Course	**ITSS 3300 Information Technology for Business**
Professor	James Scott, PhD
Term	Fall 2016
Meetings	Section 014 – Tues & Thurs : 4:00pm-5:15pm JSOM 1.117

UT DALLAS

Professor's Contact Information

Office Phone	972-883-4833
Office Location	JSOM 3.604
Email Address	Please use eLearning for e-mailing the Instructor. Please include your course number and section number in all email correspondence.
Office Hours	Thursday 3-4 PM, and by Appointment

General Course Information

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.
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 Texts & Materials	1. Kroenke, D. *Using MIS*. Pearson Prentice-Hall Custom Edition for the University of Texas at Dallas, ISBN 978-1-269-94165-5 2. Thouin, M.F., *MIS Case Book*, Pearson Learning Solutions, ISBN: 1269576038, http://www.pearsoncustom.com/tx/utdallas_mis/ 3. Magal, S. R and Word, J. *Essentials of Business Processes and Information Systems* 2009, Wiley.

Enrichment	Some students like this text book as a means of gaining additional insights beyond the Kroenke text: Laudon, K. C. and Laudon, J.P. *Management Information Systems: Managing the Digital Firm (14th Edition)*. Prentice-Hall.

Assignments and Schedule

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

Week	DESCRIPTION
1 Aug 22-26	Introduction – Why computers matter to organizations Video 1 Discussion Exercise Group Research Projects – Assign Groups
2 Aug 29-Sept 2	Information Systems for Competitive Advantage – Kroenke, Chapter 3 **Individual Assignment Due September 2nd, 10:00 PM in eLearning** Assignment 1: Questions
3 Sept 5-9	Sept 5 – No Class – Labor Day Holiday Development Processes – Kroenke, Chapter 10 Enterprise Systems – Magal and Word, Chapter 1 and Chapter 2
4 Sept 12-16	The Procurement Process – Magal and Word, Chapter 3 The Fulfillment Process – Magal and Word, Chapter 4 Video 2 Discussion Exercise **Individual Assignment Due September 16th, 10:00 PM in eLearning** Case 1 - Extreme Mountain Bikes Cost Benefit Analysis
5 Sept 19-23	The Production Process – Magal and Word, Chapter 5 Integrated Processes – Magal and Word, Chapter 6 **Individual Assignment Due September 23rd, 10:00 PM in eLearning** Business Process Modeling (BPM) (See eLearning for Assignment)

6 Sept 26-30	Group Project Presentations **Group Assignment Due September 30th, 10:00 PM in eLearning** Group Project Presentation – Organizational Benefits of MIS
7 Oct 3-7	Review for Exam 1 **EXAM 1 – October 6th at the UTD Testing Center**
8 Oct 10-14	Hardware and Software – Kroenke, Chapter 4 Excel Case – Working with Excel (Pivot Tables)
9 Oct 17-21	The Cloud – Kroenke, Chapter 6 Excel Case – Working with Excel – Cont'd **Individual Assignment Due October 21st, 10:00 PM in eLearning** Case 4 (see Assignment) – Occupational Employment Statistics Pivot Table
10 Oct 24-28	Database Processing – Kroenke, Chapter 5
11 Oct 31-Nov 4	Database Processing – Kroenke, Chapter 5 **Individual Assignment Due November 4th, 10:00 PM in eLearning** Case 2 - Extreme Mountain Bikes Data Retrieval Using SQL (Access Case)

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Nov 7-11
	Business Intelligence Systems – Kroenke, Chapter 9
	
	Individual Assignment Due November 10th, 10:00 PM in eLearning
	   Case 3 - Extreme Mountain Bikes Data Analysis with Pivot Tables
	   (Excel Pivot Table Cases – using data on the Access Case)

13 Nov 14-18	Current Topics / Cybersecurity **Individual Assignment Due November 18th, 10:00 PM in eLearning** Essay 1 (See eLearning for Assignment)

14 Nov 21-25	November 21-25 – No Class – Fall Break and Thanksgiving Holiday
15 Nov 28-Dec 2	Research Presentations **Group Assignment Due December 2nd, 10:00 PM in eLearning** Group Project – Case 6 - The Freshmen App Pack
16 Dec 5-7	**EXAM 2 – December 6th at the UTD Testing Center** **(Chapters & material covered since Exam 1)**

Course and Instructor Policies

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<td rowspan="3">Grading</td>
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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.

Grade Components

Assignment 1: Questions	Individual	30 points
Case 1 (Excel Case)	Individual	100 points
Business Process Management	Individual	40 points
Group Project 1	Group	100 points
Case 4 (Pivot Tables)	Individual	40 points
Case 2	Individual	100 points
Case 3	Individual	100 points
Essay	Individual	30 points
Group Project 2 - Case 6	Group	100 points
Exam 1	Individual	150 points
Exam 2	Individual	150 points
Attendance	Individual	60 points
Total		**1,000 points**

Final letter grades are assigned based on the following scale:

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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%	

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. eLearning will be used for class content (e.g., class slides and assignment descriptions) and the recording of grades. Slides will be posted in eLearning before class is held. Class announcements (e.g., change in assignment dates) will be sent to the student email on record in eLearning. It is the students' responsibility to regularly check their UT Dallas email accounts.
Changes	The course will be very dynamic, so EXPECT changes. Changes in assignments or schedules will be posted on eLearning.
Assignments	All assignments, unless specifically marked as a Group Assignment, and all exams are to be individual efforts. You are not to collaborate with other students, or to discuss homework or programming assignments with other students prior to submission. Copying of homework, programming assignments, or exams, in whole or in part, from other students or from assignments from previous semesters will be considered to be an act of academic dishonesty. All assignments will be submitted through eLearning. Submission of assignments by e-mail is *not* acceptable unless prior permission of instructor is obtained. Students are expected to submit all assignments on time. As in business, **NO** late assignments will be accepted.
Exams **Time may change due to Testing Center Availably**	This course requires two examinations. Both exams must be taken at the UTD Testing 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 6, 2016, time window 1:00 pm – 2:30 pm**. • **Online Proctored Exam 2: December 6, 2016, time window 1:00 pm – 2:30 pm** 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 1.401**). 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.
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. **NO** late assignments will be accepted.
Class Participation and Attendance	Attendance is extremely important. Students are expected to attend all classes in order to achieve maximum success Students are required to participate in class discussions. Please inform the instructor and your team mates in advance of your absence. Attendance will be taken and used in consideration for the course 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.
Classroom Citizenship	**Meaningful Class Participation:** You are expected to actively participate in the discussion of readings, contribute to the learning experience of the class, and meaningfully contribute to all group project work. Periodically, the instructor may use Poll Everywhere to assess class participation and/or peer evaluation in group project participation. Active, consistent participation in class is an essential part of the learning experience. Meaningful participation in the class discussion is valued and needed. Meaningful participation means making a contribution to our discussion, not merely talking, and it does not mean repeating facts in the readings or simply agreeing with what others have said. Nor does it mean making a point here or there. Our interest is not in "right" or "wrong," it is whether you have made a contribution to the development of the issues under study; whether you have moved the class forward. One clear way of making a contribution is to critically evaluate the comments of your classmates where needed; it is not the instructor's duty alone to decide whether a remark is of value. Failure to participate and contribute penalizes you and the class in many ways: (1) you lose incentive to prepare the readings and case properly; (2) you lose the chance to further develop your oral communication skills; (3) you deprive all of us of your insights; (4) your ideas do not get scrutinized and evaluated by others. **Respect and Dignity:** At UT Dallas we appreciate and foster the many advantages that come from working in a diverse community where everyone is treated equitably, with dignity and respect. The University of Texas at Dallas is committed to providing an educational, living and working environment that is welcoming, respectful and inclusive of all members of the university community. An environment that is free of discrimination and harassment allows members of the university community to excel in their academic and professional careers. To that end, to the extent provided by applicable federal and state law, the University prohibits unlawful discrimination against a person because of their race, color, religion, sex (including pregnancy), national origin, age, disability, genetic information, or veteran status. The University's commitment to

	equal opportunity extends its nondiscrimination protections to include sexual orientation, gender expression and gender identity. Students are expected to recognize and respect a diversity of backgrounds and opinions among their fellow students. They should demonstrate respect for all students as an individual, recognizing that students may bring differing backgrounds, opinions and insights into the classroom.
Instructor Response Policy	The instructor will respond to all student inquiries (emails, voice messages, etc.) within 48 hours (excluding holidays and weekends).
Scholastic Honesty	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 **UT Dallas Syllabus Policies and Procedures website** (see below) for detailed information pertaining to academic dishonesty, including procedures for determining disciplinary action. All students are expected to maintain a high level of responsibility with respect to academic honesty. Students who violate University rules on scholastic dishonesty 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.
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. A link to an online instructional assessment form will be emailed to you for your confidential use.
Comet Creed	*This creed was voted on by the UT Dallas student body in 2014. It is a standard that Comets choose to live by and encourage others to do the same:* ***"As a Comet, I pledge honesty, integrity, and service in all that I do."***

UT Dallas Syllabus Policies and Procedures	*The information contained in the following link constitutes the University's policies and procedures segment of the course syllabus. These include:*
	   • *Technical Support*
	   • *Field Trip Policies, Off-Campus Instruction and Course Activities*
	   • *Student Conduct and Discipline*

	• *Academic Integrity* • *Copyright Notice* • *Email Use* • *Class Attendance* • *Withdrawal from Class* • *Student Grievance Procedures* • *Incomplete Grade Policy* • *Access Ability Services* • *Religious Holy Days* • *Resources to Help You Succeed* *Please go to http://go.utdallas.edu/syllabus-policies for these policies.*

The descriptions and timelines contained in this syllabus are subject to change at the discretion of the Professor.