ISOM Department
College of Business Administration
Kuwait University

Dr. Abrar Al-Hasan/Dr. Sulaiman Al-Rafee
Email: sulaiman.alrafee@ku.edu.kw
Fall 2022

Course Syllabus

ISOM 130: Business Information and Technology

Office Hours: Monday and Wednesday, 8:30am to 9:30am and 12:30pm to 2pm
Class time: Sun/Tue/Thu, 9:00am

Course Description

This course provides students with a holistic (system) view of a business, its functions, and its environment; and the role of information systems and information in integrating and innovatively performing business processes. It helps students develop a basic understanding of information technology (IT) systems adopted by business and individuals and their consequential social, ethical, legal, environmental, and global implications. It augments students' skills in innovatively applying IT applications to business tasks and problem solving. The course is also designed to develop and improve students' information research competence and other skills expected of a professional in a continuously changing technological environment.

Class Material

K. C. Laudon and J. P. Laudon, Essentials of MIS, 12th Edition, Pearson Education, 2016.
Other references will be provided (see class outline section).

Important Class Dates

Date	Event
31/10/2022	Midterm Exam
3/11/2022	Last day to withdraw from classes
22/12/2022	Last day of classes
27/12/2022	Final Exam (11am – 1pm)

Class Outline

Unit	Key Topics	Resources
Business Functional Areas	Business functions: definition, importance, and types; core and supporting business functions; business process: definition, importance, and management.	Business functions (link), Core and supporting business functions (link), How are business functions interrelated (link), Business process (link)
Introduction to Information Systems (IS)	Definition of information systems (IS), business drivers of IS, dimensions of IS.	Chapter 1 (Laudon & Laudon)
Global E-Business and Collaboration	How IS improves business processes, types of IS, the IS department.	Chapter 2 (Laudon & Laudon)
IT Infrastructure: Hardware and Software	IT infrastructure components, types of hardware, types of software, managing hardware and software technology	Chapter 5 (Laudon & Laudon)
Telecommunications, the Internet, and Wireless Technology	Main components of computer networks, network technologies, types of networks, the Internet and the Web, wireless technologies.	Chapter 7 (Laudon & Laudon)
Information literacy	Introduction to information literacy, information sources, research strategies, information evaluation, plagiarism.	Information literacy online module found here
Microsoft Office applications	Lab sessions on Microsoft Word, PowerPoint, and Excel.	Resources and instructions will be provided in the lab.

Email Etiquette

Since Email is one of the preferred ways of communication for this class, I would expect students to adhere to correct/professional/proper Email etiquette. Please visit j.mp/MIS_Email site for more information. **Any email not using these guidelines, will be deleted and ignored** (you will not get a reply from me).

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Policies

- **General**
  - Students should check the Teams site/app for class information regularly, you are responsible for any information posted
  - Each student should turn silent/off his/her mobile at the beginning of class and place it on the desk upside down
  - After a grade is posted, you will have one week to discuss grade with me/TA. After that week, the grade is final
  - If you are a special needs student (have any disability), please inform me
  - Make-up Quizzes and Exams: No Makeup quizzes or Exams will be given
  - Do not tell me "After the Fact".
  - During an exam/quiz, once a student leaves, no student is allowed to come in

- **Absence**
  - Be on time for the lecture (remember, class starts at 9:30am, not 9:35am)
  - At the beginning of each lecture, I will take attendance, anyone coming after that time will be considered as absent
  - I will not take off points for being absent

Grading

The grades for this class are distributed as follows:

Grade	Activity
100	5 Quizzes, 25 points each (lowest quiz is dropped)
100	Research Assignment
300	Computer lab exams (Microsoft Excel)
200	Midterm exam
300	Final exam
1000	**Total**

Grade distribution

Range	Grade
>= 950	A
900-949	A-
870-899	B+
830-869	B
800-829	B-
770-799	C+
730-769	C
700-729	C-
650-699	D+
600-649	D
<= 599	F

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College Level Objectives (CLO) Mapping to CBA Skill Based Competency Goals

CLO	Competency Goals				
	Analytical	**Communication**	**Information Technology**	**Business Ethics**	**General Business Knowledge**
1					I
2			I		
3			I		
4	I	I	A		
5	I	I	I	I	

Type of Emphasis:

- (**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.

Academic Integrity

All of the following acts will be considered as cheating:

- Presenting work that you copied from someone else as yours
- Talking to others during exams or quizzes
- Looking over someone else's exam during the exam or quizzes
- Using your mobile phone during exams or quizzes (regardless of what are you using it for)
- Communicating with anyone else during any quiz or exam
- Presenting work that you copied from the internet or a book as yours
- Any text that you would want to include in your work needs to be referenced
    - **Referencing a book example (referenced text is in *italic*):**
    ….. "*The latest version of the Microsoft Office release has built in support for web enabled features*" (Microsoft Office Demystified, John Davis, 2004, Prentice Hall press, page 243) ……..
    - **Referencing an internet site example (referenced text is in *italic*):**
    …. "*DHCP servers assign a unique IP address whenever a new computer or device is connected*" (http://www.tcpip.org/dhcp.html) ……

Punishment for cheating is as follows (from the university guidelines)

- Students will be given an F for ALL of their classes for that semester
- Students can also be denied class registration for the next semester

Dr. Sulaiman AlRafee