



# MIS 302F: FOUNDATIONS OF INFORMATION TECHNOLOGY

## FALL 2010 COURSE SYLLABUS

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<b>Section</b>	TTh 11:00am – 12:30pm	UTC 2.112A	(03925)
	TTh 12:30pm – 2:00pm	UTC 2.112A	(03930)
<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 2:00pm – 3:00pm <i>and</i> by appointment		
<b>Teaching Assistants</b>	<i>-- To Be Determined --</i>		

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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 in your future career.

The topics covered in this class include the IT ecosystem, using information systems (IS) for competitive advantage, software design, 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 three different versions: soft cover, unbound, and eBook format. You should 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 version options:

- Option 1: Bound Paperback text, retails for approximately \$150. You can get this version online at sites like amazon.com or barnesandnoble.com. The Co-op should also have some copies of this version. This is the most expensive option, but it is the only version that you can sell back at the Co-op.
- Option 2: Student Value Edition (unbound, 3-hole punched version) sells to students for approximately \$100. This version is available at the Co-op and possibly Beat the Bookstore.
- Option 3: If you prefer an online edition, you may purchase an ebook through CourseSmart for approximately \$80 by visiting [www.CourseSmart.com](http://www.CourseSmart.com)

**Technology**

- i>clicker (ISBN: 0-716779390) is available at the Co-op. This will allow you to respond to questions that I pose during class, which represents your participation grade in this class.
- MS-Office compatible software including Word, PowerPoint, and Excel.
- Internet access

**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 four exams in MIS 302F. Each exam is non-cumulative and covers the presentations, class discussions, assigned readings, and assignments. The exact date for each exam can be found on the class schedule. There will be no exceptions to the exam date schedule.

### 3.2 Homework

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

You must complete at least four of the five homework assignments. I will automatically drop your lowest homework grade and take your top four homework grades to determine that part of your final letter grade in the course.

Homework assignments will be introduced and discussed in class. All assignments will be turned in both online via Blackboard and handed-in during class. It is your responsibility to *submit* your work by the deadline. Deadlines for all assignments are **strictly enforced**. To be safe, I would suggest submitting assignments on BB well ahead of the deadline. This will ensure that you have time to resolve any potential technical issues that you may have, which is your responsibility.

The content from each homework assignment builds on the previous assignment. It is your responsibility to keep copies of all homework assignments.

**Mac Users:** On the advice from UT's Technical Support, do **NOT** use the Safari browser to upload your assignments on Blackboard. Please use Firefox, which is available at <http://www.mozilla.com/en-US/products/download.html?product=firefox-3.6.3&os=osx&lang=en-US>

### ***3.3 Class Participation and Quizzes***

Students are highly encouraged to attend class and participate regularly. Participation includes actively asking and answering questions during class. It also includes completing surveys and in-class assignments. Participation grades will be determined based on student responses to in-class discussion questions. Periodic quizzes will also be given to ensure that students are completing course work and have a thorough understanding of the material. In-class assignments are designed to challenge students to apply the concepts of this course to real-world and personal situations.

Participation will be graded based on your use of the i>clicker system. Specific instructions will be given in class on the registration and use of the i>clicker. You will use the i>clicker substantially in this course. You are responsible for bringing your remote to class every day. Participation that is missed for any reason cannot be made up at a later date. However, you will be given more opportunities than you need to get full credit for participation during the semester. For additional information on the i>clicker, please visit <http://www.iclicker.com/dnn/>.

Attendance is a significant contributing factor to your success in the course. The course will be conducted in a manner that encourages class participation, consistent with the objectives of the course and the time available. Students are encouraged to ask questions and to request that particular points of material be explained in more detail, as needed.

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

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

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 announced and reported on Blackboard. It is your responsibility to check Blackboard often to confirm that your grades are recorded correctly. Any grading issue or question 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 I cannot discuss grades over email. Students must discuss grades during office hours or an office appointment.

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.

### 3.6 Grading Components

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

	Percentage
Exams	60%
Homework	20%
Participation	10%
Quizzes	10%
<b>TOTAL</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. Final letter grades will be based on total course points, as shown below:

Total Points	Grade	Total Points	Grade
930-1000	A	760-799	C+
900-929	A-	730-759	C
860-899	B+	700-729	C+
830-859	B	660-699	D+
800-829	B-	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.

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

## 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, etc.)
- Allowing someone to cheat on a test or quiz (e.g., allowing someone else to copy your answer)
- Representing attendance for a student who has missed class for any reason
- 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, PDAs, 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.

By UT Austin policy, you must notify me of your pending absence at least fourteen days prior to the date of observance of a **religious holy day**. If you must miss a class, exam, homework deadline, or other graded assignment, you will be given an opportunity to complete the missed work within a reasonable time after the absence, if I am given timely notification.

## 6. Communicating with the Professor

I have regularly scheduled office hours every week. 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.

Be aware that 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. Tentative 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 provided below:

Class	Date	Day	Topic	Reading
1	26-Aug	Thu	Introduction to MIS 302F	
2	31-Aug	Tue	Intro to Business	Chapter 3
3	2-Sep	Thu	-- continued --	
4	7-Sep	Tue	Business Processes	Chapter 2, Chapter 7
5	9-Sep	Thu	Innovation and Emerging Technologies	
6	14-Sep	Tue	Business/Project Startup	Chapter 10
7	16-Sep	Thu	Section Wrap-up and Exam Prep	
8	21-Sep	Tue	<b>Exam 1</b>	
9	23-Sep	Thu	Project Scope and Estimation	
10	28-Sep	Tue	Project Sourcing	Chapter Extension 20
11	30-Sep	Thu	Project Evaluation	Chapter Extension 21
12	5-Oct	Tue	Project Management	Chapter Extension 19
13	7-Oct	Thu	-- Guest Lecture --	
14	12-Oct	Tue	Section Wrap-up and Exam Prep	
15	14-Oct	Thu	<b>Exam 2</b>	
16	19-Oct	Tue	Wireframes	
17	21-Oct	Thu	Database (1)	Chapter 5, Chapter Extension 7
18	26-Oct	Tue	Database (2)	
19	28-Oct	Thu	The Internet and Networking	Chapter 4 (pp. 82-92), Chapter 6, Chapter Extension 10 (pp. 461-467)
20	2-Nov	Tue	Section Wrap-up and Exam Prep	
21	4-Nov	Thu	<b>Exam 3</b>	
22	9-Nov	Tue	Organizational and Cross-Org IS	Chapter Extension 11, Chapter Extension 12
23	11-Nov	Thu	Data Warehousing	Chapter 9, Chapter Extension 17
24	16-Nov	Tue	Privacy and Security	Chapter 12
25	18-Nov	Thu	Supply Chain Management	Chapter Extension 13
26	23-Nov	Tue	Technology Issues	
27	25-Nov	Thu	-- <b>THANKSGIVING</b> --	
28	30-Nov	Tue	Class Wrap-up and Exam Prep	
29	2-Dec	Thu	<b>Exam 4</b>	