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| **C:\Users\ashkanani\AppData\Local\Microsoft\Windows\INetCache\Content.Word\AACSB-logo-accredited-vert-color-RGB.JPG** | Kuwait University  College of Business Administration  Information Systems and Operations Management Department |  |

**Course Syllabus**

**ISOM 130: Business Information and Technology (Spring 2023-2024)**

Prof. Omar Khalil

**Lecture Time and Location**

**Section 130-07A** Monday & Wednesday (14:00 – 15:15) –Room C2-1005

Lab Schedule Sunday & Tuesday (15:00 – 16:00), Room: TBA

**Section 130-08A** Monday & Wednesday (11:00 – 12:15) –Room C2-1009

Lab Schedule Sunday & Tuesday (16:00 – 17:00 am), Room: TBA

**Contact Information**

**Email** [omar.khalil@ku.edu.kw](mailto:salman.aljazzaf@ku.edu.kw)

**Office** Room # A-2-27 (South Building, 2nd Floor, ISOM Department)

**Office Hours** Monday & Wednesday (12:30 –14:00), or by appointment

Chatting via MS-Teams is always available.

**Lab Instructor** Nouf Aloraifan

**Email** nouf.aloraifan@ku.edu.kw

**Textbook** K. C. Laudon and J. P. Laudon, Essentials of MIS, 14th Edition, Pearson Education, 2016.

**Other Material** Additional material such as lecture slides, case studies, articles, and assignments will be posted on the course websites.

**Course Website** Microsoft Teams (for announcements, assignments, and course material)

[Moodle](https://moodle.ku.edu.kw) (for quizzes, assignments, and unified exams, if needed)

**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.

**Course Learning Objectives (CLOs)**

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

1. Understand business as a system, its subsystems (e.g. operations, marketing, accounting, finance and information systems), and its environment.
2. Understand the role of information and information systems in integrating business processes and enabling business performance.
3. Recognize information technology (IT) systems (e.g., computers, communication, networks) and their components (e.g., hardware, software, data, people, procedures, etc.) as well as their use in business.
4. Effectively and innovatively apply IT applications to analyze, report, and present business problems and solutions [LG2, LG3].
5. Identify, research, synthesize, report, communicate, and ethically and professionally use information for innovative business.

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

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| --- | --- | --- | --- | --- | --- | --- |
| 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 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 Outline**

| **Unit** | **Key Topics** | **Resources** |
| --- | --- | --- |
| **Business Functions and Processes** | 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) |
| **Types of Information Systems** | 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 of [Wilmington University](https://libguides.wilmu.edu/SOC331). |
| **Microsoft Office applications** | Lab sessions on Microsoft Word, PowerPoint, and Excel. | Resources and instructions will be provided in the lab by the Lab Assistant. |

**Grading and Course Requirements**

* All dates (except for the final) may change due to class circumstances and holidays. Always check the course website for the latest version of the syllabus.

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| **Weight** | **Category** | **Description** |
| **3%** | **Quizzes** | Quizzes will be provided in class (or on Moodle as needed). The lowest quiz score will be dropped. Dates will be announced later. |
| **2%** | **Class Participation** | Students are expected to attend class meetings regularly to enthusiastically participate in class discussions. Attendance will be taken daily. |
| **5%** | **Information Literacy Assignments** | These individual and group assignments will be on topics discussed in class. Announcements on these assignments will be later provided. |
| **30%** | **Lab Exams** | Word, Excel, and PowerPoint exams will be given during special lab sessions. Dates will be announced later. |
| **20%** | **Midterm Exam** | One midterm exam.  Date/Time: March 4th, 2024 @ 12:30 pm  Units covered: Business Functions and Processes, and Chapter 1. |
| **40%** | **Final Exam** | Date/Time: Sunday, May 19th , (11:00 – 13:00).  Units covered: Chapter 2, Chapter 5, Chapter 7, and Information Literacy. |
| **100%** | **TOTAL** |  |

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| **Grade Distribution**   |  |  | | --- | --- | | **Grade** | **Range** | | A | ≥ 95 | | A- | ≥ 90 and < 95 | | B+ | ≥ 87 and < 90 | | B | ≥ 83 and < 87 | | B- | ≥ 80 and < 83 | | C+ | ≥ 77 and < 80 | | C | ≥ 73 and < 77 | | C- | ≥ 70 and < 73 | | D+ | ≥ 65 and < 70 | | D | ≥ 60 and < 65 | | F | < 60 | | **Important Dates**   |  |  | | --- | --- | | **Date** | **Event** | | TBD | Quizzes & Assignments | | TBD | Lab exams | | TBD | Midterm exam | | Thursday 26/5/2022 | Last day of classes | | Wednesday 8/6/2022 (14:00 – 16:00) | Final exam | |

**Quizzes**

Quizzes will be given at the beginning of class either on paper or through Moodle. The study material and quiz dates will be announced later. The questions in the quizzes are a good reflection of what the midterm and final exam questions will look like. I will drop the lowest quiz score from your quizzes overall grade (10%). The quizzes dates will be announced later.

**Homework Assignments**

These will be individual and/or group assignments. Collaborations in individual assignments will be considered cheating. Assignments will be posted on the course website on Teams. Please pay attention to deadlines and times since late submissions will not be accepted.

**Research Assignment**

The course includes a dedicated unit that introduces the students to *information literacy*, which can be defined as “the ability to know when there is a need for information, to be able to identify, locate, evaluate, and effectively use that information for the issue or problem at hand”[[2]](#footnote-3). In this unit, you will be introduced to research guidelines, how you evaluate different sources of information, and how to use and present information ethically and effectively.

You will be asked in a research assignment to demonstrate your information literacy skills The objective of this assignment is to allow students apply information literacy skills (learnt in class) as well as MS Word and PowerPoint skills (learnt in the lab). The research assignment specifications and guidelines will be later posted on Teams. Students’ reports and presentations will be graded based on how well they cover the assigned topic and how well they are formatted based on the recommended standards and guidelines.

**Midterm and Final Exams**

There will be only one midterm exam that is worth 20% of your final grade. The final exam is worth 30% of your final grade. Please be advised that no test banks will be used in the development of midterms or final exam. If you have a test bank, you can use it as a personal evaluation of your learning and in solving homework. Do not rely on it to prepare for the exams. All exams, including the midterm and final exam, will be closed book and notes.

**Identification**: You must bring and display a valid Kuwait University student ID to the examinations.

**Late Arrival**: If you arrive late for an examination, you will be given the remaining amount of time to complete your examination. However, after the first student hands in her/his examination, late students cannot start the examination. These late students will receive a zero grade in the final exam.

**Questions during the examination**: You are not allowed to ask questions about the exam content during the examination, unless you feel that there is a typographical error. Reading and understanding the question is part of the exam. If you need to make any assumptions, then make sure to clearly write those assumptions in your response.

**Note:** Working on your examination after time has already ended is not allowed and will lead to deduction of points from your exam grade.

**Attendance**

**Attendance in this class is required**. You’re expected to abide by the Kuwait University Policy on Attendance (published in the Student Guide) and attend class meetings regularly. Absences will negatively affect your participation in class discussions as well as your participation grade (2%). In addition, excessive absences (more than 6 hours) may lead to a failing grade (FA) for the course. Attendance is taken at the begging of every class meeting; therefore, late attendances are not counted. When you must miss a class meeting, it’s your responsibility to seek out help from classmates to fill you in on missed materials.

**Academic Integrity**

The University's code of academic integrity is designed to ensure that the principles of academic honesty and integrity are upheld. All students are expected to adhere to this code. All acts of academic dishonesty will be dealt with in accordance with the provisions of this code. Every student in this course must abide by the Kuwait University policy on cheating and plagiarism. A copy of the student guide can be accessed online on:

<http://vpaa.ku.edu.kw/ar/documents/KU%20ByLaws/Students/Curriculum_Regulations.pdf>

In particular,

* You should neither give nor receive assistance from anyone in doing quizzes, homework, and exams.
* You should immediately report to me any act of academic dishonesty that you may observe. Your anonymity will be protected.

Cheating includes (but not limited to):

* Using unauthorized notes during examinations.
* Using unauthorized devices during examinations.
* Communicating with anyone besides instructor or examination proctor.
* Looking at another student's work during examinations.
* Copying another student’s work.

**Other Course Policies**

My fellow students, I need 100% of your attention and mindshare while the class is in session. Toward this end:

* For each class meeting, please arrive sufficiently ahead of the official start time in order to collect any handouts or prior quizzes and get yourself ready.
* Please do not walk around or out of the classroom, while class is in session.
* All electronic gadgets must be turned off or set silent while class is in session (vibrate mode is not accepted).

**Grading**: It is important to recognize that a grade reflects another person’s evaluation and judgment of your work. I will personally grade your assignments, quizzes, and exams. You are encouraged to meet with me at any time to discuss the strengths and weaknesses of your course work (i.e., to gain understanding of your performance). I will do my best to ensure that grading is fair and consistent for all students. Your suggestions, questions, and grade challenges are welcomed and encouraged. However, no part of your grade will be based on anything other than your coursework and attendance.

**Important note**: Please DON'T send anyone (a family member or any other person) to talk to me about raising your grade. Any student who violates this rule will not receive class bonuses (if any).

**Special needs:** If you have a disability or special needs, please bring this to my attention as soon as possible, but not later than the second week of class.

**Common Excuses that are not Acceptable**

“I am a senior and I need an A in the class to graduate because my GPA is low.”

“My scores do not reflect the enormous effort I am putting into this course.”

“I spent hours studying for this test, but I just blanked out during the test.”

APPENDIX: CBA’S VISION, MISSION & COMPETENCY GOALS

CBA Vision: To be the leading provider of quality business education in the region.

CBA Mission: As part of Kuwait University, the leading national institution of higher education, the College of Business Administration is committed to providing quality business education, engaging in research and community services to contribute to the socio-economic development of the country.

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 a 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)
2. Presidential Committee on Information Literacy: Final Report. [The American Library Association](https://www.ala.org/acrl/publications/whitepapers/presidential). [↑](#footnote-ref-3)