Course	ITSS 3300 - Information Technology for Business
Instructor	Sean Owens
Term	Fall 2016
Meetings	Mondays, 4:00 p.m. – 6:45 p.m. Collin Higher Education Center – McKinney (CHEC) Room CHEC 223

Instructor: Sean Owens

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Office Hours: Mondays 3pm- 4pm @ CHEC
or By Appointment

Prerequisites

There are no prerequisites for this course.

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. (3 semester hours)

Learning Outcomes

1. Students should be able to describe and model key business 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.

Required Texts & Materials

1. Kroenke, D. Using MIS Pearson Prentice-Hall Custom Edition for the University of Texas at Dallas ISBN: 1-256-75027-1
2. Thouin, M.F., MIS Case Book, Pearson Learning Solutions, ISBN: 1-269-57618-6, http://www.pearsoncustom.com/tx/utdallas_mis/

Course Schedule, Assignments, and Due Dates

This is a tentative class schedule; changes to the schedule will be posted in eLearning.

WEEK	CONTENT / READINGS	ASSIGNMENTS
8/22	Introduction to the Course MIS Foundation Concepts	Essay 1 (due 8/29)
8/29	IS For Competitive Advantage: *Using MIS,* Chapter3 Group Placement	Essay 1 DUE Group Project 1 (due 10/10)
9/5	LABOR DAY. NO CLASS	
9/12	GUEST LECTURER	
9/19	Business Process and Information Systems Development: *Using MIS,* Chapter 10 Enterprise Systems and Processes: *SAP,* Chapters 1&2	BPM Assignmeny (due 10/3)
9/26	The Procurement Process: *SAP,* Chapter 3 The Fulfillment Process: *SAP,* Chapter 4	Excel Assignment (due 10/10)
10/3	The Production Process: *SAP,* Chapter 5 Integrated Processes: *SAP,* Chapter 6	BPM Assignment DUE
10/10	Group Project Presentations Review for Exam 1	Group Project 1 DUE Excel Assignment DUE
10/17	**EXAM 1**	
10/24	Data and Communication and the Internet: *Using MIS,* Chapter 6 Hardware and Software: *Using MIS,* Chapter 4	Access Assignment (due 11/7)
10/31	Database Processing: *Using MIS,* Chapter 5 Group Placement	Essay 2 (due 11/28) Group Project 2 (due 11/28)
11/7	Business Intelligence Systems: *Using MIS,* Chapter 9	Acess Assignment DUE
11/14	Information Systems Management: *Using MIS,* Chapter 11	
11/21	FALL BREAK. NO CLASS	
11/28	Group Project Presentations Review for Exam 2	Essay 2 DUE Group Project 2 DUE
12/5	**EXAM 2**	

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. The final exam is not comprehensive. Make-up exams 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 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.**

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	Points
Essay 1	**50**
Business Process Assignment	**50**
Excel Assignment	**100**
Group Project 1	**100**
Exam – Midterm	**150**
Access Assignment	**100**
Essay 2/ Group Project 2	**100**
Exam – Final	**150**
TOTAL POINTS	**800**

Scoring

Final Point Total %	Letter Grade
93-100	**A**
90-92	**A-**
87-89	**B+**
83-86	**B**
80-82	**B-**
77-79	**C+**
73-76	**C**
70-72	**C-**
67-69	**D+**
63-66	**D**
60-62	**D-**
0-59	**F**

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: Attendance is extremely important. Students are expected to attend all classes in order to achieve maximum success. Attendance will be taken and used in consideration for the Participation grade; however, this grade will also reflect the instructor's judgment of the value of contributions to class discussion. There is no makeup for missed in-class assignments.

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 Polices 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.

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