

Course Syllabus

ITSS 3300 Information Technology for Business – Fall 2016 (Revised August 10th, 2016)

Contact Information

Instructor: Mark Thouin, Ph.D.
Office: SOM 3.217 (3rd Floor School of Management Building, Richardson Texas)
Office Hours: Tuesdays 1:30 to 2:30 PM and by appointment
E-Mail: Please use eLearning for e-mailing the Instructor
Phone: (972) 883-4011
TA: TBD

Course Pre-requisites: None

Course Description

This course is designed to give the students an understanding of business processes and information systems in modern organizations. Specifically, the course has the following objectives:

1. To provide the students with a understanding of key business processes in organizations
 2. To provide the students with an understanding of how information systems support the execution and management of these processes
 3. To help the students learn how to structure and manipulate data that might typically be found in an information system using the database management system, MS Access, and spreadsheet software, MS Excel.
-

Learning Outcomes

1. Describe key business processes such as procurement, fulfillment, and production processes and the data used and generated by these processes.
 2. Apply knowledge of information technologies to support operational and strategic business processes.
 3. Solve business problems using spreadsheet and database packages.
-

Required Textbooks and Materials:

1. Magal, S. R and Word, J. *Essentials of Business Processes and Information Systems* 2009, Wiley.
2. Kroenke, D. *Using MIS* Pearson Prentice-Hall Custom Edition for the University of Texas at Dallas, ISBN: 1-256-75027-1
3. Thouin, M.F., *MIS Case Book*, Pearson Learning Solutions, ISBN-10: 1269576038, http://www.pearsoncustom.com/tx/utdallas_mis/
4. [PollEverywhere](#) (Approximately \$14 – Required for Class Participation)

Assignments and Schedule (expect changes in the schedule - see eLearning for changes to Schedule)

Week	Description
1	<p>Introduction</p> <ul style="list-style-type: none"> - Why computers matter to organizations <p>Group Research Projects</p> <ul style="list-style-type: none"> - Assign Groups
2	<p>Information Systems for Competitive Advantage</p> <ul style="list-style-type: none"> - Kroenke, Chapter 3 <p>Business Process Modeling Overview</p>
3	<p>Enterprise Systems</p> <ul style="list-style-type: none"> - Magal and Word, Chapter 1 and Chapter 2
4	<p>The Procurement Process</p> <ul style="list-style-type: none"> - Magal and Word, Chapter 3 <p>The Fulfillment Process</p> <ul style="list-style-type: none"> - Magal and Word, Chapter 4 <p><u>Assignments Due September 15th at MIDNIGHT</u></p> <p>Business Process Model</p>
5	<p>The Production Process</p> <ul style="list-style-type: none"> - Magal and Word, Chapter 5 <p>Integrated Processes</p> <ul style="list-style-type: none"> - Magal and Word, Chapter 6
6	<p>Group Project Presentations</p> <p>Review for Exam 1</p> <p><u>Assignment Due September 29th at 10:00 AM</u></p> <p>Group Research Presentation – Organizational Benefits of MIS</p>
7	EXAM 1 – October 6th
8	<p>Hardware and Software</p> <ul style="list-style-type: none"> - Kroenke, Chapter 4 <p>Excel Case</p> <ul style="list-style-type: none"> - Working with Excel
9	<p>The Cloud</p> <ul style="list-style-type: none"> - Kroenke, Chapter 6 <p>Excel Case</p> <ul style="list-style-type: none"> - Working with Excel – Cont'd
10	Database Processing

	- Kroenke, Chapter 5 <u>Assignment Due October 27th at MIDNIGHT</u> Excel Case
11	Database Processing - Kroenke, Chapter 5
12	Database Processing - Kroenke, Chapter 5
13	Business Intelligence Systems - Kroenke, Chapter 9 <u>Assignments Due November 17th MIDNIGHT</u> Access and Excel Pivot Table Case
14	Research Presentations <u>Assignment Due December 1st 10:00 AM</u> Group Project – The Freshmen App Pack
15	EXAM 2 – Week of December 5th (Chapters & material covered since Exam 1)

Grading Policy

Business Process Modeling	10%
Excel Case	10%
Access Case	10%
Exam 1	25%
Exam 2	25%
Research Presentations	10%
<u>Class Participation</u>	<u>10%</u>
Total	100%

Final letter grades are assigned based on the following scale:

A+ ≥ 96.7%	B+ ≥ 86.7%	C+ ≥ 76.7%	D+ ≥ 66.7%	F < 60.0%
A ≥ 93.3%	B ≥ 83.3%	C ≥ 73.3%	D ≥ 63.3%	
A- ≥ 90.0%	B- ≥ 80.0%	C- ≥ 70.0%	D- ≥ 60.0%	

Course and Instructor Policies

Grading

This class assumes the student is working in a business environment. Considerable attention (and grading premium) will be given to **following directions** (both written and in class). All

assignments will be graded based upon the appropriateness of its presentation as well as on its content.

eLearning

eLearning is used extensively throughout the course. Please make sure you are able to access and use eLearning effectively. For more details, please visit the [eLearning Tutorials webpage](#) for video demonstrations on numerous tools in eLearning.

Changes

The course will be very dynamic, so EXPECT changes. Changes in assignments or schedules will be posted on eLearning. It is the student's responsibility to keep up with the changes that are posted on eLearning.

Assignments

All assignments must be submitted through eLearning. Submission of assignments by e-mail is *not* acceptable unless prior permission of instructor is obtained. Assignments submitted after the deadline will be considered late. A penalty of **10% of the assignment value per day the assignment is late** (including weekends) is assessed.

Exams

This course requires two examinations. Both exams must be taken at the UTD Student Success Center. Exams are multiple-choice questions with an exam time of 1.5 hours and are scheduled to take place on the following dates.

Online Proctored Exam 1: October 6th, 2016, time window 9:00 am – 8:30 pm.

**Online Proctored Exam 2: December 5th – 10th, time window 9:00 am – 8:30 pm
Monday through Friday, 9 AM to 1 PM Saturday**

All students are required to make an appointment using the **RESERVE-A-SEAT** application found on the Testing Center main page to take the exam during the required exam test window as specified. The UTD Testing Center is located at the McDermott Library basement (**Room MC 1.304**). When you arrive to take your exam, you will sign in with your **Comet Card** (or a **photo ID & UTD ID number** if you do not have a Comet Card). Please see the [UTD Student Success Center - Testing Center Website](#) for more information and check the hours of operation and testing center policies. Please be sure to view and follow the **Test Center Student Guidelines** found on the Testing Center main page.

The UTD Testing Center requests all students strictly follow the proctored exam scheduling deadlines. If any student needs special accommodations, please seek the instructor's approval in advance. If you have any questions about using either UTD or outside testing center service, please email TestingCenter@utdallas.edu.

Class Participation

Students are required to participate in class discussions. PollEverywhere will be used as a tool to help assess and measure class participation and engagement.

Make-up exams, Extra Credit and Late Work

Please notify the instructor one week prior to the exam if you require a make-up exam and include a reason why a make-up exam is necessary. Opportunities to earn extra credit will not be provided. A one grade penalty per day the assignment is late will be assessed on all late assignments.

Academic Integrity

The University has policies and discipline procedures regarding academic dishonesty. Detailed information is available on the [UTD Judicial Affairs](#) web page. All students are expected to maintain a high level of responsibility with respect to academic honesty. Students who violate University rules on academic honesty are subject to disciplinary penalties, including the possibility of failure in the course and/or dismissal from the University. Since such dishonesty harms the individual, all students and the integrity of the University, policies on scholastic dishonesty will be strictly enforced.

University Policies

The information contained in the following link constitutes the University's policies and procedures segment of the course syllabus.

Please go to <http://go.utdallas.edu/syllabus-policies> for these policies.

The descriptions and timelines in the syllabus are subject to change at the discretion of the professor.