



**Course** ITSS 3300 Information Technology for Business  
**Instructor** Prithi Narasimhan  
**Term** Fall 2016

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### Course Information

<b>Course Number/ Section</b>	ITSS 3300.010
<b>Course Title</b>	Information Technology for Business
<b>Term</b>	Fall 2016
<b>Days and Times</b>	Tuesdays and Thursdays 10:00 AM to 11:15 AM. Except Fall Break and Thanks Giving Holidays (Monday, 21 <sup>st</sup> Nov to Saturday, 26 <sup>th</sup> Nov)
<b>Exam Dates</b>	Exam 1: 4 <sup>th</sup> and 6 <sup>th</sup> October (Part A Tuesday and Part B on Thursday) Exam 2: Tuesday, 6 <sup>th</sup> December
<b>Location</b>	JSOM 2.902

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### Instructor Contact Information

<b>Instructor</b>	Prithi Narasimhan
<b>Office Phone</b>	(972) 883-5007
<b>Email Address</b>	Please use e-learning to contact me - Course Messages
<b>Office Location</b>	JSOM 3.811
<b>Office Hours (By appointment)</b>	Tuesdays - 12:00 PM to 1:30 PM and 5:30 PM to 6:30 PM Wednesdays - 11:45 AM to 12:45 PM Thursdays - 11:30 PM to 12:30 PM Fridays - 2:45 PM to 3:45 PM

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### Teaching Assistant Contact Information

<b>Teaching Assistant</b>	Sahithi Reddy Sunkugari
<b>Email Address</b>	sxs151231@utdallas.edu
<b>Office Hours</b>	TBA
<b>Office Location</b>	TBA

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### Prerequisites

There are no prerequisites for this course.

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### Course Description

Examines key business processes in organizations and how information systems support the execution and management of these processes. The course also deals with 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, to make business decisions.

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### Learning Outcomes

1. Students should be able to describe key business processes such as procurement, fulfillment, and production processes.
2. Students should be able to apply knowledge of information technologies to support operational and strategic business processes.
3. Students should be able to address simple business problems using MS Excel spreadsheet and MS Access database software.

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### Required Texts & 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: 1-269-57618-6, [http://www.pearsoncustom.com/tx/utdallas\\_mis/](http://www.pearsoncustom.com/tx/utdallas_mis/)

### Course Schedule

This is a **tentative** class schedule; changes to the schedule will be posted in eLearning. The descriptions and timelines contained in the syllabus are subject to change at the discretion of the Professor. There are 15 meetings in this course including the two exams. The following gives a tentative outline and sequence of the topics to be covered or the activities to take place (exams or assignments) in these meetings. Assignments are due at the beginning of class; for example, an assignment due in Class 2 should be submitted through eLearning before the start of Class 2.

Date	Meeting # / Week	Topic	Assignment Due	References
Tuesday, August 23, 2016	1	<ul style="list-style-type: none"> <li>• Introduction to the Course</li> <li>• MIS Foundation Concepts</li> <li>• IS For Competitive Advantage</li> </ul>		<ul style="list-style-type: none"> <li>• Magal, Chapter 1</li> <li>• Kroenke, Chapter 3</li> <li>• Slides</li> </ul>
Thursday, August 25, 2016				
Tuesday, August 30, 2016	2	<ul style="list-style-type: none"> <li>• Business Process and Information Systems Development</li> </ul>	Assignment 1	<ul style="list-style-type: none"> <li>• Kroenke Chapter 10</li> <li>• Slides</li> </ul>
Thursday, September 1, 2016				
Tuesday, September 6, 2016	3	<ul style="list-style-type: none"> <li>• Enterprise Systems and Processes</li> </ul>	Assignment 2	<ul style="list-style-type: none"> <li>• Magal Chapter 2</li> <li>• Slides</li> </ul>
Thursday, September 8, 2016				
Tuesday, September 13, 2016	4	<ul style="list-style-type: none"> <li>• The Procurement Process</li> <li>• The Fulfillment Process</li> </ul>	Assignment 3	<ul style="list-style-type: none"> <li>• Magal Chapter 3</li> <li>• Magal Chapter 4</li> <li>• Slides</li> </ul>
Thursday, September 15, 2016				
Tuesday, September 20, 2016	5	<ul style="list-style-type: none"> <li>• The Production Process</li> <li>• Integrated Processes</li> </ul>	Assignment 4	<ul style="list-style-type: none"> <li>• Magal Chapter 5</li> <li>• Magal Chapter 6</li> <li>• Slides</li> </ul>
Thursday, September 22, 2016				
Tuesday, September 27, 2016	6	<ul style="list-style-type: none"> <li>• Group Project I - Presentations</li> </ul>	<ul style="list-style-type: none"> <li>• Group Project I</li> <li>• Assignment 5</li> </ul>	
Thursday, September 29, 2016				
Tuesday, October 4, 2016	7	Exam 1 – Part A		
Thursday, October 6, 2016		Exam 1 – Part B		
Tuesday, October 11, 2016	8	<ul style="list-style-type: none"> <li>• Hardware and Software</li> <li>• Business Intelligence Systems</li> </ul>		<ul style="list-style-type: none"> <li>• Kroenke Chapter 4</li> <li>• Kroenke Chapter 9</li> <li>• Slides</li> </ul>
Thursday, October 13, 2016				
Tuesday, October 18, 2016	9	<ul style="list-style-type: none"> <li>• Excel Lab</li> </ul>		<ul style="list-style-type: none"> <li>• Excel Case Slides</li> </ul>
Thursday, October 20, 2016				

Tuesday, October 25, 2016	10	• Database Processing/ Lab	Excel Assignment (#6)	• Kroenke Chapter 5 • Slides
Thursday, October 27, 2016				
Tuesday, November 1, 2016	11	• Database processing lab • Information Systems Management		• Kroenke Chapter 11 • Slides
Thursday, November 3, 2016				
Tuesday, November 8, 2016	12	• Data and Communication and the Internet		• Kroenke Chapter 6 • Slides
Thursday, November 10, 2016				
Tuesday, November 15, 2016	13	• Group Project Presentations	• Access Assignment (#7) • Group Project 2	
Thursday, November 17, 2016				
Tuesday, November 22, 2016		***** Fall Break *****		
Thursday, November 24, 2016		***** Fall Break *****		
Tuesday, November 29, 2016	14	Information Security	Assignment 8	Slides
Thursday, December 1, 2016				
Tuesday, December 6, 2016	15	Exam 2		

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### Assignment Guidelines

- All reading is to be completed before class on the date posted.
- All assignments must be submitted at the beginning of class.
- Assignments must adhere to the APA style guide of formatting, citing, and referencing.
- Descriptions of assignments will be posted as they are assigned.
- The exams will consist of multiple choice, fill-in-the-blank, and short essay questions. Exam (II) is not comprehensive. Make-up exams, if approved by the instructor, will be in the form of essays.
- No extra credit assignments are available.
- General grading criteria can be found in eLearning. Assignment specific grading criteria will be included with the assignment instructions.
- All assignments carry equal weight irrespective of the number of points assigned for a given assignment. Assignments will be scaled at the end of the semester when grades are calculated.
- **All assignments will be submitted via eLearning. I do *not* accept assignments via email. If you submit an incorrect assignment or need to resubmit your assignment in eLearning you will be allowed to resubmit as long as it is before the due date. Send me an email prior to the due date and I will clear your submission. Upon doing so, you will be able to resubmit.**

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## Grading

This course will feature a mix of activities and written and verbal assignments that may be in class or on campus. Homework will include readings from the text, assignments, and activities that usually require the student to complete some type of task. The instructor will provide detailed instructions as well as the grading criteria for each assignment. Please consult the course schedule for deadlines.

### Grading Scheme

Grade Component	Percentage
Assignments	45%
Group Project	20%
Exam I	15%
Exam II	15%
Class Participation	5%
Total	100%

### Scoring

Scoring Final Percentage Total	Letter Grade
$\geq 92.5$	A+
$\geq 89$ and $< 92.5$	A
$\geq 85$ and $< 89$	A-
$\geq 82$ and $< 85$	B+
$\geq 79$ and $< 82$	B
$\geq 76$ and $< 79$	B-
$\geq 73$ and $< 76$	C+
$\geq 70$ and $< 73$	C
$\geq 67$ and $< 70$	C-
$\geq 64$ and $< 67$	D+
$\geq 61$ and $< 64$	D
$\geq 58$ and $< 61$	D-
Below 58	F

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## Course & Instructor Policies

**eLearning** will be used for class content (e.g., class slides and assignment descriptions) and the recording of grades. Slides will be posted before class. Class announcements (e.g., change in assignment dates) will also be posted.

**Instructor Response Policy:** The instructor will respond to all student inquiries (emails, voice messages, etc.) within 48 hours (excluding holidays and weekends).

**Attendance Policy/ Class Participation:** Positive contributions to the class in terms of insightful comments or discussion (not just any relevant comment) in class at the appropriate times will be

rewarded. Disruptive activities (using mobile phones in class, unnecessary talking with each other while the class is in progress, walking out of class abruptly while the class is in progress, walking into class late multiple times etc.) will be penalized. Barring these clearly positive and negative contributions to the class, one can expect to obtain 8 out of the 10 points meant for class participation. Attendance, by itself, is not directly given credit.

**Late Work:** All assignments are due at the beginning of class (not during and not after), on the specified date. I do not accept late assignments unless *prior* arrangements have been made with the instructor.

**Academic Integrity:** The University is committed to academic excellence and expects academic honesty from all members of the University community and believes that it is essential for academic excellence and integrity. Academic honesty includes adherence to guidelines established by the instructor in a particular course for both individual and group work. It prohibits representing the work of others to be one's own (plagiarism); receiving unauthorized aid on an assignment (cheating); and using similar papers or other work products to fulfill the obligations of different classes without the instructor's permission. Penalties for academic dishonesty may include a grade of "F" on the work in question or for the course. In addition, any student engaged in academic dishonesty will be subject to disciplinary action. Please refer to the General Policies website (see below) for detailed information pertaining to academic dishonesty, including procedures for determining disciplinary action.

**WORKING TOGETHER on Individual Assignments:** This course will have a considerable amount of computing work for application assignments. Each student, is expected to do their own work on the "individual" assignments. Copying another student's work (computer files) or having another person do your work is scholastic dishonesty and will be dealt with accordingly.

**Makeup Exams:** I do not give make-up exams unless a student presents convincing proof of conditions that prevent him/her from taking the exam at the scheduled time.

**Lap-tops:** The use of lap-tops will not be permitted during the class or during the exams, unless there is a group project that needs to be presented in the class.

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### General Policies & Procedures

For information regarding general University policies and procedures, please go to <http://go.utdallas.edu/syllabus-policies>. These policies include the following:

- Technical Support
- Field Trip Policies, Off-Campus Instruction and Course Activities
- Student Conduct and Discipline
- Academic Integrity
- Copyright Notice
- Email Use
- Withdrawal from Class
- Student Grievance Procedures
- Incomplete Grade Policy
- Disability Services
- Religious Holy Days

- Avoiding Plagiarism