| ***ISOM Department******College of Business Administration******Kuwait University*** | Dr. Sulaiman Al-RafeeEmail: sulaiman.alrafee@ku.edu.kw*Spring 2022* |
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**Course Syllabus**

 **ISOM 130: Business Information and Technology**

Office Hours: Mon/Wed 8:30am to 9:30am, 1:30pm to 2pm

Class time: Mon/Wed 9:30am and 11am

### 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** |
| --- | --- |
|  | Midterm Exam |
| 14/4/2022 | Last day to withdraw from classes |
| 2/6/2022 | Last day of classes |
| 8/6/2022 | Final Exam (2:00pm – 4:00 PM) |

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### 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](https://penpoin.com/business-function/)), Core and supporting business functions ([link](https://penpoin.com/core-and-support-business-functions/)), How are business functions interrelated ([link](https://penpoin.com/business-functions-interrelated/)), Business process ([link](https://penpoin.com/business-process/)) |
| **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](https://wit-ie.libguides.com/c.php?g=648995&p=4551474) |
| **Microsoft Office applications** | Lab sessions on Microsoft Word, PowerPoint, and Excel. | Resources and instructions will be provided in the lab. |

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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 930am, 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 | Quizzes |
| 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 |

### 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

### 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](http://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).

### Zero Tolerance for Nepotism (No Was6a)

By registering for this class, you agree to abide by all its regulations including the zero tolerance of nepotism. By agreeing to this rule, you understand that your grade will be decreased a full letter grade (that is: goes from an “A” to a “B” for example) if anyone (family, friends, etc.) attempts to influence your grade (with or without your knowledge).