



The University of Texas at Austin  
McCombs School of Business

**MIS 302F: Foundations of IT Management  
Spring 2010**

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<b>Sections</b>	TTh 2:00-3:30pm UTC 2.102A (03625) TTh 3:30-5:00pm UTC 2.102A (03630)
<b>Instructor</b>	Doug Verduzco
<b>Office</b>	CBA 2.230
<b>Email</b>	<a href="mailto:doug.verduzco@mcombs.utexas.edu">doug.verduzco@mcombs.utexas.edu</a>
<b>Mailbox</b>	Information, Risk, & Operations Management Department (IROM) CBA 5.202
<b>Office Hours</b>	TTh 12:30-1:30pm <i>and</i> by appointment
<b>Teaching Assistants</b>	The TAs and their office hours will be announced on Blackboard (BB), once they have been finalized

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## 1. Course Objective

Information technology (IT) has transformed all aspects of 21<sup>st</sup> century business and everyday life. New IT investments continue to be staggering. Worldwide, over \$2.5 trillion is invested in IT. In the U.S., over 50% of capital expenditures are related to IT. Information systems influence business processes, organizational structures, and the ways people do business, work, and communicate. Emerging technologies have triggered new forms of organization and business process innovation. They have also impacted organizational structure, culture, politics, decision-making, and society as a whole. The pervasiveness of IT is expanding global trade and changing how and where work is performed. It is vital that future managers—in every area of business—have a working knowledge of modern IT, practical experience in its use, and management perspective on how IT is used in organizations.

Foundations of Information Technology Management (MIS 302F) is an introduction to information technology and management information systems. This course focuses on two broad issues: using IT for competitive advantage and developing core IT-related skills and management understanding from a non-technical point-of-view. The objective of the class is to help you develop these skills and learn how to apply them to your future career.

The topics covered in this class include the IT ecosystem, using information systems (IS) for competitive advantage, enterprise systems (ERPs), customer relationship management systems (CRMs), supply chain management systems (SCMs), e-commerce, business intelligence, internet technologies, databases, and IT security. While there is some introduction to the practical use of hands-on technology, this course primarily highlights the strategic business possibilities inherent at the intersection of business and technology.

## 2. Required Materials

**Textbook** *Experiencing MIS* by David Kroenke, 2<sup>nd</sup> Edition

This text is available in a softcover, unbound, and eBook format. The softcover option is available from the UT Co-op. The other options are available online.

You can purchase the book in ONE of THREE different versions. All versions have the same content, but each is in a different format with a different price.

Here is information on the versions:

Option 1: Bound Paperback – highest price, stocked by the Co-Op. ISBN-10: 0136078680

Option 2: Student Value Edition (unbound, 3-hole punched) – middle price, stocked by the Co-Op and Beat the Bookstore. ISBN-10: 0136092144

Option 3: E-Book – virtual copy online at [www.CourseSmart.com](http://www.CourseSmart.com) – lowest price. ISBN-10: 0136078745

**Technology** Internet access, MS-Office compatible software including PowerPoint, Word, and Excel.

**Blackboard** Announcements, assignments, course schedule, grades, additional readings and other information are available on Blackboard at <http://courses.utexas.edu/>

**Readings** Discussed in class and included in class PPTs, as needed

## 3. Grading

### 3.1 Exams

There are two exams in MIS 302F. Each exam is non-cumulative and covers the assigned readings, class presentations, class discussions, and class assignments. The exact date for each exam can be found on the class schedule. There will be no exceptions to the exam date schedule. If you miss an exam, plan to take the optional final to replace the missed exam.

There is an optional final. It is cumulative and scheduled during the finals period. If a student chooses to take the optional final, that grade will replace the lowest midterm exam grade. There will be no exceptions to the date, time, or location for the optional final. Additional details regarding the optional final exam will be discussed in class.

### 3.2 Homework

There are six homework assignments comprised of IT-related skills and short writing components. The skill assignments emphasize IT concepts and issues that will affect your career. The writing assignments will push you to think strategically about the use of IT in business. Homework assignments will include both objective and subjective content for students to complete. The assignments will require independent learning and thought. Homework assignments will be announced and discussed in class.

Some homework assignments will be submitted online via Blackboard. It is your responsibility to *submit* your work by the deadline. If you do not submit your work, you may lose points from your homework grade, at the discretion of the instructor.

Deadlines for all assignments are **strictly enforced**. To be safe, I would suggest submitting any assignment due on BB at least 24 hours in advance of the deadline. This will ensure that you have time to resolve any potential technical issues that you may have.

The content from each homework assignment builds on the previous assignment. It is also your responsibility to keep electronic copies of all homework assignments. For homework assignments submitted on BB, I'd suggest to create in MS Word or other software and copy/paste into Blackboard, as needed.

### ***3.3 Quizzes***

There are six quizzes to ensure that students are completing class assignments and have a thorough understanding of the material. Quizzes may be announced or unannounced and may be given in class or online. You must complete at least five quizzes which will count towards your total quiz points, as shown in section 3.5. If you complete all six quizzes, the "extra" quiz grade will be added to your total points as extra credit. This policy allows you to essentially drop your lowest quiz grade for any reason including missing class, illness, school-sponsored trip, personal accident, etc. However, it rewards the completion of all six quizzes.

Online quizzes will be submitted online via Blackboard. It is your responsibility to *submit* your work by the deadline. If you do not submit your work, you may lose points from your quiz grade, at the discretion of the instructor.

### ***3.4 Grading Policies***

There are **no** make-ups for any missed homework assignment or quiz.

There are **no** make-up for exams unless in cases of **extreme medical emergency**. If you miss an exam because of an emergency, you should notify your instructor and present written documentation (e.g., note from attending physician) AS SOON AS POSSIBLE. The instructor has final authority to determine if your absence is justified and, if so, what alternate arrangements will be made. If not it is not considered justified, you will receive a **zero** for that exam.

Grades will be reported in Blackboard. It is your responsibility to check Blackboard often to confirm that your grades are recorded correctly. Any discrepancy should be discussed during office hours with the instructor immediately; questions or issues related to grades must be resolved **within one week** from the date the grade is posted. Otherwise, **no change** in a previously reported grade will be made.

Be aware that teaching assistants and I cannot discuss grades over email. Students must discuss grades during office hours or an office appointment.

Incompletes are very rarely given and only in the absolute **rarest** of circumstances according to university policy.

Additional extra credit assignments may be offered to the entire class at the discretion of the instructor. There will be **no** opportunity to raise your course grade by doing individual extra credit work at any point during or after the semester. This would violate university policy.

Exams may or may not be curved based on the overall class results at the discretion of the instructor.

### 3.5 Grading Weights

Your final grade in this course will be determined as follows:

	Points	Percentage
Exam 1	300	30%
Exam 2	300	30%
Homework	300	30%
Quizzes	100	10%
<b>TOTAL</b>	<b>1,000</b>	<b>100%</b>

I reserve the right to adjust the final composite grades based on the class average and in accordance with the guidelines and grading standards for this course. Be aware that in Fall 2009, UT has changed to a plus/minus grading system. Final letter grades will be based on total course points, as shown below:

	Grade
930-1000	A
900-929	A-
860-899	B+
830-859	B
800-829	B-
760-799	C+
730-759	C
700-729	C+
660-699	D+
630-659	D
600-629	D-
599 and lower	F

Please visit <http://www.utexas.edu/provost/planning/plus-minus/> for more information on the plus/minus grading system.

## 4. Scholastic Integrity

*The McCombs School of Business has no tolerance for acts of scholastic dishonesty. The responsibilities of both students and faculty with regard to scholastic dishonesty are described in detail in the Policy Statement on Scholastic Dishonesty for the McCombs School of Business:*

*By teaching this course, I have agreed to observe all of the faculty responsibilities described in that document. By enrolling in this class, you have agreed to observe all of the student responsibilities described in that document. If the application of that Policy Statement to this class and its assignments is unclear in any way, it is your responsibility to ask me for clarification. Policy on Scholastic Dishonesty: Students who violate University rules on scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and/or dismissal from the University. Since dishonesty harms the individual, all students, and the integrity of the University, policies on scholastic dishonesty will be strictly enforced. You should refer to the Student Judicial Services website at <http://deanofstudents.utexas.edu/sjs/> or the General Information Catalog to access the official University policies and procedures on scholastic dishonesty as well as further elaboration on what constitutes scholastic dishonesty.*

*Questions about scholastic dishonesty procedures should be referred to Paul Murray, Associate Dean for Undergraduate Program Office.*

Scholastic dishonesty includes, but is not limited to:

- Cheating on a test or quiz (e.g., copying someone else's answer)
- Allowing someone to cheat on a test or quiz (e.g., allowing someone else to copy your answer)
- Copying a homework assignment (e.g., turning in someone else's work as your own)
- Using or having unauthorized materials or aids to complete a test or quiz (e.g., a cheat sheet, cell phone, Palms, etc.)

## 5. Attendance and Participation

Attendance will not be formally checked; however, regularly attending class will significantly contribute to your understanding of the material and your final grade. You will also learn more if you listen, take notes, ask questions, and contribute, especially since exam questions are derived from lectures and class discussion. Therefore, read the materials **before class**, come to class **on time** and ready to discuss the material and participate. Students will be **cold called**, so it is in your best interest to come prepared.

If for some reason you are running late, please do not feel that you should skip class. Please come in quietly and take a seat. If you must leave class early, please tell me before class started. I would greatly appreciate it.

If a student may miss any class due to the observance of a **religious holy day**, inform the instructor as far in advance at the beginning of the semester, so that any necessary arrangements can be made to complete course requirements within a reasonable time after the absence.

## 6. Communicating with the Professor

I have regularly scheduled office hours every Tuesday and Thursday from 12:30 – 1:30pm. The TAs will also hold office hours on a schedule that will be announced on Blackboard. I encourage students to use this time to discuss any course-related issues and to get additional help if you need it.

If you are unavailable during the office hours posted, please set an appointment for an alternate day and/or time. To set an appointment, please send an email with several date/time options of when you will be available.

Due to the large size of this class, please plan for a two to three day response time on any email that you send.

Be aware that teaching assistants and I cannot discuss grades over email. Students must discuss grades during office hours or an office appointment.

## 7. Blackboard and Information Privacy

Access to Blackboard and your email (as listed on Blackboard) is **required** for this class. It is **your responsibility** to regularly check both the class website on Blackboard and your related email account.

I will use Blackboard to make announcements and post common or recurring student questions on Blackboard. I highly encourage students to add questions and post constructive comments. However, your use of Blackboard's email should be for **course-related messages only**. Please see UT Austin's

Acceptable Use Policy for more information at  
[http://www.utexas.edu/academic/blackboard/answers/email\\_abuse.html](http://www.utexas.edu/academic/blackboard/answers/email_abuse.html).

In addition, class e-mail rosters are a component of the site. Students who do not want their names included in these electronic class rosters must restrict their directory information in the Office of the Registrar, Main Building, Room 1. For information on restricting directory information see:  
<http://www.utexas.edu/student/registrar/catalogs/gi02-03/app/appc09.html>. If you choose to restrict your directory information, please email me your JDOE number so I can post your grades on Blackboard.

## **8. Students with Disabilities**

Upon request, the University of Texas at Austin provides appropriate academic accommodations for qualified students with disabilities. For more information, contact the Office of the Dean of Students at 471-6259, 471-4641 TTY.

## **9. Class Schedule**

The class scheduled is planned for the complete semester, as best possible. However, it is tentative and may change. At the end of each class, I will announce what is due to be completed before the next class. I will also announce any changes to the currently posted schedule. The tentative schedule is included on the following page.

## Tentative Spring 2010 Schedule

Class	Date	Day	Topic	Reading
1	19-Jan	Tue	Introduction to MIS 302F	
2	21-Jan	Thu	Competitive Strategy and Advantage	Chapter 3
3	26-Jan	Tue	IS in the Life of Business Professionals	Chapter 1, Chapter Extension 3
4	28-Jan	Thu	Project Startup and SDLC: Biz Planning	Chapter 10
5	2-Feb	Tue	Project Scope	
6	4-Feb	Thu	Requirements: Business Process (1)	Chapter 2
7	9-Feb	Tue	Requirements: Business Process (2)	Chapter 7
8	11-Feb	Thu	Requirements: Wireframes	
9	16-Feb	Tue	Technology: Databases (1)	Chapter 5, Chapter Extension 7
10	18-Feb	Thu	Technology: Databases (2)	
11	23-Feb	Tue	Technology: Networking and Tiered Architecture	Chapter 4, Chapter 6
12	25-Feb	Thu	Technology: Data Communications and the Internet	Chapter Extension 10
13	2-Mar	Tue	Innovation and Emerging Technologies	
14	4-Mar	Thu	<b>Guest Speaker</b>	
15	9-Mar	Tue	<b>Exam Prep</b>	
16	11-Mar	Thu	<b>Exam 1</b>	
	16-Mar	Tue	<b>-- Spring Break --</b>	
	18-Mar	Thu		
17	23-Mar	Tue	Project Management: IT Department and Project Startup	Chapter 11
18	25-Mar	Thu	Project Management: Planning and Control	Chapter Extension 18, Chapter Extension 19
19	30-Mar	Tue	Project Management: Outsourcing and Financing	Chapter Extension 20, Chapter Extension 21
20	1-Apr	Thu	Functional IS and Cross-Functional IS	Chapter Extension 11, Chapter Extension 12
21	6-Apr	Tue	Cross-Organizational IS and Supply Chain	Chapter Extension 13
22	8-Apr	Thu	Application Management	
23	13-Apr	Tue	Data Warehousing	Chapter 9, Chapter Extension 17
24	15-Apr	Thu	IS and Data Security	Chapter 12
25	20-Apr	Tue	Global IT Issues	The International Dimensions Part 1-4
26	22-Apr	Thu	<b>Guest Speaker</b>	
27	27-Apr	Tue	<b>Exam Prep</b>	
28	29-Apr	Thu	<b>Exam</b>	
29	4-May	Tue	Case Study	
30	6-May	Thu	Class wrap-up and Exam Prep	
*	*	*	Optional Final (as per UT Schedule)	