Syllabus*: Information Systems for Small and Medium-sized Enterprises (2010041240)

Second Semester 2021- /2022

COURSE INFORMATION	
Course Name: Information Systems for Small and Medium-sized Enterprises **Semester:** **Department:** Department of Information Technology **Faculty:** Prince Al-Hussein bin Abdullah II Faculty for Information Technology	**Course Code:** 2010041240 **Section:** 1 **Core Curriculum**:
Day(s) and Time(s): Sunday: 17:00-18:00 Tuesday: 17:00-18:00 Thursday: 17:00-18:00 **Classroom:** Online (Ms.Teams)	**Credit Hours:** 3 **Prerequisites**: 1802051101 / 151002240

COURSE DESCRIPTION

This course introduces the enterprise architecture and information systems in small-to-medium-sized enterprises. The focus is on the cost-based tools that enable the business flow where the resources and budget are available for small-to-medium scale businesses such as national enterprises. Mainly, the focus would be on Open-source and/or low-cost software such as but not limited to, Microsoft Office products; Excel, Access, and publisher in managing enterprise data, Google products and analytics, open-source tools for meetings, project development tracking, data organization, what-if analysis, goal seekers, and basic data modeling and organization techniques. Students will work on problem-solving where they need to use electronic solutions to handle different cases using the above tools.

DELIVERY METHODS

The course will be delivered online through Microsoft Teams. These will include:

- PowerPoint lectures and active online-based discussion
- Relevant films and documentaries
- Video lectures
- E-learning resources: e-reading assignments and practice quizzes through Microsoft Team

FACULTY INFORMATION

Name	**Nadera Mohammad Muflih Al-Jawabrah**
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Office Hours:	**Sunday** 12:00-13:00 **Tuesday** 12:00-13:00 *Please send an e-mail (naderam@hu.edu.jo) to meet at any other time.*

REFERENCES AND LEARNING RESOURCES

Required Textbook:

- Laudon, K and Laudon, J. (2013). Management Information System: Managing the Digital Firm. 13th Edition, Pearson, USA.
- Devos, J., Van Landeghem, H., & Deschoolmeester (2014). Information systems for small and medium-sized enterprises. Berlin Heidelberg, Germany

Suggested Additional Resources:

- Baker, M., & Hart, S. (2008). The marketing book. Routledge.
- Al-Emran, M., & Shaalan, K. (2021). Recent Advances in Technology Acceptance Models and Theories. Springer International Publishing.
- Fink, D. (1998). Guidelines for the successful adoption of information technology in small and medium enterprises. International journal of information management, 18(4), 243-253

STUDENT LEARNING OUTCOMES MATRIX*

Core Curriculum Learning Outcomes	Program Learning Outcomes	Course Student Learning Outcomes	Assessment Method
CC-LO-3 Preparing the competitiveness of graduates at a level capable of supplying the Jordanian and international market with qualified scientific competencies. .	PLO-4: Understand and analyze organization problems and/or opportunities to design, develop, and implement information systems to support decision making and problem solving. PLO-6: Demonstrate the skills of communication within IT and/or business teams, critical thinking and analysis to achieve the best management decisions.	Describe the architecture of small and medium sized enterprises	• Exams • Quizzes
		Recognize the main concepts, features, advantages, limitations, and examples of small and medium enterprises	• Exams • Quizzes
		Describe how information systems are adopted in small and medium enterprises.	• Exams • Quizzes
		Describe how organizations use information systems to meet organizational needs and goals.	• Exams • Quizzes
		Identify the role of information technology and information systems in business and supporting decision making processes	• "On-line" reading assignments • Term project
		Use different low-cost tools to handle several cases and work on problem-solving in SMEs	• Term project

ACADEMIC SUPPORT

It is The Hashemite University policy to provide educational opportunities that ensure fair, appropriate, and reasonable accommodation to students who have disabilities that may affect their ability to participate in course activities or meet course requirements. Students with disabilities are encouraged to contact their instructor to ensure that their individual needs are met. The University through its Special Need section will exert all efforts to accommodate for individual's needs.

Special Needs Section:

Tel: 053903333 EXT 5023/4583

Location: (https://hu.edu.jo/facnew/index.aspx?typ=68&unitid=70000000)

Email: (huniv@hu.edu.jo)

COURSE REGULATIONS

Participation

Class participation and attendance are important elements of every student's learning experience at The Hashemite University, and the student is expected to attend all classes. A student should not miss more than 15% of the classes during a semester. *Those exceeding this limit of 15% will receive a failing grade regardless of their performance*. It is a student's responsibility to monitor the frequency of their own absences. **Attendance record begins on the first day of class irrespective of the period allotted to drop/add and late registration. It is a student's responsibility to sign-in; failure to do so will result in a non-attendance being recorded.**

In exceptional cases, the student, with the instructor's prior permission, could be exempted from attending a class provided that the number of such occasions does not exceed the limit allowed by the University. The instructor will determine the acceptability of an absence for being absent. A student who misses more than 25% of classes and has a valid excuse for being absent will be allowed to withdraw from the course.

Plagiarism

Plagiarism is considered a serious academic offence and can result in your work losing marks or being failed. HU expects its students to adopt and abide by the highest standards of conduct in their interaction with their professors, peers, and the wider University community. As such, a student is expected not to engage in behaviours that compromise his/her own integrity as well as that of the Hashemite University.

Plagiarism includes the following examples and it applies to all student assignments or submitted work:

- **Use of the work, ideas, images or words of someone else without his/her permission or reference to them.**
- **Use of someone else's wording, name, phrase, sentence, paragraph or essay without using quotation marks.**
- **Misrepresentation of the sources that were used.**

The instructor has the right to fail the coursework or deduct marks where plagiarism is detected

Late or Missed Assignments

In all cases of assessment, students who fails to attend an exam, class project or deliver a presentation on the scheduled date without prior permission, and/or are unable to provide a medical note, will automatically receive a fail grade for this part of the assessment.

- Submitting a term paper on time is a key part of the assessment process. Students who fail to submit their work by the deadline specified will automatically receive a 10% penalty.

Assignments handed in more than 24 hours late will receive a further 10% penalty. Each subsequent 24 hours will result in a further 10% penalty.

- In cases where a student misses an assessment on account of a medical reason or with prior permission; in line with University regulations an incomplete grade for the specific assessment will be awarded and an alternative assessment or extension can be arranged.

Student Complaints Policy

Students at The Hashemite University have the right to pursue complaints related to faculty, staff, and other students. The nature of the complaints may be either academic or non-academic. For more information about the policy and processes related to this policy, you may refer to the students' handbook.

COURSE ASSESSMENT

Course Calendar and Assessment

Students will be graded through the following means of assessment and their final grade will be calculated from the forms of assessment as listed below with their grade weighting taken into account. The criteria for grading are listed at the end of the syllabus

Assessment	Grade Weighting	Deadline Assessment
Mid Exam	35%	*To be announced*
Course work+ Quizzes	25%	*To be announced*
Final Exam	40%	*To be announced*

Description of Exams

Test questions will predominately come from material presented in the lectures. Semester exams will be conducted during the regularly scheduled lecture period. Exam will consist of a combination of multiple choice, short answer, match, true and false and/or descriptive questions.
Homework: Will be given for each chapter, while the chapter in progress you are supposed to work on them continuously and submit in next lecture when I finish the chapter.
You are also expected to work on in-chapter examples, self-tests and representative number of end of chapter problems. The answers of self-tests and end of chapter exercises are given at the end of the book.

Quizzes: Unannounced quizzes will be given during or/and at the end of each chapter based upon the previous lectures. It will enforce that you come prepared to the class.

No make-up exams, homework or quizzes will be given. Only documented absences will be considered as per HU guidelines.

Grades are not negotiable and are awarded according to the following criteria*:

Letter Grade	Description	Grade Points
A+	Excellent	4.00
A		3.75
A-		3.50
B+	Very Good	3.25
B		3.00
B-		2.75
C+	Good	2.50
C		2.25
C-		2.00
D+	Pass	1.75
D	Pass	1.50
F	Fail	0.00
I	Incomplete	-

WEEKLY LECTURE SCHEDULE AND CONTENT DISTRIBUTION

Topics Covered		
Topic	References	Week #
Enterprise Architecture for Small and Medium-Sized Enterprises	Ch 4, textbook 2 Ref# 1,2	Week 1 Week 2
Adoption of Information Technology in Small and Medium Enterprises	Ch 5, textbook 2 Ref#3	Week 3 Week 4
Information Systems in Business Today	Ch 1, textbook 1	Week 5 Week 6
Global E-business and Collaboration	Ch 2, textbook1	Week 7 Week 8
IT Infrastructure and Emerging Technologies	Ch 5, textbook1	Week 9 Week 10
Foundations of Business Intelligence: Databases and Information Management	Ch 6, textbook1	Week 11 Week 12
E-commerce: Digital Markets, Digital Goods	Ch 10, textbook	Week 13 Week 14
Project presentation		Week 15