> ▪ SQA Ch. 6
<b>Week 7</b> <b>Starting Monday 2/22</b>	<b>Chapter 7:</b> Amazon	<b>To do:</b> ➤ Read Ch. 7 ➤ Review Week 7 module in Canvas <b>The following is/are due by Sunday, 2/28, 9 pm:</b> ▪ No assignments due

<b>Week 8</b> <b>Starting Monday</b> <b>3/1</b>	<b>Chapter 8:</b> Platforms, network effects & more	<b>To do:</b> <ul style="list-style-type: none"> <li>➤ Read Ch. 8</li> <li>➤ Review Week 8 module in Canvas</li> <li>➤ <b>Prepare for / take Exam 2 (available Sunday 3/7 7 pm)</b></li> </ul> <b>The following is/are due by Sunday, 3/7, 9 pm:</b> <ul style="list-style-type: none"> <li>▪ SQA Ch. 8</li> </ul>
<b>Exam 2 (Weeks 5-8) Available Sunday 3/7 7:00 pm – Monday 3/8 9:00 pm</b>		
<b>Week 9</b> <b>Starting Monday</b> <b>3/8</b>	<b>Chapter 9:</b> Social media, peer production and leveraging the crowd	<b>Exam 2: Available</b> <ul style="list-style-type: none"> <li>▪ <b>Due Monday, 3/8, 9 pm</b></li> </ul> <b>To do:</b> <ul style="list-style-type: none"> <li>➤ Read Ch. 9</li> <li>➤ Review Week 9 module in Canvas</li> </ul> <b>The following is/are due by Sunday, 3/14, 9 pm:</b> <ul style="list-style-type: none"> <li>▪ SQA Ch. 9</li> </ul>
<b>Week 10</b> <b>Starting Monday</b> <b>3/15</b>	<b>Chapter 10:</b> The sharing economy, and efficient markets through tech <b>Virtual class meeting: Wed., 3/16, 4 – 5 pm via Zoom</b> <b>Project released</b>	<b>To do:</b> <ul style="list-style-type: none"> <li>➤ Read Ch. 10</li> <li>➤ Review Week 10 module in Canvas</li> </ul> <b>The following is/are due by Sunday, 3/21, 9 pm:</b> <ul style="list-style-type: none"> <li>▪ SQA Ch. 10</li> </ul>
<b>Week 11</b> <b>Starting Monday</b> <b>3/22</b>	<b>Chapter 14:</b> Software in flux	<b>To do:</b> <ul style="list-style-type: none"> <li>➤ Read Ch. 14</li> <li>➤ Review Week 11 module in Canvas</li> <li>➤ <b>Prepare for / take 3 (available Sunday 3/28 7 pm)</b></li> </ul> <b>The following is/are due by Sunday, 3/28, 9 pm:</b> <ul style="list-style-type: none"> <li>▪ SQA Ch. 14</li> </ul>
<b>Exam 3 (Weeks 9-11) Available Sunday 3/28 7:00 pm – Monday 3/29 9:00 pm</b>		
<b>Week 12</b> <b>Starting Monday</b> <b>3/29</b>	<b>Chapter 15:</b> Data and competitive advantage	<b>Exam 3: Available</b> <ul style="list-style-type: none"> <li>▪ <b>Due Monday, 3/29, 9 pm</b></li> </ul> <b>To do:</b> <ul style="list-style-type: none"> <li>➤ Read Ch. 15</li> <li>➤ Review Week 12 module in Canvas</li> </ul> <b>The following is/are due by Sunday, 4/4, 9 pm:</b> <ul style="list-style-type: none"> <li>▪ SQA Ch. 15</li> </ul>
<b>Week 13</b> <b>Starting Monday</b> <b>4/5</b>	<b>Chapter 17:</b> Information security	<b>Project (1) due:</b> Your E-Business Report Wed., 4/7 <b>To do:</b> <ul style="list-style-type: none"> <li>➤ Read Ch. 17</li> <li>➤ Review Week 13 module in Canvas</li> </ul> <b>The following is/are due by Sunday, 4/11, 9 pm:</b> <ul style="list-style-type: none"> <li>▪ SQA Ch. 17</li> </ul>
<b>Week 14</b> <b>Starting Monday</b> <b>4/12</b>	<b>Chapter 18:</b> Google in three parts	<b>To do:</b> <ul style="list-style-type: none"> <li>➤ Read Ch. 18</li> <li>➤ Review Week 14 module in Canvas</li> </ul> <b>The following is/are due by Sunday, 4/18, 9 pm:</b> <ul style="list-style-type: none"> <li>▪ SQA Ch. 18</li> </ul>
<b>Week 15</b> <b>Starting Monday</b> <b>4/19</b>	<b>Pre-finals, Reading day</b>	<b>Project (2) due:</b> Your E-Business store Wed., 4/20 <b>To do:</b> <ul style="list-style-type: none"> <li>➤ <b>Prepare for / take Exam 3 (available Sunday 4/25 7 pm)</b></li> </ul>
<b>Exam 4 (Weeks 12-15) Available: Sunday 4/25 7:00 pm – Tuesday 4/27 9:00 pm</b>		
<b>Week 16</b> <b>Starting 4/26</b>	<b>Finals week</b>	<b>Exam 4: Available</b> <ul style="list-style-type: none"> <li>▪ <b>Due Tuesday, 4/27, 9 pm</b></li> </ul>

\*Instructor has right to change schedule, if needed.

## Appendix – IMPORTANT INFORMATION REGARDING EXAMS

1. Carefully read the information on the Exams/Quizzes available in previous pages of this syllabus.
2. Exams/Quizzes are available online, and you can access them from any desktop or laptop. **It is not recommended to take exams/quizzes from mobile devices such as iPads or tablets** due to connectivity issues students have experienced in the past.
3. You **must arrange to be available during the scheduled times**. It is your responsibility to make sure you know how to use the online delivery platform and that your computer has all appropriate plug-ins etc., to run the test.
4. Exams / Quizzes are available for a specific period of time, referred to as the **availability period**. Availability period is that period during which you can access the Exam / Quiz. Canvas locks the Exam/Quiz at the end of the availability period after which it is not possible to submit answers (even if you started the exam/quiz during the availability period). In other words, **if you want to have the full allotted time for the exam/quiz, you must start it early enough so that you will have the entire allotted time before the availability period ends**.
5. It is strongly recommended **NOT to wait until the last hours of the availability period to access an exam/quiz**. If you wait till the last hour of the availability period and encounter difficulties, you may miss the test, in which case you get zero for it. Note that when you wait till the last hours, you will have very little recourse to handle any technical or other issues that emerge (see the item *Technical Help during an Exam / Quiz*.)
6. Time of test is measured by Canvas system.
7. Canvas **does not record any answer** entered after the availability period. Be aware that there may be a few seconds of processing time from the time you hit submit, so if you submit in the last seconds, you may not have your answer saved.
8. Computer setup. Make sure that your computer is properly configured and set up with all the necessary software, browser configurations, etc. for taking Exams/Quizzes. Specific guidelines are available through the UNT [HelpDesk website](#). It is your responsibility to have adequate and adequately configured computer equipment and software to take this online course.
9. **Technical help during an Exam/Quiz**. If you encounter technical problems, contact the Help Desk immediately (940-565-2324). **Make sure to have the phone number of the Help Desk handy and be mindful of their hours**. The folks there often can walk you through a solution over the phone. After you call the Help Desk, leave me an e-mail message to let me know you had a problem and whether it got corrected. In your email, include a phone number where I can reach you in case I am online and can call right away.
10. **Academic Integrity**: Use of cell phones, cameras, or any electronic device is not allowed during testing. Talking to other students, soliciting or giving help is not allowed. Copying, photographing or disseminating the questions in any form is prohibited. The first item in each exam is an Integrity Confirmation. Confirming the statements on this item is a condition for getting credit. Being dishonest about any statement of this item is a violation of academic integrity and subject to automatic F in this course and appropriate measures granted by the University for violating academic integrity.