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.

This course has three main objectives:

1. To highlight emerging issues associated with managing the traditional business given the increase in electronic commerce activity.
2. To explore which, when, and how online business activity can support a business and lead to competitive advantage.
3. To re-view traditional management issues such as strategy, supply chain management, organizational functions, or leadership in the light of digital economy.

Specific learning objectives are stated for each Module/Lesson. Those can be found in the relevant Module folder, available through Learning Modules link on the course website.

SYLLABUS OUTLINE

<table>
<thead>
<tr>
<th>Contact, course description</th>
<th>p.1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required material, Procedures &amp; policies</td>
<td>pp. 2 – 5</td>
</tr>
<tr>
<td>Website map</td>
<td>p. 5</td>
</tr>
<tr>
<td>Performance evaluation and grade components</td>
<td>pp. 6 – 9</td>
</tr>
<tr>
<td>Schedule and timeline</td>
<td>pp. 10-11</td>
</tr>
<tr>
<td>Appendix I – Info on exams</td>
<td>p.12</td>
</tr>
</tbody>
</table>

* Instructor reserves the right to make changes to the syllabus, as needed.
**Course Material (required)**


The above is the ONLY edition of the book that we go by. Assignments, readings, and cases are assigned from this edition only. Earlier or other editions of the book are not compatible with the material, assignments, and exams in this course.

Students should have the book on the first day of class, to be able and stay on track with assignments and tests. You can purchase the book through the bookstore or a lower priced e-textbook, which is available through various providers. (Do an online search and check with UNT bookstore.)

A Module page has been set up online for each learning unit (Module). In that folder additional content (such as videos, PowerPoint slides, readings, and other resources) is provided. The additional content is an integral part of the course. Make sure to review this link weekly.

**Communication**

The two primary communication functionalities in this course are Announcements and E-Mail.

I. **Announcements**: This is the primary means by which I communicate important information to the entire class. The Announcement tool in BbLearn does not always alert you to the existence of new announcements with a callout icon. You must **actively click on the Announcement button** in the course to check if there are new announcements. **Make a habit of checking this link as many times a day as you can, but not less than every 48 hours.** Read all messages from me promptly, as they may include important information regarding assignments or course and e-mail me with any questions or concerns.

II. **E-mail**: we will use the **Messages** tool in BbLearn. You have to **actively click on the Messages tool** (button) from the course menu and see if you have a new message. **Please make a habit of checking messages every time you log in** (and preferably right before you log out as well), and at least once every 48 hours, to make sure you read messages. **All course related communication during the semester should be done using BbLearn Messages (email). Use external email only if BbL is not operational.**

  **Subject line**: All messages and emails must include a relevant subject. An example of appropriate subject is *Assignment question or Personal conflict*. Remember that when you *reply* to an previously sent message, the subject remains, so make sure to change the subject if the message is on a different topic.

  **Address**: My name is Dr. Barnir or Prof. Barnir and not “Ms. Barnir”, “Mrs. Barnir,” “Mr. Barnir,” “Hello,” “Hey,” “Yo,” “Howdy,” etc. Please begin all emails with the proper address.

III. **External e-mail**: UNT policy is that the default e-mail for non-Bb communication is the student’s EagleConnect account. Any messages sent from me using external e-mails will be sent to that account. If you do not check or use this account, make sure to log in and change the settings so that all messages from this account are forwarded to your preferred e-mail account. (Please test the settings to make sure the forwarding works.)

IV. **Broadcast email/messages**: Students may NOT send broadcast email /Messages (cc: all students) to the class without my permission. Sending such messages without permission is considered a violation of the UNT Student handbook and Code of Conduct. Violations will be reported to the appropriate entities for consideration.

**Meet the Prof**

An introductory discussion forum is available over the first week of the semester. Please check under the Discussion Board link and post questions pertaining to the course there. Please go over the entire syllabus before posting your questions. Post only questions that may be relevant to the class (questions you would ask in a face-to-face session). Questions relating to personal circumstances or
that are unique to your situation, should not be posted in the public forum but should be emailed directly to me.

The Meet the Prof forum is available through the Discussions Board, from Wednesday, 1/20 till Tuesday, 1/26.

**ADA Compliance**
The College of Business complies with the Americans with Disabilities Act in making reasonable accommodation for qualified students with disability. If you have an established disability as defined in the ADA and would like to request accommodation, you must obtain an accommodation letter from UNT Office of Disability Accommodation (ODA). Any student that has obtained an accommodation should notify me AND ensure that I receive the ODA letter within the first week of the semester. If you have a letter of accommodation, DO NOT hang on to it but turn it to me immediately, and no less than 5 working days prior to the time the accommodation needs to be arranged. University policy requires that students notify their instructor within the first week of class that an accommodation will be needed.

**Academic Integrity**
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)

**Policies, Course Procedures, and Method of Instruction**

**I. Online delivery**
This course will be taught using distance-delivery methods. Online courses offer different experiences than onsite classes. And, although online delivery provides more flexibility for students, be aware that this course is not self-paced but has a set schedule of assignments and deadlines that must be met along with defined availability windows for quizzes and exams.

All course assignments will be accepted only through BbLearn. If you are not familiar with Blackboard, please take some time to browse through the different tutorials links posted on UNT Blackboard page. For troubleshooting regarding access and technology issues, please check the resources through UNT Helpdesk. Phone number for the Student HelpDesk is 940-565-2324.

After the first week of the semester it is assumed that all students are familiar with BbL and can take assignments and use its tools as required.

**II. Weekly Modules**
Each week a Module folder is released. **Students should check the weekly Module(s) folder each Monday morning.** The folder will consist of information and important reminders. The folder also has links to additional study material such as videos, online links, or articles. All the material is included in the content for the exams.

Study aids:
- Module Folders include study aids, such as copies of PowerPoint presentations, links to videos or external sources, or study notes for the chapter/content of the week.
- Study aids supplement the textbook. They do not substitute it. Make sure to read the chapter.
- Material posted in the Module folder is part of the course and is included in the exams.

**III. Times & dates**
All times noted in this syllabus are **U.S. Central time**. If you are outside this time zone, make sure to adjust the times and deadlines you go by, to reflect adherence with the syllabus schedule. Also note that all dates are written according to U.S. conventional format (**month / day**):

- 2/3 = February 3rd; 3/2 = March 2nd.

**IV. Missed deadlines**
Assignments / exams / quizzes are due on/ by (and only on/ by) the scheduled dates. In fairness to students who do meet deadlines, there will be no deviation from the schedule. Legitimate, verifiable, and documented excuses such as family or 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, traffic, travel, travel related delays, or personal problems, including problems or malfunctions of personal computers DO NOT constitute grounds for accommodation.**

If you believe that you deserve special consideration for a particular event, you should contact me via email prior to the scheduled assignment/exam, if possible. If this is not possible, contact me as soon as possible after the missed assignment/exam. In your email, explain the reasons for missing the deadline and provide supporting documentation. I will review those and make a determination.

**V. Sundown Rule**
Students have seven business (work) days from the time grades are posted to inquire about a grade. The purpose is to resolve any question as soon as grades are posted rather than wait till the end of the semester. Make sure you check your grades on Blackboard frequently and contact me with any questions.

Note that exams / quizzes are not returned. Students wishing to review a quiz or exam should contact me for an appointment. Appointments are held during regular work days and time only, and typically require at least a 48 hour notice. Exams/quizzes will not be reviewed during an availability period of an exam or on the preceding business day.

**VI. Extra Credit**
Students should not expect or count on extra credit assignments to raise their grade. If you are counting on a grade in this class that you need to graduate this semester, your best strategy is to work hard, pay attention to the requirements, and utilize the opportunities built into the course, such as taking all quizzes or studying hard for the optional final.

**VII. Technical help**
If you have difficulty accessing the course please contact the Blackboard Vista Support staff at vista@unt.edu, phone: (940) 565-2324; in person: Sage 130, [http://www.unt.edu/helpdesk/](http://www.unt.edu/helpdesk/). If you encounter a technical problem, you may notify me, but please do not contact me with technical questions as I cannot provide help with those. The Help Desk advisors can often walk you through a problem and solve it with you while on the phone, so make sure to contact them promptly.

**VIII. Students who are F-1 Visa Holders**
Check the note under the appropriate link on the home page (Start Here folder). Make sure to contact the International Student office if you have questions as this issue may have important immigration implications for you.

**IX. Student Surveys**
Students are requested to provide certain information, acknowledge course policies, and confirm agreement with CoB Ethics Statement. Links are provided on the course website, under the button “Items for Completion.” Please complete the short surveys by the deadline.
X. **Plagiarism and TurnItIn Policies**

Course assignments / discussions / projects / exam questions will 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; an assignment deemed plagiarized will incur a grade of zero. Repeat plagiarism will incur a deduction of letter grade or an F in the course, and will be referred to the Dean of Students for handling as breach of UNT Academic Integrity policy.

**TIPS FOR SUCCESS**

- **Time management to meet deadlines.**
  All exams and assignments are available for a window of time, and must be taken during that window. Although students may start an assignment / test any time during the given window, I strongly discourage you from waiting till the end of the availability period to access/submit an assignment or test. If this happens and you encounter technical difficulties, you will not have time to contact the help desk and will effectively miss the exam / assignment. There will be no provisions for students who ran into difficulties given such circumstances.

- **Key Success Factors in Course**
  *Know the rules. Be familiar with the requirements, policies, grade components, deadlines, and procedures. Read the syllabus thoroughly and ask if something is not clear. Stay on top of the material. Don’t wait till the last moment to submit an assignment/test (computers have a way of punishing you for that...)*
  *Enjoy the course and the material. The content is highly applied and useful in many contexts. Maintain a positive attitude so you benefit the most from the course.*

- **If you don’t understand something – ask!**
  As your instructor, I am here to help and facilitate your learning. If you are unsure about something – procedural or content related, please do not hesitate to send me an email with your question.

**Website Map: Where do I find?**

<table>
<thead>
<tr>
<th>Item ........</th>
<th>Can be found on/through ........</th>
<th>Link on Home Page</th>
<th>Link on Course Menu</th>
</tr>
</thead>
<tbody>
<tr>
<td>Syllabus</td>
<td>Home page</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>Announcements</td>
<td>Course menu</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>Email</td>
<td>Course menu</td>
<td></td>
<td>√</td>
</tr>
<tr>
<td>Info on Discussions</td>
<td>Assignments &amp; Exams link</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>Learning Modules</td>
<td>Learning Modules folder</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>Course quiz</td>
<td>Through Assessments Link</td>
<td></td>
<td>√</td>
</tr>
<tr>
<td>Module/Practice quizzes</td>
<td>Through Assessments Link</td>
<td></td>
<td>√</td>
</tr>
<tr>
<td>Info on plagiarism / online sources</td>
<td>Quality in eLearning folder, through Start Here link</td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td>Info on referencing/citing</td>
<td>Quality in eLearning folder, through Start Here link</td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td>Info for F-1 visa holders</td>
<td>Start Here link</td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td>Info on Research Assignment</td>
<td>Assignments &amp; Exams link</td>
<td>✔️</td>
<td>√</td>
</tr>
<tr>
<td>Meet the Prof discussion</td>
<td>Discussion Board tool</td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td>Discussion assignments</td>
<td>Discussion Board tool</td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td>Items for completion – survey links</td>
<td>Items for completion</td>
<td>✔️</td>
<td></td>
</tr>
</tbody>
</table>

Page 5 of 12
**Performance Evaluation and Grade Components**

*Grading (see below for explanations):*

1. Course quiz 30 points  
2. Exams (3 @ 200) 600  
3. Discussion Assignments (5 @ 20) 100  
4. Quizzes (10 @ 10 pts) 100  
5. Research assignment 170

Total: 1000 points

All grades will be weighted on a straight scale out of 1000, as follows:

- 900-1000 points - A (extraordinary, superb, excellent);  
- 800-899.9 points - B (impressive, good, fine/satisfactory);  
- 700-799.9 points - C (fair, marginally satisfactory, marginally acceptable);  
- 600-699.9 points - D (passing);  below 600 points - F (failure).

**Information on Grade Components**

**I. Course Quiz (30 points)**

This quiz is intended to make sure students go over and understand the syllabus and key requirements. The quiz is available during the first two weeks of the semester – check **assessment** link on course menu.

Details:

- Availability period: Can be taken any time between 1/19/16 8 am and 1/31/16, 7 pm.  
- 15 questions at 2 points each. 15 minutes. One attempt.  
- All information presented in the syllabus, as well as information posted on the course website such as:
  - Discussion guidelines  
  - What constitutes plagiarism ([Start Here/Quality in eLearning folder](#))  
  - Proper referencing ([Start Here/Quality in eLearning folder](#))  
  - Good online sources

**II. Discussion Assignments (5 @ 20 points each)**

The objective of DAs is to provide a platform for engagement and for critical thinking. Each student is required to post answers to five Discussion Assignments (DA) out of those available (see course schedule). Each DA entails that you a) post an **original post** answering the set of questions posted by me and b) a **response post** in which you substantively comment on another student’s **original response**. This means that you should post 5 original posts AND 5 response posts. Both the original post and response post should be in the same DA and are graded as one assignment (that is, evaluation of the DA is based on both components).

1) All DAs are time sensitive, and can only be done within the time window outlined in the schedule of this syllabus. (Discussion forums are locked after the availability window has timed out.)  
2) DAs are done through Blackboard Discussion tool ONLY, and it is not possible to submit any post through email.  
3) There are no provisions for missed discussions, late discussions, or those that could not be posted due to last minute technical issues. No DA will be given at a time other than that scheduled on the syllabus. **Remember!** Discussions are available for a full week, and waiting till the last hours to submit puts you at risk of last minute technical issues that will prevent you from getting any credit for that DA.
4) Instruction for posting:
   a. When you read the question set posted by me, simply click on REPLY and type in your answer. Do the same when responding to a classmate. Do NOT start a new discussion thread.
   b. Do NOT attach any files to your posts. Simply type your post in the discussion box. If you draft your post in a word processor such as MS Word and then copy and paste into the discussion box, double check and adjust your formatting, especially bullets or line spacing as those tend to get messed up when copying and pasting.
   c. Additional guidelines, including scope and grading criteria, are posted in the document DA Guidelines which is available under the Assignments & Exams link on the course menu.

5) DAs are graded during the week following the close of the discussion, and grades are posted typically within 3-4 days.

6) I typically do not post publicly to the discussions, because of the volume involved. But I am present and do read the posts.

7) Due to the size of the class, it is NOT possible to submit more than the required number of DAs and have the lowest grades dropped.

Maximum number of points per Discussion is 20. Grading is as follows:

<table>
<thead>
<tr>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>No credit: Not submitted, or - submitted but insufficient quality</td>
</tr>
<tr>
<td>6-8</td>
<td>Partial credit – below expectations: Incomplete submission, submitted but points missed or addressed incorrectly, insufficient depth/breadth. Demonstration of understanding, integration, and effort is inadequate.</td>
</tr>
<tr>
<td>15-18</td>
<td>Good/outstanding – meets expectations: Demonstrates adequate or above average understanding of material and all issues are addressed. Good / very good understanding, integration, and effort.</td>
</tr>
<tr>
<td>19-20</td>
<td>Exceptional – exceeds expectations: Knowledge and effort shown are above and beyond that demonstrated by other students. Novelty and significant originality compared to DAs posted earlier (Typically, top 3%-5% of students only.)</td>
</tr>
</tbody>
</table>

III. Quizzes (10 @ 10 points each)

A quiz on the chapter/content is available for each module. These are referred to as practice quizzes because they can be taken up to 3 times. The practice quizzes are there to help you study and estimate the level of your knowledge. You should take them after you went over the material. (Note that questions are drawn from a pool, so it is likely there will be different questions in each attempt.

1) There are 11 Module quizzes available and students can either skip one quiz or submit all and have the lowest score dropped.

2) Each quiz consists of 5 multiple choice and True/False questions and is available for 5 minutes. Questions are presented one at a time, and there is NO REVISITING (you must answer the question when it is presented). The quizzes are designed in a format similar to the main exams (although in the exam you will be able to revisit a question). Exams are designed as closed books in terms of the questions and time allocation. Searching for answers during a quiz/exam is time consuming, and if you search for answers during the exam you will run out of time.

3) Grading: Because the quizzes can be taken multiple times, they are graded as follows:
   - 100% (all 5 questions answered correctly) - 10 points
   - 80% (4 of 5 questions answered correctly) – 8 points
   - 60% (3 of 5 questions answered correctly) – 6 points
   - Less than 60% correct (1 or 2 correct answers) – 0 (zero) points.

Note that the highest score of the three attempts counts. Therefore, if you got 100% in your first attempt of a quiz, you may choose either to not attempt any more of the quiz, or to go for additional attempts. If you choose the latter and your scores on the second or third attempts are
lower, your credit points will not be affected because the highest score counts.

You may ask: Why should I bother to go for a 2\textsuperscript{nd} and 3\textsuperscript{rd} attempt of a quiz if I got 100\% on the first attempt? The answer is – to improve your learning. The questions in each attempt are drawn from a question pool, and it is likely that you will get different questions in each attempt. So, with each attempt, you get exposed to more questions and are better able to infer what you know from the chapter and what you do not know – without hurting your quiz grade.

Quizzes can be accessed from the assessments link on the course menu.

\textbf{IV. Exams (3 @ 200 pts. each).}

Three exams will be given during the semester, per course schedule. The exams are mandatory and cover all material assigned to that date, including cases, online videos, and material posted in the Module folder. Exams are not returned. If you would like to go over an exam, please contact the instructor to make a phone or onsite appointment. See note under Sundown Rule p. 3 of the syllabus.

The specific number question and duration of each exam will be announced 1 week prior to the exam. Questions are drawn from a pool of questions, and students sitting next to each other will get different questions. Questions are presented one at a time, but you will be able to revisit questions and change your answer if you like, until you submit the exam.

Each exam can be taken one time only (One attempt.)

1) Exams are designed as closed book / closed notes, and are similar to proctored exams given in onsite class. Although this component of the exam cannot be verified, students who rely on the textbook to look for answers will run out of time. Recognize that open books can be a detriment, as this method often gives a false sense of confidence resulting in poor preparation. Further, browsing through the book is very time consuming, resulting in more time needed per question. (Years of research indicate that students typically require around 45 seconds per question… if they are prepared.) Your best bet is to study for the exam as if it is a closed book, and take it as a closed book exam; then, if you have time you can check specific questions you are not sure about.

2) \textbf{Exams availability}: area available for 24 hours, per course schedule. You may “pick up” the exam and start it anytime during the availability window. From the time you pick up the exam, you will have the allotted time. You are \textbf{most strongly discouraged from waiting till the last hours to start the exam}. If you have difficulties you will likely not be able to take it, and will miss the exam.

3) \textbf{Troubleshooting during exam}: if you have trouble during an exam, stay calm and call the Help Desk (contact info provided in the appendix). They may be able to walk you through a solution. After you contact them, \textbf{send me an email with your phone number} where I can reach you. I am not online every minute of the 24 hour availability period, but if I am online when you run into trouble and can help, I will call you.

4) \textbf{Make-up exams}. Make-up exams are given only under circumstances that constitute legitimate reasons, as stated under the heading \textbf{missed deadlines} (p.4 of this document). If you have a legitimate reason for missing an exam, a) email me prior to the exam or as soon as possible after the exam explaining the reason for missing the exam and attaching supporting documentation; b) wait for my response (approval for make-up, request for additional information, or referral to the Dean of Student); c) if approved, take the make-up exam on the designate days at the end of the semester.

Make-up exam are given only in the event of a missed exam that meets the criteria for justified excuse. Make up exams are NOT given as a re-take of a previously taken exam in order to improve one’s score.

5) \textbf{Usage of cell phones, iPhones, cameras, or any electronic device is not allowed during a test}. 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 \textbf{integrity statement}, and responding in the positive to this statement is a condition for
having the exam grade count.

Review the Appendix 1 (last pages of this syllabus) for additional important information and suggestions regarding exams and quizzes.

**V. Research Assignment – (170 points)**

The research assignment in this course involves analyzing a specific service/product that is available for business, and researching its positive and negative implications for business. A list of services/products will be given, and students will select from those. A detailed description of the assignment will be available online.

Individual or team: The assignment can be done individually or you may choose to work with a small team. More information to be provided as we get closer to the release of this assignment.

**OTHER / MISCELLANEOUS**

**Course evaluations**
Course evaluations will be conducted at the end of the semester, as required for all organized classes at UNT. This evaluation will providing you an opportunity to comment on how this class is taught. Your feedback is important to me as I work to improve my teaching. You will be reminded of this opportunity when it is available. Please take the time to complete the evaluation.

**Important deadlines**
2/26 – Last day for automatic W
4/5 – Last day to drop course with consent of instructor. Instructor may assign W or WF.
4/22 – Last day to withdraw (drop all classes)
**MGMT 4210 – Spring 2016**

**Tentative Course Schedule***

*Modules* are available from Monday 8 am **till the following Sunday, 7 pm** on the specified dates. **Discussions**: available per designated dates. **Module Quizzes**: available from the time a Module becomes available till the start time of the exam in which the module is covered.

<table>
<thead>
<tr>
<th>Week and Start dates</th>
<th>Topics &amp; Chapters Also check Module folder online</th>
<th>Assignments, Tasks, &amp; Important Dates</th>
</tr>
</thead>
</table>
| **Weeks 1 & 2** 1/19 - 1/31 | **Course overview**  
Module 1: The effect of the Internet on Management and Business  
-Read Ch. 1 | **Module Quiz becomes Available**  
Course quiz available till 1/31/2016, 7 pm. |
| **Week 3** 2/1 – 2/7 | **Module 2 Business Models**  
-Read Ch. 2 | **Module Quiz becomes available**  
**Discussion 1 (2/1 – 2/7 7 pm)** |
| **Week 4** 2/8 – 2/14 | **Module 3 Internet Infrastructure**  
-Read Ch. 3 | **Module Quiz becomes available**  
**Discussion 2 (2/8 – 2/14 7 pm)** |
| **Week 5** 2/15 – 2/21 | **Module 4 Building an E-Commerce site**  
-Read Ch. 4 | **Module Quiz becomes available** |
| **Exam 1 – Modules 1, 2, 3, 4)** available **Sunday 2/21 7 pm – Monday, 2/22, 7 pm.** | | |
| **Week 6.** 2/22 – 2/28 | **Module 5a Security**  
-Read Ch. 5 sections 5.1, 5.2, 5.3 | **Module Quiz becomes available**  
**Discussion 3 (2/22 – 2/28 7 pm)** |
| **Week 7.** 2/29 – 3/6 | **Module 5b Payment systems**  
-Read Ch. 5 sections 5.4, 5.5 | **Module Quiz becomes available**  
**Discussion 4 (2/29 – 3/6, 7 pm)** |
| **Week 8.** 3/7 – 3/13 | **Module 6. Ethical and public policy issues**  
-Read Ch. 7 !!! | **Module Quiz becomes available**  
**Discussion 5 (3/7 – 3/13, 7 pm)** |
| **Week 9** 3/14 – 3/20 | **Spring Break** | |
| Week 10. 3/21 – 3/27 | Module 7 Marketing concepts  
-Read Ch. 6, | 3/21: Research Assignment Available  
Module Quiz becomes available  
Discussion 6 (3/21 – 3/27, 7 pm) |
|----------------------|---------------------------------|---------------------------------|
| Week 11. 3/28 – 4/3 | Module 8 Online Retailing  
- Read Ch.8 | Module Quiz becomes available |
|----------------------|--------------------------------|--------------------------------|
|                       | **Exam 2 (Modules 5, 6, 7, 8)**  
available **Sunday 4/3 7 pm– Monday, 4/4, 7 pm** |
| Week 12. 4/4 – 4/10  | Research Assignment work week | 4/10, 7 pm: Research assignment due |
| Week 13. 4/11 – 4/17 | Module 9 Online content  
- Read Ch. 9 | Module Quiz becomes available  
Discussion 7 (4/11 – 4/17, 7 pm) |
| Week 14. 4/18 – 4/24 | Module 10 Social Networks, auctions, and portals  
- Read Chapter 10 | Module Quiz becomes available  
Discussion 8 (4/18 – 4/24, 7 pm) |
| Week 15. 4/25 – 5/1  | Module 11 B2B  
-Read Ch. 11 | Module Quiz becomes available |
| Week 16 5/2 – 5/6   | Pre-finals, Reading day.       |                                 |
| Finals Week 5/7 –5/13| **Exam III available Sunday 5/8 7 pm till Mon., 5/9, 7 pm (Modules 9, 10, 11).**  
Make-up exams available Monday 5/9 – Tues. 5/10 – by instructor permission only |

*Instructor may change schedule as needed.*
Appendix 1 – Important Information and Tips for Tests Online
Tests = exams and /or quizzes

1. Carefully read the information on exams and quizzes available in previous pages of this syllabus.

2. Tests are available online, and you can access them from any desktop or laptop. **It is not recommended to take tests 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. Tests are available for a specific period of time, referred to as the **availability period**. Availability period means that you can “pick-up” or start the test any time during the period. From the time you start, you have the allocated time.

5. It is strongly recommended **NOT to wait till the last hours of the availability period to access a test**. 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 Blackboard system: starting time begins when you hit “start/begin” and ending time is when you hit “Submit” and “Finish”.

7. Blackboard **does not record any answer** entered after the allocated time has passed. Be aware that Blackboard has a few seconds of processing time so if you wait to hit 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. Specific guidelines are available through the UNT HelpDesk website (www.unt.edu/helpdesk/bblearn/). 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. The tests are designed as closed books/notes. Although there is no proctoring of this aspect of the test, since the tests are timed, if you rely on searching the material, you will NOT make it through all the questions.

11. **Academic Integrity**: Usage of cell phones, iPhones, cameras, or any electronic device is not allowed during a test. 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 test is an Integrity Confirmation. Confirming the statements on this item is a condition for getting credit on the test. 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.