

# EST 325 Technology in the Workplace

## Fall 2024

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Course Dates: Aug 26 - Dec 15, 2024

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Office Hours: Mondays 3:00 pm-5:00 pm

TA: Shizhe Li, [shizhe.li@stonybrook.edu](mailto:shizhe.li@stonybrook.edu)

This course is designed to help participants understand the relationships among technology, organizations, and individuals. It focuses on the study of how technology can be utilized to manage information in workplaces, exploring how technology, information, and innovation impact both individuals' lives and the functioning of companies. The course specifically concentrates on information systems and technologies within companies, aiming to provide insights into gaining a competitive advantage, solving problems, and supporting decision-making. Topics covered include the significance of management information systems, information technologies (such as hardware, software, mobile systems, database processing, and the cloud), the importance of information systems for enhancing companies' competitive advantage, and considerations related to information systems security, management, and development. Importantly, case studies will be heavily utilized to illustrate real-life implementations and challenges.

### Learning Objectives:

1. Develop a foundational understanding of how information systems are utilized in businesses to accomplish their strategic and operational objectives.
2. Acquire knowledge of the application of information technologies across various industrial segments, with a focus on transformation, communication, problem-solving, and decision-making.
3. Comprehend the fundamentals of assessing, evaluating, and applying emerging information technology within a business context.

### Course Delivery Mode and Structure:

EST 325 is an online course with asynchronous interactions. You have the flexibility to choose when to complete your work, but **it is essential to adhere to the provided course schedule below**. All assignments and course interactions will utilize internet technologies (refer to the "Technical Requirements" section for more information). Access to a computer and the internet is necessary for all Stony Brook University active remote systems, and you will log in to the course through Brightspace.

### Required Material:

Kroenke, D. M. & Boyle, R. J. (2021). *Using MIS 2021*. Pearson. (Twelfth Edition) You can use (buy or rent) the e-text of the textbook.

### Communication:

Please send an email to schedule an appointment. Emails will be responded in 24-48 hours during busy times of the semester. Your Stony Brook University email must be used for all communications. You must have an active SBU account and access to the Internet. Please check your SBU email account regularly for EST 325 related messages.

**To make sure you are receiving all communication in this course:**

1. Log into Brightspace once a day, check announcements and discussions.
2. Regular Announcements will be posted in Brightspace. I recommend that you keep Brightspace notifications on.
3. For your course-related or personal/private issues, email me directly or use the email function in Brightspace.
4. Your Stony Brook University email must be used for all University-related communications. All instructor correspondence will be sent to your SBU email account. Plan on checking your SBU email account regularly. To log in to Stony Brook Google Mail, go to <http://www.stonybrook.edu/mycloud> and sign in with your NetID and password.

**Assignments:**

You have the following required assignments and exams throughout this semester; discussion forum questions, 6 quizzes, one midterm, and a final paper.

1. **Discussion Forum:** Every week, you will respond to the provided question and engage with two of your classmates by responding to their posts.
2. **Weekly chapter quizzes:** You will take quizzes every two weeks corresponding to the chapters covered that week. There will be a total of 6 quizzes.
3. **Midterm exam:** You will have a take-home midterm exam. Submit your midterm to Brightspace.
4. **Final project:** It constitutes 30% of your final grade. The final project involves submitting a report. This written document should be of high quality, well-written, and well-organized, properly cited in APA or IEEE format. The report should be 3 to 8 pages in Word or PDF (750 to 2000 words), double-spaced, 12- point font excluding the citation page. Ensure that you include a minimum of 5 citations (in-text and end- text).

**Course Assignments**

| Activity/Assignment | Points      | Due Date                        |
|---------------------|-------------|---------------------------------|
| Discussion forum    | 20          | Sunday of each week at 11:59 pm |
| Chapter quizzes (6) | 30 (5 each) | Sunday of each week at 11:59 pm |
| Midterm exam        | 20          | Sunday of the week at 11:59 pm  |
| Final paper/project | 30          | Sunday of the week at 11:59 pm  |
| <b>Total</b>        | <b>100</b>  |                                 |

**Late Work Policy:** Late submission will be reduced by 1/2 point for each day late after the due date. Anything submitted more than **5 days** after the due date will receive no credit. (In the discussion forum, each day of late submission results in a deduction of 0.3 points. After 5 days, posts will receive no credit.)

## Weekly Schedule

| Dates               | Content  | Activities/Assignments  |
|---------------------|--|---|
| 1. Aug 26 - Sep 1   | Introduction to Technology at workplaces                                 | a. Watch the video.<br>b. Read the article.<br>c. Discussion forum: introduce yourself, answer the question, and reply to two of your classmates. |
| 2. Sep 2 – Sep 8    | <b>Chapter 1</b> – The importance of MIS (3)                             | a. Watch the lecture.<br>b. Study the chapter and additional materials.<br>c. Answer the discussion forum question.                               |
| 3. Sep 9 – Sep 15   | <b>Chapter 2</b> – Strategy and Information Systems (37)                 | a. Watch the lecture.<br>b. Study the chapter.<br>c. Answer the discussion forum question.<br>d. <b>Take the quiz</b>                             |
| 4. Sep 16 – Sep 22  | <b>Chapter 3</b> – Business Intelligence Systems (65)                    | a. Watch the lecture.<br>b. Study the chapter and additional materials.<br>c. Answer the discussion forum question.                               |
| 5. Sep 23 – Sep 29  | <b>Chapter 4</b> – Hardware, Software and Mobile Systems (115)           | a. Watch the lecture.<br>b. Study the chapter.<br>c. Answer the discussion forum question.<br>d. <b>Take the quiz</b>                             |
| 6. Sep 30 – Oct 6   | <b>Chapter 5</b> – Database Processing (163)                             | a. Watch the lecture.<br>b. Study the chapter and additional materials.<br>c. Answer the discussion forum question.                               |
| 7. Oct 7 – Oct 13   | <b>Chapter 6</b> – The Cloud (201)                                       | a. Watch the lecture.<br>b. Study the chapter.<br>c. Answer the discussion forum question.<br>d. <b>Take the quiz</b>                             |
| Oct 14 – Oct 20     | <b>Fall Break</b>  | <b>No class</b>   |
| Oct 21 – Oct 27     | <b>Midterm</b>   | <b>Take the midterm exam</b>  |
| 8. Oct 28 – Nov 3   | <b>Chapter 7</b> – Collaboration Information Systems (253)               | a. Watch the lecture.<br>b. Study the chapter and additional materials.<br>c. Answer the discussion forum question.                               |
| 9. Nov 4- Nov 10    | <b>Chapter 8</b> – Process, Organizations, and Information Systems (295) | a. Watch the lecture.<br>b. Study the chapter.<br>c. Answer the discussion forum question.<br>d. <b>Take the quiz</b>                             |
| 10. Nov 11 – Nov 17 | <b>Chapter 9</b> – Social Media Information Systems (335)                | a. Watch the lecture.<br>b. Study the chapter and additional materials.<br>c. Answer the discussion forum question.                               |

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|---------------------|---|---|
| 11. Nov 18 – Nov 24 | <b>Chapter 10 – Information Systems Security (379)</b>    | a. Watch the lecture.<br>b. Study the chapter.<br>c. Answer the discussion forum question.<br>d. <b>Take the quiz</b> |
| 12. Nov 25 – Dec 1  | <b>Chapter 11 – Information Systems Management (417)</b>  | a. Watch the lecture.<br>b. Study the chapter and additional materials.<br>c. Answer the discussion forum question.   |
| 13. Dec 2 – Dec 8   | <b>Chapter 12 – Information Systems Development (443)</b> | a. Watch the lecture.<br>b. Study the chapter.<br>c. Answer the discussion forum question.<br>d. <b>Take the quiz</b> |
| Dec 9 – Dec15       | <b>Final</b>  | <b>Submit the final paper</b>   |

## Grade Scale

| Letter Grade | Percentage/ Points |
|--------------|--------------------|
| A            | 90+                |
| A-           | 85 - 89            |
| B+           | 80 - 84            |
| B            | 75 - 79            |
| B-           | 70 - 74            |
| C+           | 65 - 69            |
| C            | 60 - 64            |
| C-           | 55 - 59            |
| D+           | 50 - 54            |
| D            | 45 - 49            |
| F            | Below 45           |

## My Role as the Instructor in Class Discussions:

As the instructor, I will serve as a “guide” in our online classroom. Discussions through Brightspace encourage conversation and learning with your peers. While I might not respond to every post, I will read what is posted, and reply to: assist each of you when it comes to making connections between discussion, lectures, and readings. Fill in important points that may have been missed. Re-direct discussion if it gets “off track.” highlight key points or identify valuable posts. I might also summarize at the end of each discussion, module, or week.

## How to Succeed in this Course:

Online learning requires more from students. You will need to take greater responsibility for managing your time and participating fully in the class. For asynchronous classes, you should set aside 5-10 hours per week. For this class, you must also:

1. Check Brightspace and your SBU email regularly.
2. Keep track of all due dates and plan ahead!
3. Complete all assigned readings in the course.
4. Complete all graded assignments on time.

There are multiple resources, university offices, and help desks that are available to assist you with everything from advising, tutoring, accessibility, online-specific support, and much more. Review some Academic Success Strategies and visit the Student Resources page to ensure your success in this course.

**Technical Requirements:**

Sometimes submitting coursework via a tablet and/or mobile device can be challenging. Computers equipped with the appropriate software are available for use at the various [SINC site computer labs](#). Both physical and virtual labs are available. You can also borrow a computer through [SBU's Laptop Loan Program](#).

Visit the [Technical Requirements page](#) for additional information regarding hardware and software options.

Please use the following information if you need technical assistance at any time during the course or to report a problem with Brightspace:

Brightspace Support via SUNY Helpdesk

- Phone: 1-844-673-6786
- Submit a [ticket or chat online](#)

Stony Brook University: Academic Technology Services

- Phone: 631-632-9800
- Email: [AcademicTechnologies@stonybrook.edu](mailto:AcademicTechnologies@stonybrook.edu)

**Student Accessibility Support Center Statement:**

If you have a physical, psychological, medical, or learning disability that may impact your course work, please contact the Student Accessibility Support Center, Stony Brook Union Suite 107, (631) 632-6748, or at [sasc@stonybrook.edu](mailto:sasc@stonybrook.edu). They will determine with you what accommodations are necessary and appropriate. All information and documentation is confidential.

Students who require assistance during emergency evacuation are encouraged to discuss their needs with their professors and the Student Accessibility Support Center. For procedures and information go to the following website: <https://ehs.stonybrook.edu/programs/fire-safety/emergency-evacuation/evacuation-guide-disabilities> and search Fire Safety and Evacuation and Disabilities.

**Academic Integrity Statement:**

Each student must pursue his or her academic goals honestly and be personally accountable for all submitted work. Representing another person's work as your own is always wrong. Faculty is required to report any suspected instances of academic dishonesty to the Academic Judiciary. Faculty in the Health Sciences Center (School of Health Professions, Nursing, Social Welfare, Dental Medicine) and School of Medicine are required to follow their school-specific

procedures. For more comprehensive information on academic integrity, including categories of academic dishonesty please refer to the academic judiciary website at [http://www.stonybrook.edu/commcms/academic\\_integrity/index.html](http://www.stonybrook.edu/commcms/academic_integrity/index.html)

**Critical Incident Management:**

Stony Brook University expects students to respect the rights, privileges, and property of other people. Faculty are required to report to the Office of Student Conduct and Community Standards any disruptive behavior that interrupts their ability to teach, compromises the safety of the learning environment, or inhibits students' ability to learn. Faculty in the HSC Schools and the School of Medicine are required to follow their school-specific procedures. Further information about most academic matters can be found in the Undergraduate Bulletin, the Undergraduate Class Schedule, and the Faculty-Employee Handbook.

**Understand When You May Drop This Course:**

If you need to drop or withdraw from the course, it is your responsibility to be aware of the tuition liability deadlines listed on the registrar's [Academic Calendar](#). Before making the decision to drop/withdraw you may want to [contact me or] refer to the University's policies:

- [Undergraduate Course Load and Course Withdrawal Policy](#)
- [Graduate Course Changes Policy](#)

**Incomplete Policy:**

Under emergency/special circumstances, students may petition for an incomplete grade. Circumstances must be documented and significant enough to merit an incomplete. If you need to request an incomplete for this course, contact me for approval as far in advance as possible. You should also read the University's policies that apply to you:

- [Undergraduate Bulletin](#)
- [Graduate Bulletin](#)

**Course Materials and Copyright Statement:**

Course material accessed from Brightspace, Zoom, Echo 360, VoiceThread, etc. is for the exclusive use of students who are currently enrolled in the course. Content from these systems cannot be reused or distributed without written permission of the instructor and/or the copyright holder. Duplication of materials protected by copyright, without permission of the copyright holder is a violation of the Federal copyright law, as well as a violation of Stony Brook's Academic Integrity.