

# Course Syllabus

## ITSS 3300 Section 0W1

### The University of Texas at Dallas

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#### Course Information

##### Course

Course Number Section	ITSS 3300.0W1
Course Title	Information Technology for Business
Term	Fall 2016

##### Professor Contact Information

Professor	Mark F. Thouin
Office Phone	972-883-4011
Email Address	<a href="mailto:mark.thouin@utdallas.edu">mark.thouin@utdallas.edu</a>
Office Location	JSOM 3.217
Online Office Hours	Send me an e-mail to schedule an appointment

##### About the Instructor

Mark Thouin is the Director of Graduate Information Systems Programs at the University of Texas at Dallas where he teaches graduate and undergraduate courses, promotes academic programs in information systems, and founded an information systems Industry Advisory Board (IAB). His research interests include the study of the clinical and administrative value of information technology in healthcare settings. He holds a Ph.D. from Texas Tech University. Prior to joining UT Dallas, he worked for 13 years in a variety of management, technical, and business development positions providing IT consulting services.

##### Course Pre-requisites, Co-requisites, and/or Other Restrictions

None.

##### Course Description

This course is designed to give 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.

### **Student Learning Objectives/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**

#### Required Texts

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: 1-269-94165-8
3. Thouin, M.F., *MIS Case Book*, Pearson Learning Solutions, ISBN: 1-269-57618-6, [http://www.pearsoncustom.com/tx/utdallas\\_mis/](http://www.pearsoncustom.com/tx/utdallas_mis/)

Textbooks and some other bookstore materials can be ordered online through [Off-Campus Books](#) or the [UTD Bookstore](#). They are also available in stock at both bookstores.

### **Course Policies**

#### *Make-up exams, Extra Credit and Late Work*

Please notify the instructor 1 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.

#### *Class Participation*

Students are required to login regularly to the online class site. The instructor will use the tracking feature in eLearning to monitor student activity. Students are also required to participate in all class activities such as discussion board, chat or conference sessions and group projects.

#### *Virtual Classroom Citizenship*

The same guidelines that apply to traditional classes should be observed in the virtual classroom environment. Please use proper netiquette when interacting with class members and the professor.

#### *Policy on Server Unavailability or Other Technical Difficulties*

The university is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from

completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and also contact the UTD eLearning Help Desk: <http://www.utdallas.edu/elearninghelp>, 1-866-588-3192. The instructor and the UTD eLearning Help Desk will work with the student to resolve any issues at the earliest possible time.

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## Technical Requirements

In addition to a confident level of computer and Internet literacy, certain minimum technical requirements must be met to enable a successful learning experience. Please review the important [technical requirements](#) on the [Getting Started with eLearning webpage](#).

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## Course Access and Navigation

This course was developed using a web course tool called eLearning. It is to be delivered entirely online. Students will use their UTD NetID account to login at: <http://elearning.utdallas.edu>. Please see more details on [course access and navigation information](#).

To get familiar with the eLearning tool, please see the [Student eLearning Tutorials](#).

UTD provides eLearning technical support 24 hours a day/7 days a week. The services include a toll free telephone number for immediate assistance (1-866-588-3192), email request service, and an online chat service. Please use this link to access the UTD eLearning Support Center: <http://www.utdallas.edu/elearninghelp>.

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## Communications

This eLearning course has built-in communication tools which will be used for interaction and communication. Some external communication tools such as regular email and a web conferencing tool may also be used during the semester. For more details, please visit the [eLearning Tutorials webpage](#) for video demonstrations on numerous tools in eLearning.

### **Interaction with Instructor**

The instructor will communicate with students mainly using the Announcements, Discussions, and email tools. Students may send personal concerns or questions to the instructor using the course email tool. The instructor will reply to student emails within 3 working days under normal circumstances.

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## Student Resources

The following university resources are available to students:

### UTD Distance Learning:

<http://www.utdallas.edu/elearning/students/cstudents.htm>

### McDermott Library:

Distance Learners (UTD students who live outside the boundaries of Collin, Dallas, Denton, Rockwall, or Tarrant counties) will need a UTD-ID number to access all of the library's electronic resources (reserves, journal articles, ebooks, interlibrary loan) from off campus. For UTD students living within those counties who are taking online courses, a Comet Card is required to check out materials at the McDermott Library. For more information on library resources go to <http://www.utdallas.edu/library/distance.html>.

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## Student Assessments

### Grading Information

#### *Weights*

Business Process Modeling	10%
Excel Case	15%
Access Case	15%
Exam 1	25%
Exam 2	25%
<u>Class Participation</u>	<u>10%</u>
Total	100%

Final letter grade use the following scale:

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

#### *Accessing Grades*

Students can check their grades by clicking "My Grades" on the course menu after the grade for each assessment task is released.

## **Assignments**

All assignment descriptions may be found on eLearning by clicking on the “Assignments” link from the left side navigation menu. Assignments are typically released 2 to 3 weeks before they are due.

## **Assignment submission instructions**

Locate the assignment in your eLearning course. You will submit your assignments in the required file format with a simple file name and a file extension. To submit your assignment, click the assignment name link and follow the on-screen instructions to upload and submit your file(s). For additional information on how to submit assignments, view the [Submitting An Assignment video tutorial](#).

**Please Note:** Each assignment link will be deactivated after the assignment due time. After your submission is graded, you may go to My Grades on the course menu and click the score link to check the results and feedback.

## **Class Participation Assignments**

Class participation will be assessed using a mix of online quizzes and online discussion forums. Participation assignments begin **Monday morning at 11 AM and end Friday evening at 5 PM**. It is impossible to makeup class participation assignments after the participation period has ended. It is often the case that students lose a letter grade because they are not participating each week, so please make a point to do this.

Participations assignments will either be a peer-to-peer discussion forum or a short quiz based on material covered in the class lecture. See below for additional details regarding the format of each.

### **Rules for Participation in Exercises/Quizzes**

When a class participation assignment is a quiz, a quiz will be posted to eLearning and the grade earned on the quiz is the grade you will receive for the week’s class participation.

### **Rules for Participation in Discussions**

When a class participation assignment is a discussion forum, a discussion forum will be made available in eLearning and your participation in the discussion forum will be graded using the following guidelines.

1. After the professor posts a discussion topic, only the first five students can respond to the topic directly.
2. After the first five responses, the next student needs to start a new thread with his or her own topic for discussion. The students can post any discussion topic which falls within the context of that particular week’s learning module.
3. **Only first five students can comment to the new discussion topic posted by the student.**
4. Follow steps 3 & 4 in order to continue with the discussions, till the discussion topic finally gets closed at the end of the week.

Please note that if the students wish to start a new discussion thread, they are welcome to do so at anytime and do not have to wait until a previous discussion topic receives five responses. But one topic should have no more than five responses.

5. Grading is done on quality of responses, NOT quantity. So, posts such as “I agree” or “sounds good to me” do not count towards participation (although you can certainly use these to advance the conversation).
6. In order to count as participation, your post has to be well thought out and pertain to the topic for the session. You should reference some of the concepts currently being examined in class, not just offer vague assessments. You can also refer back to previous session’s material if relevant. Integration of concepts is encouraged since most issues don’t operate completely independent of one another.
7. Keep discussion on topic and factual in nature. **No flaming allowed.** Opinions are fine as long as they are supported by facts. For example, stating that you think that a specific course of action is correct because of x, y, z is acceptable; stating that the previous commentator is not important or is not an intelligent person is not acceptable.
8. Grammar and spelling are NOT graded in the discussion section, so don’t feel that you have to spend hours editing your response. However, please use full words, not acronyms and abbreviations – not everyone is familiar with shorthand text message language.
9. Limit your response to 150 words – any more than that and readers lose the point (and interest).
10. You must post 1-2 value-added comments to receive full credit for discussion based class participation assignments.

The online discussions serve two main purposes:

- They are meant to mimic an in-class discussion and the above format has been designed with the intention to have as much interactivity among the students as possible.
- The second purpose of having the online discussions is to have maximum sharing of the subject knowledge from different perspectives, and this purpose is not served if all the students keep on discussing pretty much the same things on one topic.

### **Exam Information**

This course requires two examinations. Both exams are online, and need to be proctored. Exams are multiple-choice questions with exam time as 1.5 hours.

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

**Online Proctored Exam 2: December 5<sup>th</sup> - 10<sup>th</sup>, time window 9:00 am – 8:30 pm Monday through Friday, 9 AM to 1 PM Saturday. Exam 2 is 1.5 hours in duration and you may register to take it anytime during the time window listed in the previous sentence.**

This course requires a proctored final examination. Local students can now take their exams on-campus at the **UTD Student Success Center - Testing Center** (no fee charge). 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. 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).

Students who find UTD geographically inconvenient may use a testing service of their choice at a convenient location to have the exam proctored. All exams must be completed within this required exam time window: **(as listed above)**. All students must inform the instructor. A proctored exam application **must** be completed before **September 14<sup>th</sup>, 2016**. Please go to the [Proctored Exam Information](#) page to check out **Procedures for Arranging an Individual Proctored Exam** and to access and complete the **Online Proctored Exam application**. Please note students are responsible for any fee charge of their testing services. All completed exams must be received by **the end of the exam window listed above** to allow timely grade reporting to the UTD Registrar.

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](mailto:TestingCenter@utdallas.edu).

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#### Academic Calendar

Week	Description
1	Introduction - Why computers matter to organizations
2	Information Systems for Competitive Advantage - Kroenke, Chapter 3  Business Process Modeling Overview
3	Enterprise Systems - Magal and Word, Chapter 1 and Chapter 2
4	The Procurement Process - Magal and Word, Chapter 3 The Fulfillment Process - Magal and Word, Chapter 4  <u>Assignments Due September 16<sup>th</sup> at 5 PM</u> Business Process Model

5	The Production Process - Magal and Word, Chapter 5
6	Integrated Processes - Magal and Word, Chapter 6  Review for Exam 1
7	<b>EXAM 1 – October 6th (EXAM IS ON A THURSDAY)</b>
8	Hardware and Software - Kroenke, Chapter 4 Excel Case - Working with Excel
9	Data Communication and the Internet - Kroenke, Chapter 6 Excel Case - Working with Excel – Cont'd
10	Database Processing – Part 1 - Kroenke, Chapter 5  <b><u>Assignment Due October 27<sup>th</sup> at 5 PM</u></b> Excel Case
11	Database Processing – Part 2 - Kroenke, Chapter 5  Access Case - Working with Access
12	Database Processing – Part 3 - Kroenke, Chapter 5  Access Case - Working with Pivot Tables
13	Access and Excel Pivot Table Case  <b><u>Assignments Due November 17<sup>th</sup> MIDNIGHT</u></b> Access and Excel Pivot Table Case
14	Business Intelligence Systems - Kroenke, Chapter 9  Review for Exam 2
15	<b>EXAM 2 – Week of December 5<sup>th</sup> (Chapters &amp; material covered since Exam 1)</b>



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## 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.

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## Course Evaluation

As required by UTD academic regulations, every student must complete an evaluation for each enrolled course at the end of the semester. An online instructional assessment form will be made available for your confidential use. Please watch for the email notification at your UTD email inbox with course evaluation access information towards the end of semester.

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## 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.

***These descriptions and timelines are subject to change at the discretion of the professor.***

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