KENNESAW STATE UNIVERSITY

SYLLABUS

College of Computing and Software Engineering
Department of Information Technology
IT4683: Management of Information Technology and Human Computer Interaction (HCI)
Spring 2024

Course Information

Class meeting time: Optional Online Team lecture session (TBD)
Modality and Location: Online
Building and Room Number: Not applicable
Syllabus posted in D2L

Instructor

Name: Francis Miawama
E-mail: fmiawama@kennesaw.edu
Office Location: Anytime Online via D2L email.
Office/Cell Phone: N/A
Office Hours: Anytime Online via D2L email. Or by appointment via Team.
Course Communication:
- Email is the best way to reach the instructor. Use D2L email if possible. Instructor's KSU email (fmiawama@kennesaw.edu) should only be used when you don't have access to D2L site.
- Students' emails will be replied WITHIN 24 hours during the weekday. Weekend and holidays don't apply.
- When emailing the instructor using accounts other than D2L email, put the course number in the subject line. Emails without proper subject line will not be replied to.
- Avoid using personal email. Sensitive information (such as your grades) can ONLY be sent to D2L email or KSU email account.

Course Description

3 Class Hours 0 Laboratory Hours 3 Credit Hours
Prerequisite: CSE 3153

Course Description:
This course provides a study of the information needs in a formal organization and the

information systems required to meet those needs within the planning, control, operating and decision-making processes. User acceptance of IT applications that crucially depend on the HCI component will be covered

Course Objectives

Upon successful completion of the course, each student will be able to:

      1. Explain major IT and HCI concepts and terms and link them to business and user effectiveness.
      2. Relate the organization's management of IT to meet the needs of the business and
also embody sound design and evaluation principles of HCI
      3. Develop requirements and evaluation protocols for effective HCI within IT systems including those for accessibility.
      4. Apply best practices and methods for:
            a. Working professionally both individually and on a team.
            b. Identifying business and information needs in the organization and HCI requirements for its IT systems.
            c. Characterizing process, management and communication structures of the organization
            d. Managing the planning, control, operation and decision-making of IT in the organization to support its business and information needs through IT Risk Management, HCI, programming, networking, databases and web systems.
5. Produce a business-case analysis focusing on managing IT and HCI within an IT System

Required Textbook/Supporting Materials

This course was developed to use cost-free materials curated from the web. Each Learning Module (LM) has a Readings ReadMe file that provides links and notes for the Materials.

Please pay special attention to and comply with any Copyright notices, Disclaimers, Disclosure and Restrictions for each of the materials.

These and other materials might be embedded in the course modules and might be restricted to use in this class. PLEASE NOTE THE MATERIALS CURRENTLY IN OR LINKED FROM THE LEARNING MODULES ARE SUBJECT TO CHANGE.

Minimum Technology Requirements

Online learning requires access to computer resources. Generally, basic standards include a computer (either a PC or a Mac) that is less than five years old, equipped with at least Microsoft Office 2007 (including Word, PowerPoint, and Excel) and recent versions of free media players (e.g. RealPlayer, Windows Media Player, QuickTime).

Your internet connection will also be important to your ability to access information. A

basic dial-up connection will not be satisfactory. Faculty often use audio and video files that would take a very long time to download over slow internet connections. We highly recommend a high-speed internet connection for taking online courses.

You will need a headphone and microphone for live group meetings through Google Hangouts on Air. Please mute your microphone unless you are speaking in the Google Hangouts.

Minimum Technical Skills

Online courses normally require participants to have average computer literacy. Students
should be proficient with the basic functions of standard software packages (e.g., MS Word, MS Excel, MS PowerPoint, and Adobe Reader) and standard players (e.g., QuickTime, Windows Media Player). These programs will need to be accessible to students through home use or other computer access. A list of primers on many of these
technologies is available at
https://apps.kennesaw.edu/portal/prod/app_uni_cdoc_publ/documents/

A working knowledge of the D2L learning management system is required for participation in online courses.

Technology Requirements:

Online learning requires access to computer resources. Generally, basic standards include a computer (either a PC or a Mac) that is less than five years old, equipped with at least Microsoft Office 2007 (including Word, PowerPoint, and Excel) and recent versions of free media players (e.g. RealPlayer, Windows Media Player, QuickTime).

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Evaluation and Grading Policies

Weight Distribution
Grade Conversion: A: (90-100), B: (80-89), C: (70-79), D: (60-69), F: (0-59)
Grade Indicator: Please ensure you are following grades in D2L.
Your grade is based on the following:

Deliverable Items		Individual or Team	Weight in Grade
Group Case Study Report	Team Formation Exercise for Case Study A5.Team (10%)	Team	50%
	Team Planning Exercise for Case Study A5.Plan (10%)	Team	
	First Draft Group Case Study Report Notated Presentation Slides A5.Draft (20%)	Team	
	Final Group Case Study Report Notated Presentation Slides A5.Final (60%)	Team	
Individual Assignments	Four Exercises (A1, A2, A3, A4).	Individual	40%
Learning Module Discussions.	There are 7 graded discussions (LM1, LM2, LM3, LM4, LM5.Team, LM5.Plan, LM5.Draft)	Individual	10%
BONUS Assignments	Class Participation and Contribution (A5.Check-In1 and A5.CheckIn2)	Individual	5% each. Used to Boost your grade
Total			**100%**

Detailed grading criteria are available in D2L for how Case Study Projects will be graded in the rubric contained in assignments A5.Draft and A5.Final. Assignments should be turned in D2L by the time and date listed for the folder. I strive to provide feedback and grade all assignments turned in on time within 1 week.

Grading Scale:

90% - 100% A

80% - 89% B

70% - 79% C

60% - 69% D

0% - 59% F

Course Schedule

Below is an outline of the content and activities in each unit of the course.

This is our road map for the course and shows what topics is covered and when. It also lists important dates such as: Assignment due dates, exam dates, and scheduled university closures.

All assignments are to be submitted through the D2L tool according to the due dates, which are in Eastern Time.

Week	Content Covered	Assignments	Due Date
Week 1 (1/8-1/14)	LM1: Introductions + Working Professionally		
Week 2 (1/15-1/21)	LM1: Introductions + Working Professionally	A1 LM1 Discussion	Jan 21
Week 3 (1/22-1/28)	LM5: IT Case Study Team		
Week 4 (1/29-2/4)	LM5: IT Case Study Team	A5.Team LM5.Team Discussion	Feb 04
Week 5 (2/5-2/11)	LM2: IT/HCI Concepts/Business Value and IT		
Week 6 (2/12-2/18)	LM2: IT/HCI Concepts/Business Value and IT	A2 LM2 Discussion	Feb 18
Week 7 (2/19-2/25)	LM3: Managing IT Risks + LM5: IT Case Study Plan	A5.Plan LM5.Plan Discussion	Feb 25
Week 8 (2/26-3/4)	LM3: Managing IT Risks + LM5: IT Case Study Plan	A3 LM3 Discussion	Mar 04
Week 9 (3/5-3/11)	LM4: Providing IT Sustainability & Resilience	A5.Check-In1	Mar 11
Week 10 (3/12-3/18)	LM4: Providing IT Sustainability & Resilience	A4 LM4 Discussion	Mar 18
Week 11 (3/19-3/25)	LM5: IT Case Study Workshop	A5.Check-In2	Mar 25
Week 12 (3/26-4/1)	LM5: IT Case Study Workshop		
Week 13 (4/2-4/8)	LM5: IT Case Study Workshop	A5.Draft LM5.Draft Discussion	Apr 08
Week 14 (4/09-4/15)	LM5: IT Case Study Workshop		
Week 15 (4/16-4/22)	LM5: IT Case Study Workshop		
Week 16 (4/23-4/29)	LM5: IT Case Study Workshop		
Week 17 (4/30-5/6)	Final Day of Classes is Dec 5	A5.Final	May 6

Course Policies

Course Attendance Policy
- For on campus/hybrid section, students are expected to come to each class on time and stay during the whole class period.

Grading Items Turnaround Time
- The grades for the quizzes and exams will be available 1 week after the due date
- The grades for labs/assignments/projects will be available 1 week after the due date.

Assignments & Exam Policy

- All assignments **MUST** be submitted through D2L (https://kennesaw.view.usg.edu/) course website by the deadline specified in the Living Schedule. Email submission will **NOT** be accepted. Late work will be accepted up to 48 hours after the due date for an **immediate 25%** penalty. **No late work will be accepted more than 48 hours after the due date.**
- All quizzes and exams MUST be completed on D2L website by the deadline specified in the Living Schedule. The quizzes exams can't be opened/submitted after the deadline.
- If you must miss an exam due to illness, you must e-mail or call the instructor before the scheduled time. Failure to notify the instructor prior to the scheduled time will produce an automatic zero for the exam. NO makeup test exams will be given except for emergencies with proof (e.g. doctor's slip).

Student Responsibility

Distance learning requires more individual discipline than traditional classes, and requires that you have at least some control over your time and schedule. It is not easier or less time than face-to-face courses. During each week, students are expected to:
- Check KSU email regularly.
- Login D2L course website frequently to access the course material (at least every other day);
- Follow the weekly study guide in the learning module.
- Study the assigned material such as virtual lectures, textbook chapters and the PowerPoint slides.
- Complete assigned quiz/assignment/discussion/project on time.

Tips for Effective Online Learning
For an online class, students can really enjoy the benefits of learning at you own pace and at the place of your choice. Below are some tips for effective online learning.
- *Check D2L course website frequently*. It's recommended that students should login D2L course site **AT LEAST** every other day. Always be aware of current status of the course. Take advantage of the posted learning material such as recorded lectures.
- *Work with the instructor closely*. If you have any question, contact the instructor immediately. You can either email or text me and your message is guaranteed to be replied within 12 hours.

- *Start your work early*. If you can start a task early, don't start late. Assuming you spend the same amount of time completing the task, starting later will be much more stressful than starting early. Never start until the last minute! You'll have no turnaround time if you need help or something happens.
- *Keep up with the work*. Don't fall behind. If you do, contact the instructor immediately for what you need to do. The instructor may also contact you if he is concerned. Respond to the instructor's inquiry promptly.

Class Communication Rules
In any classroom setting there are communication rules in place that encourage students to respect others and their opinions. In an online environment, the do's and don'ts of online communication are referred to as **Netiquette**. As a student in my course you should:
- Be sensitive and reflective to what others are saying.
- **Avoid typing in all capitals** because it is difficult to read and is considered the electronic version of 'shouting'.
- Don't flame - These are outbursts of extreme emotion or opinion.
- Think before you hit the post (enter/reply) button. You can't take it back!
  Don't use offensive language.
- Use clear subject lines.
- Don't use abbreviations or acronyms unless the entire class knows them.
  Be forgiving. Anyone can make a mistake.
- Keep the dialog collegial and professional, humor is difficult to convey in an online environment.
- Always **assume good intent** and **respond accordingly**. If you are unsure of or annoyed by a message, wait 24 hours before responding.

Institutional Policies

- [Federal, BOR, & KSU Course Syllabus Policies](#)
- [Academic Integrity Statement](#)
  - Examples of violation of academic integrity: 1) copy from others or from Internet; 2) allow others to copy your work; 3) use other's help or help other in completing the quizzes or exams.
  - The first violation of academic integrity, the student will immediately receive 0 for the associated grading item. For the 2nd violation, the student will receive a fail grade for this course.

KSU Statements on COVID-19

Face Masks in The Classroom
As mandated by the University System of Georgia, the university requires the use of face masks in the classroom and in KSU buildings to protect you, your classmates, and instructors. Per the University System of Georgia, anyone not using a face covering when required will be asked to wear one or must leave the area. Repeated refusal to comply with the requirement may result in discipline through the applicable conduct code.

Reasonable accommodations may be made for those who are unable to wear a face covering for documented health reasons. Please contact Student Disability Services at sds@kennesaw.edu for student accommodation requests.

Shifting Modalities
Please note that the university reserves the right to shift teaching modalities at any time during the semester, if health and safety guidelines require it to do so. Some teaching modalities that may be used are F2F, Hyflex, Hybrid, or online, both synchronous and asynchronous instruction.

Staying Home When Sick
If you are ill, please stay home and contact your health professional. In that case, please email the instructor to say you are missing class due to illness. Signs of illness include, but are not limited to, the following:
- Cough
- Fever of 100.4 or higher
- Runny nose or new sinus congestion
- Shortness of breath or difficulty breathing
- Chills
- Sore Throat
- New loss of taste and/or smell

Seating Plans
Students will sit in the same seat for every F2F class so that the instructor can use a seating plan for contact tracing if a student contracts Covid-19.

Student Resources

This link contains information on help and resources available to students: KSU Student Resources for Course Syllabus