



MIS 302F: FOUNDATIONS OF INFORMATION TECHNOLOGY

SPRING 2011 COURSE SYLLABUS

Sections TTh 2:00pm – 3:30pm UTC 2.102A (03710)
TTh 3:30pm – 5:00pm UTC 2.102A (03715)

Instructor Doug Verduzco
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Office Hours: TTh 12:30pm – 1:30pm at CBA 2.230

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Office Hours: Tuesday 5:00-6:00pm (room is TBD)
Wednesday 5:00-6:00pm online

1. Course Objective

Information technology (IT) has transformed all aspects of 21st 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 The textbook for this semester's class is a new and custom version of David Kroenke's "**Experiencing MIS, 2nd edition**". It was created just for this class.

The **ISBN** for this book is **0558735185**, and it should be available at the Co-op for **approximately \$45**.

There are other versions and editions of the textbook available. If you are considering ANY other version or edition, please review the "textbook" posts on the "Getting Started" Discussion Board for more information.

i>Clicker We will use the i>clicker for participation in class. The **ISBN** for the i>clicker is **0716779390**. It is available at the Co-op and online.

You should also **register** your i>clicker **BEFORE** class starts. You can register your i>clicker at <http://www.iclicker.com/dnn/Support/RegisterYouriclicker/tabid/174/Default.aspx>

If you already have an i>clicker, you may use the one that you have. However, you still need to register it at the beginning of the semester even if you have already registered it in the past.

- Software**
- MS-Office compatible software including Word, PowerPoint, and Excel. All electronic files that I provide you will be stored in MS Office 2007 for PC version
 - Internet access

Blackboard Announcements, assignments, course schedule, grades, additional readings and other information will be communicated to you through Blackboard at <http://courses.utexas.edu/>

3. Grading

3.1 Grading Components

There are four components that will be used to calculate your final grade in this course. The components and their relative weighting are shown below:

Component	Percentage
Exams	60%
Homework	20%
Attendance	10%
Quizzes	10%
TOTAL	100%

3.2 Exams

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

You must take each exam in the section in which you are registered.

3.3 Homework

Homework assignments are comprised of short 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 to be completed.

Homework assignments will be introduced and discussed in class. All assignments will be turned in via Blackboard. 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. Additional rules and requirements will be included with the instructions to each homework assignment, as needed.

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 for free at <http://www.mozilla.com/en-US/products/download.html?product=firefox-3.6.3&os=osx&lang=en-US>

3.4 Attendance

Students are highly encouraged to attend class regularly and participate. Attending class includes actively asking and answering questions during class. Students are encouraged to ask questions and to request that particular points of material be explained in more detail, as needed. Attendance grades will be determined based on student responses to in-class discussion questions.

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 your i>clicker. You will use the i>clicker substantially in this course. You are responsible for bringing your remote to class every day and making sure that your attendance is properly recorded. 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/>.

To receive your attendance points, you must attend the section for which are registered. There are no exceptions to this rule.

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 due to observance of a religious holy day, you will be given an opportunity to complete the missed work within a reasonable time after the absence, if I am given timely notification.

3.5 Quizzes

Periodic quizzes will be given to ensure that students have a thorough understanding of the material covered in class. Quizzes may be announced or unannounced and may be given in class or online

3.6 Grading Policies

There are **no** make-ups for attendance, quizzes, or homework assignments.

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 after each grade announcement to confirm that your grades are correct. Any grading issue or question that you have must be discussed during office hours with the instructor or teaching assistant immediately. Questions or issues related to grades must be resolved **within one week** from the date the grade is announced. 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.

3.7 Grading Scale

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.)

6. Communicating with the Professor and Teaching Assistant

Both the TA and I have regularly scheduled office hours every week. I encourage students to use this time to discuss any course-related issues or get additional help, if needed. If you are unavailable during scheduled office hours, please feel free to 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. I or the TA will choose from your options to give a specific date and time to meet.

Be aware that we cannot discuss specific grades over email. Students must discuss grades during office hours or an office appointment.

Also, due to the large size of this class, it may be two to three days before you get a response to any email that you send. Please keep this in mind, particularly when scheduling an appointment.

7. Blackboard and Information Privacy

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

I will use Blackboard to manage this class. Your use of Blackboard and any related features 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.

In addition, e-mail rosters may be included as a component of the class website. 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/qi02-03/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.

All related student requests must be discussed with the professor during office hours or an appointment before any special accommodations can be made.

9. Tentative Class Schedule

The class schedule 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. Therefore, pay attention during the end of each class to understand the assignments due for the next class.

The tentative schedule is provided below:

MIS 302F Tentative Schedule for Spring 2011

Class	Date	Day	Topic	Textbook Reading
1	18-Jan	Tue	Course Introduction	
2	20-Jan	Thu	Intro to Business	Organizational Strategy, Information Systems, and Competitive Advantage
3	25-Jan	Tue	-- continued --	
4	27-Jan	Thu	Process Management	Business Processes, Information, and Information Systems
5	1-Feb	Tue	Innovation and Emerging Technology	
6	3-Feb	Thu	Project Startup/Evaluation	Financing and Accounting for IT Projects
7	8-Feb	Tue	Project Management	Systems Development Project Management
8	10-Feb	Thu	Case Study	
9	15-Feb	Tue	Section Wrap-up and Exam Review	
10	17-Feb	Thu	Exam 1	
11	22-Feb	Tue	Intro to Software	
12	24-Feb	Thu	User Interface	
13	1-Mar	Tue	-- Guest Speaker --	
14	3-Mar	Thu	Databases	Database Processing and Chapter Extension: Database Design
15	8-Mar	Tue	-- Databases continued --	
16	10-Mar	Thu	The Internet	Chapter Extension: How the Internet Works
17	15-Mar	Tue	SPRING BREAK	
18	17-Mar	Thu		
19	22-Mar	Tue	Networking	
20	24-Mar	Thu	Data Privacy and Security	Information Security Management
21	29-Mar	Tue	Section Wrap-up and Exam Review	
22	31-Mar	Thu	Exam 2	
23	5-Apr	Tue	Functional, Cross-Functional Systems	Chapter Extension: Functional Processes, Applications and Systems and Cross-Functional Processes, Applications and Systems
24	7-Apr	Thu	Business Intelligence	Business Intelligence and Information Systems for Decision Making and Chapter Extension: Reporting Systems and OLAP
25	12-Apr	Tue	IT Staffing	Chapter Extension: Outsourcing
26	14-Apr	Thu	Supply Chain	Chapter Extension: Interorganizational Processes: Supply Chain Management
27	19-Apr	Tue	Technology Issues	
28	21-Apr	Thu	-- Guest Speaker --	
29	26-Apr	Tue	Section Wrap-up and Exam Review	
30	28-Apr	Thu	Exam 3	
31	3-May	Tue	The Future	
32	5-May	Thu	Class Wrap-up	