**Course Syllabus**

**Summer 2021**

**QMIS 240: Introduction to Management Information Systems (3 Units)**

**{{Faculty Name}}**

|  |  |  |
| --- | --- | --- |
|  | **Section{{#}}**  {{Days}}  {{Time}}  **TA: {{TA Name}}**  {{TA email}}  TA Office Hours{{Hours}} |  |
| *Tutorial:* Self-learning using the online Training of Kuwait University (Web: https://onlinetrain.ku.edu.kw). Student will study by themselves 4 courses related to MS Access and then perform quizzes. MS Access lab exam is worth 10% administered by your TA. | | |
| **Midterm Exam xx/xx/xxxx xx:xx - xx:xx**  **Final Exam xx/xx/xxxx xx:xx - xx:xx**  **All exams will follow Free Navigational format**  **Exams will be using Moodle, LockDown Browser and Respondus**  **No handheld devices allowed (e.g., iPad, iPhone) during exam.** | | |

**Contact Information:**

|  |  |
| --- | --- |
| *Location:* | Emergency Remote Teaching ( Moodle, MS Teams) |
| *Email:* | {{faculty email address}} |
| *Office:* | College of Business Administration-Shadadiya {{Office location}} |
| *Office Hours:* | {{Days, and hours}} |

**Course Description**

This course provides students with a focused introduction to the purposes, uses, and value of information systems and information resources in contemporary organizations. It illustrates how information systems are innovatively employed to provide business intelligence, support decision making, improve business processes, attain competitiveness, augment collaboration with internal and external partners, and introduce innovative products and services. It introduces students to reasons, concepts and methods to design, acquire and implement information systems. The course also illustrates means to effectively manage, secure, and ethically use information resources in rapidly changing business and technological environments.

**Course Learning Objectives (CLOs):**

The learning outcomes for this course, listed below, relate to the learning goals of the College of Business Administration Undergraduate Program. Upon successful completion of the course, students will be able to:

1. Understand the components of Information Systems, the innovative role it plays in nowadays organizations, and how and why information systems are used today for competitive advantage.
2. Understand how various types of information systems provide business intelligence, support decision making, and enable competitive advantage. Students gain hands-on experience with DBMS and also applying MS Excel on real life cases.
3. Understand how information systems enable globalization, new forms of commerce, collaboration, and partnering with customers and suppliers
4. Identify and assess the sourcing alternatives for a new system.
5. Understand how to secure information systems resources, mitigate risks, and plan for and recover from disasters.
6. Evaluate the ethical concerns that information systems raise in society and the impact of information systems on crime, terrorism, and war.
7. Strengthen students’ evaluations of business strategies involving IS and identification of problems and opportunities that are amenable to IS solutions.
8. Apply IT tools (e.g., DBMS, Spreadsheets) to evaluating IS related business strategies and identifying problems and opportunities amenable to innovative IS solutions.

**CLO Mapping to CBA Skill Based Competency Goals[[1]](#footnote-2)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| CLO |  | Competency Goal | | | | |
| Analytical | Communication | Information Technology | Business Ethics | General Business Knowledge |
| 1 |  |  |  |  | I |
| 2 |  |  | A |  |  |
| 3 |  |  | R |  |  |
| 4 |  |  |  |  | I |
| 5 |  |  | I |  |  |
| 6 |  |  |  | A |  |
| 7 | I |  |  |  |  |
| 8 |  | R | R |  |  |

**Type of Emphases:**

* **(I)ntroduce:** Students will be introduced to the skill and their grasp of it assessed in the course.
* **(A)pply:** The course will not cover the skill. Students should have a high-level grasp of the skill and are required to apply it in the course.
* **(R)einforce:** Students should have an introductory-level grasp of the skill and the course will improve their mastery to a higher level.

**Course Content Delivery Strategy**

* Use of MS Teams for online lectures, and Moodle (With Lockdown Browser and Respondus) for HW, cases, quizzes, Midterm and Final exams (NOTE: MIDTERM IS UNIFIED ON xx/xx/xxxx; FINAL IS UNIFIED ON xx/xx/xxxx). Click the following URL to learn more about how to use Lockdown Browser and Respondus on Moodle: <https://youtu.be/ru00EUcr5SU>
* Use of Power Point
* Hand notes
* Use of websites
* Use of commercial tools: MS Excel, MS Access
* Assignments and cases

**Required Material:**

|  |  |
| --- | --- |
| **Textbook**  Graphical user interface  Description automatically generated | Kenneth C. Laudon and Jane P. Laudon (2016); Essentials of Management Information Systems, Global Edition, 12 th Edition, 504 pp, ISBN-10: 1292019573; ISBN-13: 9781292019574;web: <http://www.mypearsonstore.com/bookstore/essentials-of-mis-0134238249>  Note: an electronic version of the book is available on Unified Moodle. |
| **Additional Material** | Three case studies will be assigned to groups/teams. The highest 2 grades will be selected for grading. You are requested to create a group/team of 3-4 students. The grade will be assigned collectively to all team members (e.g., if the team gets 85%, then all team members will get 85%). |
| **Presentation** | Each group of 3-4 students will present one case study online using PowerPoint. Each group will post the slides/video on MS teams General Channel. A rubric/evaluation criteria will be available for students to check before submission. |
| **Assignments** | Three assignments –based on MS Excel and MS ACCESS and MIS in Action will be assigned to students. |
| **Class Preparation** | You need to read distributed cases studies, and to watch selected YouTube Videos before classes. |
| **Tools to be used** | E-plagiarism system (Turnitin: www.turnitin.com); Cloud system (OneDrive of Microsoft) |
| **Prerequisites** | ISOM 130 |
|  |  |

**Course Outline**

|  |  |
| --- | --- |
| Topic | Reading |
| Chapter 1: Business information systems in your career | All sections (1.1-1.4) |
| Chapter 2: Global e-Businesses and collaboration | All sections (2.1-2.4) |
| Chapter 12: Building information systems and managing projects | Only two sections (12.1, and 12.2) |
| Chapter 6: Foundation of business intelligence database and information management | All sections (6.1-6.4) |
| The Lab to be managed by TA after completing chapter 6. This consists to follow 4 MS Access 2016 courses using e-training of KU ([https://onlinetrain.ku.edu.kw](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fonlinetrain.ku.edu.kw%2Fldap%2Flogin.aspxm&data=04%7C01%7Cali.dashti%40ku.edu.kw%7C265beadfff8041d78e6408d8993a73dc%7Cf9258092e3624609bea875884d326920%7C0%7C0%7C637427823649890855%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=Rw1lt%2Fa2pLF8XakFUCeLCOQlXzgK08keUXKAcpj4F2w%3D&reserved=0)). Each student must login using the same username and password used when accessing the SIS portal, study the assigned courses and pass quizzes that account for 10% of the total grade. | |
| Chapter 3: Achieving competitive advantage with information systems | Only two sections (3.1, and 3.4) |
| Chapter 8: Securing information systems | Only two sections (8.1 and 8.3) |
| Chapter 10: E-commerce: Digital markets, digital codes | All sections (10.1-10.4) |
| Chapter 4: Ethical and Social issues in Information Systems | Only two sections (4.1, and 4.2) |

**Course Policies**

You are responsible for knowing the following policies (“I didn’t know” is NOT an excuse):

* Attendance and Participation:
  + Each student should turn silent his/her mobile at the beginning of class
  + Every student in this course must abide by the Kuwait University Policies (including ERT additions) on Attendance (published in the Student Guide, Chapter 3, Section 13). A copy of the student guide can be accessed online on:http://www.kuniv.edu/cs/groups/ku/documents/ku\_content/kuw055940.pdf.
  + Be on time for the lecture (remember, class starts on time, NOT 5 minutes later). At the beginning of each lecture, I will take attendance, anyone coming after that time will be considered as absent, and will result in an automatic deduction of 0.5 points per extra absence from your overall grade.
* Absenteeism:
  + University regulations governing absenteeism are applied to all students. This involves a first warning after 3 hours, a second warning after additional 3 hours absence and a failure notice for any absence beyond the six hours. Absence with a valid excuse will still count as an absence. But each student is allowed two absences (no questions asked), after that, each absence will be counted.
* Exams and Quizzes
  + Make-up quizzes and exams: No make up for quizzes. Midterm and final exams will be executed according to plans. In case Moodle fails for uncontrolled reasons, the exam will be re-scheduled the next Saturday (after the initial plan date) and at the same timing.
  + Moodle will be used with LockDown browser and Respondus monitoring system. Make sure you access Moodle using Google Chrome. LockDown Browser must be installed on laptop or desktop. Be sure to install LockDown Browser and Respondus BEFORE the exam date by taking the compatibility test in Moodle (for technical help, please see your TA).
  + Exams will NOT be administered using handheld devices like iPhone or iPad. You need a desktop or laptop with a Camera and Microphone for the ENTIRE EXAM.
  + During the exam, Respondus monitoring system will record your exam session using the camera so please follow the Dress Code and make sure you take the exam in a quiet environment. Your face must be visible for the ENTIRE EXAM.
  + The course coordinator will review recorded videos of students taking the exam and flagged by Respondus Monitoring system (e.g., red indicator). Any suspicious behavior during the exam will be considered cheating and reported to Associate Dean of Student Affairs to take the proper actions.
  + If you have special needs (e.g., any type of disability, pregnancy, diabetes, etc.), please make sure you inform the instructor (within the FIRST WEEK of class). You can also check with Associate Dean for Student Affairs office for other rights and duties.
  + The instructor will NOT answer any questions during the exam including clarification questions.
* Grading:
  + There are **NO** collaborations in quizzes and exams - this will be considered **cheating**. Plagiarism will also be considered as cheating. All cheating cases will be reported to Associate Dean of Student Affairs.
  + Late submission of assignments or exams will not be accepted even with a valid excuse and deduction will be applied [-25%] if a your instructor chooses to accept late submission.
  + Writing Style: Students must refer to APA writing style for their assignments and report writing. Refer to the English Language Center for help (For more details see http://www.easybib.com/guides/citation-guides/apa-format).
  + After a grade is posted (quizzes, assignment, midterm), you will have two days to discuss it with your instructor or teaching assistant (TA). After that, the grade is final and released.
  + For the final exam, the final grades will be posted after 12 hours
  + Negotiation of the final grade is neither accepted nor discussed.
  + There will be no rounding up or down once your grade is finalized (for example, 89.99% is B+ not A-).

**Grading**

|  |  |  |  |
| --- | --- | --- | --- |
| Category | Percentage | Unified? | Notes |
| Final Exam | 40% | Yes | *Xx/xx/xxxx xx:xx until xx:xx. 2 Hrs exam. 80 items. MC, TF, Matching, Drag and Drop. Ch1 (section 1.2), Ch2( section 2.2), Ch8 (sections 8.1, and 8.3), Ch10 (sections 10.1, and 10.2), and ch12 (sections 12.1, and 12.2). All questions are developed and reviewed by class committee (TESTBANK NOT USED FOR THIS EXAM).* |
| Midterm Exam | 20% | Yes | *Xx/xx/xxxx xx:xx until xx:xx. 1 Hr exam. 40 items. MC, TF, Matching, Essay, and Drag and drop. Ch1(all sections), Ch2 (all sections). All questions are developed and reviewed by class committee (TESTBANK NOT USED FOR THIS EXAM).* |
| Case Studies | 10% | Yes | *3 cases, best 2 will be used in grading.* |
| Lab | 10%  +2% bonus for online training | Yes | 4 MS Access 2016 courses using the e-training of KU ([https://onlinetrain.ku.edu.kw](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fonlinetrain.ku.edu.kw%2Fldap%2Flogin.aspxm&data=04%7C01%7Cali.dashti%40ku.edu.kw%7C265beadfff8041d78e6408d8993a73dc%7Cf9258092e3624609bea875884d326920%7C0%7C0%7C637427823649890855%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=Rw1lt%2Fa2pLF8XakFUCeLCOQlXzgK08keUXKAcpj4F2w%3D&reserved=0)) after completing chapter 6. Each student must login using the same username and password used when accessing the SIS portal, study the assigned courses and pass quizzes that account 10% of the total grade. There will be a bonus of 2% for completing the online training. The lab is fully administrated by your TA, and there is no need to ask your instructor to intervene in case your do not follow the TA instructions. |
| Quizzes | 10% | Yes | *6 quizzes, best 4 will be used in grading.*   * Compatibility quiz (general knowledge - 5 questions) * Chapter 1 (video case – 5 questions) * Chapter 2 (test bank – 10 questions) * Chapter 3 (video case- 5 questions) * Chapter 8 (test bank – 10 questions) * Chapter 10 (test bank – 10 questions) |
| Other | 10% | NO | *Pop-up quizzes, participation, Attendance, HW, …etc.* |
| Total | 100% |  |  |

**Grade distribution**

|  |  |
| --- | --- |
| Range | Grade |
| >= 95% | A |
| 90%-94.99% | A- |
| 87%-89.99% | B+ |
| 83%-86.99% | B |
| 80%-82.99% | B- |
| 77%-79.99% | C+ |
| 73%-76.99% | C |
| 70%-72.99% | C- |
| 65%-69.99% | D+ |
| 60%-64.99% | D |
| <= 59.99 | F |

**Guidelines: How to send me e-mails in order to recognize you**

For many of us, e-mail is an important way to communicate. Using e-mails well can help us communicate effectively. Please observe the following guideline when you send me emails (if you do not comply to the following rules you will get points deduction):

* Include an informative subject line staring with IS 240 (and your section number). For example, if you include in the subject line “IS 240- Sec 01A: Missing Class Today”, I would have known immediately what the message was about.
* Make sure your e-mail is set up to show your name correctly in recipients’ inboxes and not a nickname such as "pinky". If you use a nickname then consider your e-mail as ignored/ deleted.
* Start and end positively. Even if the e-mail is something negative, such as a complain, begin with positive words, such as Dear Dr Z and end the same “Thank you”.
* Keep paragraphs relatively short. Long paragraphs tend to be hard to read in e-mail. Therefore break your message into short paragraphs.
* Select one language when sending me e-mails and write me either in English or in Arabic. However don't mix the two. It is bad for you and your image.
* Avoid use of "chat" language such as plz for "please", 2 for "to/too/two", etc.
* Include your name and KU ID at the end of the email.
* Proofread your e-mail before sending it to me.

**Important Dates**

|  |  |
| --- | --- |
| Item | Date |
| Compatibility test | Xx/xx/xxxx |
| Midterm | Xx/xx/xxxx |
| Last day to withdraw | Xx/xx/xxxx |
| Final Exam | Xx/xx/xxxx |

**FINALLY**

In general, your ideas, comments, suggestions, questions, grade challenges, etc. are welcome and encouraged, if you feel the need to share your thought. However, **No part of your grade will be based on anything other than your coursework and attendance**.

 If a student decides to bring a parent/uncles/aunts (relatives) or anyone to discuss or change a grade, that student will automatically lose 10% of their total grade. Keep in mind your grades are private and I have no right to disclose any information to another person.

 If a student decides to resort to nepotism, also known as Wasta, to request alteration of a grade the student will automatically lose 10% of their total grade.

 “I am a senior and I need an A in the class to graduate because my GPA is low” or “I need a B+ because I am on probation” this is your own doing you will get a B+ or an A only if you (EARN IT), the professor will not entertain such excuses. “Please reduce my grade to a C- so I can repeat the course” is also not entertained.

 I promise to give you RESPECT / FAIRNESS / and QUALITY in return I expect the same courtesy from you towards me and your fellow class mates.

**CBA Competency Goals**

1. **Analytical Competency:** A CBA graduate will be able to use analytical skills to solve business problems and make a well-supported business decision.

**Student Learning Objectives:**

* 1. Use appropriate analytical techniques to solve a given business problem.
  2. Critically evaluate multiple solutions to a business problem.
  3. Make well-supported business decisions.

1. **Communication Competency:** A CBA graduate will be able to communicate effectively in a wide variety of business settings.

**Student Learning Objectives:**

* 1. Deliver clear, concise, and audience-centered presentations.
  2. Write clear, concise, and audience-centered business documents.

1. **Information Technology Competency:** A CBA graduate will be able to utilize Information Technology for the completion of business tasks.

**Student Learning Objectives:**

* 1. Use data-processing tools to analyze or solve business problems.

1. **Ethical Competency:** A CBA graduate will be able to recognize ethical issues present in business environment, analyze the tradeoffs between different ethical perspectives, and make a well-supported ethical decision.

**Student Learning Objectives:**

* 1. Identify the ethical dimensions of a business decision.
  2. Recognize and analyze the tradeoffs created by application of competing ethical perspectives.
  3. Formulate and defend a well-supported recommendation for the resolution of an ethical issue.

1. **General Business Knowledge:** A CBA graduate will be able to demonstrate a basic understanding of the main business disciplines’ concepts and theories.

**Student Learning Objectives:**

* 1. Acquire a fundamental understanding of knowledge from the main business disciplines (e.g. finance, accounting, marketing, and management information systems, among others).

1. CBA Competency Goals can be found at the end of this document [↑](#footnote-ref-2)