**Unified Course Syllabus - Fall 2023**

**ISOM 240: Introduction to Management Information Systems (3 Credits)**

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| **Section#** | **Days** | **Time** | **Floor** | **Part** | **Room#** | **Faculty Name** | **TA** |
| 01A | 135 |

|  |  |  |
| --- | --- | --- |
| 08:00 |  | 08:50 |

 | 02 | C2 | 1001 | ADEL AL-ADWANI | Hessa Al Humaidan |
| 02A | 24 |

|  |  |  |
| --- | --- | --- |
| 11:00 |  | 12:15 |

 | 02 | C2 | 1005 | KAMEL ROUIBAH | Hessa Al Humaidan |
| 03A | 135 |

|  |  |  |
| --- | --- | --- |
| 09:00 |  | 09:50 |

 | 02 | C2 | 1001 | ADEL AL-ADWANI | Hessa Al Humaidan |
| 04A | 135 |

|  |  |  |
| --- | --- | --- |
| 15:00 |  | 15:50 |

 | 02 | C2 | 1022 | SHARIFFAH ZAMOON | Hessa Al Humaidan |
| 05A | 24 |

|  |  |  |
| --- | --- | --- |
| 09:30 |  | 10:45 |

 | 02 | C2 | 1005 | KAMEL ROUIBAH | Nouf Al Oraifan |
| 06A | 135 |

|  |  |  |
| --- | --- | --- |
| 09:00 |  | 09:50 |

 | 02 | D2 | 1010 | Ali Dashti | Osamah Mustafawi |
| 07A | 135 |

|  |  |  |
| --- | --- | --- |
| 10:00 |  | 10:50 |

 | 02 | D2 | 1010 | Ali Dashti | Osamah Mustafawi |

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| *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 worth 2%, 3 courses related to MS Excel Pivot Table and then perform quizzes worth 3%.  |
| **Any questions or comments contact** **ali.dashti@ku.edu.kw****You MUST purchase “MyLab MIS with Pearson eText” code from library****Midterm Exam Oct 16th, 2023 12:30 pm- 1:50 pm****Final Exam January 3rd, 2024 2:00 pm – 4:00 pm** |

**Coordinator Information:**

|  |  |
| --- | --- |
| *Moodle and MS Teams:* | **Intro. to management information systems-ALL-FALL 2023/2024** |
| *Email:* | ali.dashti@ku.edu.kw |
| *Office:* | A2-1023 |
| *Office Hours:* | Mondays and Wednesdays 9:00AM – 11:00AM and 5:00PM – 6:00PM |

**Course Description**

This course provides students with a focused introduction to the purposes, uses, and value of information systems and information resources in contemporary private 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 Database Management Systems (DBMS- MS Access), 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**

|  |  |  |
| --- | --- | --- |
| 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**

* MyLab MIS and Moodle (With Safe Exam Browser) for homework, video exercises, quizzes, Midterm and Final exams.
* Use of Power Point
* Hand notes
* Use of websites
* Use of commercial tools: MS Excel, MS Access
* Assignments and video exercises

**Required Material:**

|  |  |
| --- | --- |
| **Textbook** | Kenneth C. Laudon and Jane P. Laudon (2021); Essentials of MIS Global Edition, 14th Edition, 528 pp, Print ISBN: 9781292342634 Note: Having a hard copy of the book is *optional*.However**, you MUST obtain a code for “MyLab MIS with Pearson eText” that you can purchase from the library.** You will not be able to answer video exercises, nor solve homework using Pearson website without the access code. You cannot share the code or borrow it from other students. |
| **Tools to be used** | E-plagiarism system (Turnitin: www.turnitin.com); Cloud system (OneDrive of Microsoft) |
| **Prerequisites**  | ISOM 130 |
| **Unified Moodle Used** |  |
|  | Pay attention to the name of MOODLE website |

**More details are found on UNIFIED MOODLE website.**

**Course Outline**

|  |  |
| --- | --- |
| Topic | Reading |
| Chapter 3: Achieving Competitive Advantage with Information Systems | Only two sections (3.1 and 3.4) |
| Chapter 9: Achieving Operational Excellence and Customer Intimacy: Enterprise Applications | Only sections (9.1, 9.2, and 9.3) |
| Chapter 6: Foundation of Business Intelligence Database and Information Management | All sections (6.1, 6.2, 6.3, and 6.4) |
| Chapter 11: Improving Decision-Making and Managing Knowledge | Only two sections (11.1 and 11.2) |
| Chapter 8: Securing Information Systems | Only sections (8.1, 8.3, and 8.4) |
| Chapter 10: E-commerce: Digital Markets, Digital Goods | All sections (10.1, 10.2, 10.3, 10.4, 10.5, and 10.6) |
| Chapter 4: Ethical and Social Issues in Information Systems | Only two sections (4.1 and 4.2) |
| Chapter 12: Building Information Systems and Managing Projects | Only two sections (12.1 and 12.2) |
| Practical component consists of 4 MS Access 2019 (0.5% each) and 3 MS Excel 365 courses (1% each) 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 / turn in certificates. Note: If a student completed the certificates previously, then they must be redone. A screenshot of the most recent learning plan must be uploaded to Moodle.  |

In addition to the topics listed above, you are responsible to review material from ISOM 130. Review material covers Chapters 1 and 2 with the following topics:

Chapter 1: Business Information Systems in Your Career

Chapter 2: Global e-Businesses and Collaboration

**Key Terms/ Concepts:** Six Objectives/ Big Data and IoT/ What is an Information System?/ Problem Solving Approach/ Bus Process/ Bus Environment/ Levels in the Organization/ Bus Functions/ Business Intelligence/ Enterprise Systems/ IS Department/ Collaboration

**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://kuweb.ku.edu.kw/ku/Students/References/index.htm>

<http://kuweb.ku.edu.kw/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.
	+ Students must attend the classes they are enrolled in (i.e., no informal switching between sections for the same faculty member or between different faculty members).  The same is applied to taking quizzes, midterm, and final exams
* Absenteeism:
	+ University regulations governing absenteeism are applied to all students. This involves a first warning after **3 hours (not lectures)**, 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 (**ONLINE on YOUR LAPTOP- NOT handheld devices**)
	+ 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. **If you have Covid (during Midterm/ Final Exam time), then submit documentation of PCR/ Civil ID to the Committee to decide on your case. For the Midterm, if your documentation is approved, you will be invited to complete a makeup (at a time set by the committee). For the Final, if your documentation is approved, an “I” (Incomplete) will appear in the KU portal and you will be invited to complete the makeup the first week of the following academic term**. You must inform your instructor and share the results of a PCR test at least 4-5 days before and exam to be eligible for a make-up.
	+ **Moodle will be used with Safe Exam Browser. Make sure you access Moodle using Google Chrome**. **Safe Exam Browser** must be installed on laptop or desktop. Be sure to install **Safe Exam Browser** BEFORE the exam date by taking the compatibility test in Moodle (for technical help, please see your TA). **You are responsible for having a working computer (Systems Updates and Safe Exam Browser Updates) Fully Charged and with working Internet BEFORE THE EXAM.**
	+ **Exams will NOT be administered using handheld devices like iPhone or iPad (even if it has worked in past exams)**. You need a laptop for the ENTIRE EXAM.
	+ Any academic dishonesty during the course or suspicious behavior during the exam will have consequences. A student can earn a ZERO in the assessment, an “F” in the course, and can be reported to Associate Dean of Student Affairs to take even more severe actions.
	+ Every student in this course must abide by the Kuwait University Policy on Cheating and Plagiarism (published in the Student Guide, Chapter 3, Section 2; p. 22). A copy of the student guide can be accessed online on: <http://kuweb.ku.edu.kw/cs/groups/ku/documents/ku_content/kuw055940.pdf>
	+ 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. Furthermore, dictionary use is prohibited during exams**.
	+ If you have any doubt related to a question(s) on quizzes or exams you need to flag the question(s) and insert a comment with your full name, section, and the reason for flagging the question(s). Failure in doing so will result in not reviewing flagged question(s).
* Grading:
	+ There are **NO** collaborations in quizzes and exams - this will be considered **cheating**. Plagiarism will also be considered as cheating.
	+ Late submission will not be accepted
	+ You are responsible to MS Access/Excel certificates to Moodle, and before you click submit, download the same certificate on a different machine to view it. Instructors cannot be responsible for unsubmitted or corrupt files (students will receive a zero), and will not extend deadlines because of this issue.
	+ 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, video exercises, midterm, … etc), you will have 1 week 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-).
* Academic Dishonesty will not be tolerated. Cheating/ submitting work prepared by someone else/ resubmitting work from other courses/ plagiarism and the like will earn you an “F” grade in the course.
* Students are responsible to have working and up to date computer/ laptop and internet. Students are responsible for making sure their work is posted to the LMS: make sure the posting to the forum is uploaded fully, make sure files uploaded are not corrupt (download then upload the work and make sure it is readable) etc.
* Students are responsible for the content/ instructions etc. on LMS as well as emails. For example, your instructor will not remind you of due dates.
* Students are responsible for content of any social media groups setup. These are NOT monitored by your instructor.
* Recording (audio/ video) as well as still photography are strictly prohibited (in accordance with KU policies).
* Students should contact instructor by email (NOT MS Teams) within working hours and days. Students cannot contact instructors or TAs out of normal hours (e.g., 2am on Friday) to get help if they have a question or technical issue and will not get an extension for deadlines to solve technical problems.

**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 |

**Grade Distribution**

|  |  |  |  |
| --- | --- | --- | --- |
| Category | % | Unified? | Notes |
| Final Exam | 40% | Yes | *Jan 3rd, 2024, between 2PM and 4PM. 2 Hrs exam.* *Moodle announcement will state sections included and number/ types of questions. All questions are developed and reviewed by course committee (AUTHOR TESTBANK NOT USED FOR THIS EXAM).* |
| Midterm Exam | 20% | Yes | *Oct 16th , 2023, between 12:30 and 1:50PM. 1 Hr exam.* *Moodle announcement will state sections included and number/ types of questions. All questions are developed and reviewed by course committee (AUTHOR TESTBANK NOT USED FOR THIS EXAM).* |
| video exercises | 10% | Yes | *4 video exercises each worth 2.5%* |
| Homework | 10% | Yes | *4 Homework each worth 2.5%* |
| Lab | 5% | Yes | 4 MS Access 2019 courses (worth a total of 2%) 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. 3 MS Excel 365 Pivot Table courses (worth a total of 3%) 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))Each student must login using the same username and password used when accessing the SIS portal, study the assigned courses and pass quizzes then submit digital certificates (remark: you get a digital certificate if you succeed and get higher than 70%).If you are repeating the class and have old certificates, you must re-watch the videos and complete the exam once again upload your certificates and take a screenshot of the Learning plan to show you have re-watched the videos (you will have to attach the certificates and the learning plan) |
| Quizzes | 10% | Yes | *2 Quizzes– closed book and notes – one attempt**In-class and online through Moodle (15 minutes)** Quiz 1: Chapters 3 and 9 (10 questions) – YOU CAN STUDY AUTHOR’s TEST BANK
* Quiz 2: Chapters 8 and 11 (10 questions) – YOU CAN STUDY AUTHOR’s TEST BANK

Bonus Quizzes:* Compatibility Quiz (general questions)
* Review Quiz (Chapters 1 and 2)
* Pre-midterm quiz (general questions)
* Pre-final quiz (general questions)

Note: You are responsible to download, install, and update to the latest version of Safe Exam Browser BEFORE a quiz. Those actions will NOT be allowed in class. |
| Other | 5% | NO | *Pop-up quizzes, participation, attendance, …etc.* |
| Total | 100% |  | The Course Curve is set for 3% ONLY |

**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:

* Include an informative subject line staring with IS 240 (and your section number).
* 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.
* 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 | Due Date |
| Bonus PRE-Quiz Compatibility (1%) | 30/9/2023 11:59PM or earlier |
| Bonus Quiz Review Chapters 1&2 (1%)  | 1/10/2023 (24 lectures) or 2/10/2023 (135 lectures)  |
| Quiz 1 Chapters 3 and 9 (5%)  | 11/10/2023 (24 lectures) or 12/10/2023 (135 lectures)  |
| Bonus PRE-MIDTERM QUIZ (1%)  | 14-16/10/2023 12:00PM |
| Chapter 3 Homework (2.5%) | 16/10/2023 11:59PM or earlier |
| Chapter 9 video exercise (2.5%) | 16/10/2023 11:59PM or earlier |
| Midterm chapters 3 and 9 (20%) | 16/10/2023 12:30PM – 1:50PM |
| Last Day to Withdraw | 28/10/2023 |
| MS Access (2%) | 2/11/2023 11:59 PM or earlier |
| Quiz 2 Chapters 8 and 11 (5%) | 15/11/2023 (24 lectures) or 16/11/2023 (135 lectures)  |
| MS Excel Pivot table (3%) | 23/12/202311:59 PM or earlier |
| Chapter 6 Homework (2.5%) | 25/12/2023 11:59 PM or earlier |
| Chapter 11 video exercise (2.5%) | 25/12/2023 11:59 PM or earlier |
| Chapter 8 Homework (2.5%) | 25/12/2023 11:59 PM or earlier |
| Chapter 10 Homework (2.5%) | 25/12/2023 11:59 PM or earlier |
| Chapter 4 video exercise (2.5%) | 25/12/2023 11:59 PM or earlier |
| Chapter 12 video exercise (2.5%) | 25/12/2023 11:59 PM or earlier |
| Last day of classes | 25/12/2023 |
| Bonus Pre-final Quiz (1%)  | Anytime between 1-3/1/2024 1:30PM |
| Final Exam Chapters 6, 8, 10, and 12 (40%) | 3/1/2024 2 pm – 4 pm |

 ***Note: your instructor will NOT remind you of the above dates.***

 **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.

 **The final Curve for this class is 3% ONLY**. It will not change (i.e., up or down) at the end of the semester and is established from the beginning of the course so students know their final grades the minute they submit the final exam.