



**Course** ITSS 3300 - Information Technology for Business  
**Instructor** Dr. Ram Laksnarain  
**Term** Fall 2016  
**Meetings** M/W/F 10:00 A.M – 10.50 A.M.  
[ITSS 3300.006](#)  
[JSOM 12.214](#)

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Mondays/Fridays 1 after class; By appointment for other days/time  
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[txg140830@utdallas.edu](mailto:txg140830@utdallas.edu) (TBD. Please email with your questions ahead of your meeting)

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### Prerequisites

There are no prerequisites for this course. However, a prior knowledge of excel spreadsheet would be very beneficial.

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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. (3 semester hours)

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### 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.
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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, 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: Discuss the importance of MIS in your career path. You can write up about your career plans and how MIS would play a role in enhancing your skills for a successful career.	Essay 1 Due 8/29
8/29	IS For Competitive Advantage: <i>Using MIS</i> , Chapter 3 Introduction to Excel Group Project Discussion	Group Project proposal Excel Assign 1 due 9/5
9/5	Business Process and Information Systems Development: <i>Using MIS</i> , Chapter 10 Enterprise Systems and Processes: <i>SAP</i> , Chapters 1&2 Discussion of paper on Business Process Model	Business Process Model due on 9/12 Group Placement Completed
9/12	The Procurement Process: <i>SAP</i> , Chapter 3 The Fulfillment Process: <i>SAP</i> , Chapter 4	Excel Assign 2 due 9/19
9/19	The Production Process: <i>SAP</i> , Chapter 5 Integrated Processes: <i>SAP</i> , Chapter 6	Excel Assign 3 due 9/26
9/26	Group Project Submissions Hardware and Software: <i>Using MIS</i> , Chapter 4	Group project due 10/3
10/3	Introduction Access and Data Model Review for Exam 1	Access Assign 1 due 10/10
<b>10/7</b>	<b>EXAM 1</b>	
10/10	Database Processing: <i>Using MIS</i> , Chapter 5 Using Access in creating a database	Access Assign 2 due 10/17 Excel Assign Case 1 due 10/24 (NPV calculations)
10/17	Data and Communication and the Internet: <i>Using MIS</i> , Chapter 6	Access Assign Case 2 due 10/31

10/24	Business Intelligence Systems: <i>Using MIS</i> , Chapter 9 Group Placement and Project Discussion	Excel Assign Case 3 due 11/7 (Pivot Table)
10/31	Information Systems Management: <i>Using MIS</i> , Chapter 11	Excel Assign Case 4 due 11/14
11/7	Guest Lecture Open session for special Topics in MIS	Access Assign 3 due 11/18
11/14	Special Topics in MIS/Guest Lecture	
11/21	Fall Break / Thanksgiving	
11/28	<b>Final Exam Review</b> <b>Final Group Project Presentation</b>	
12/5	<b>Final Exam Written</b>	
12/7-9	<b>Final Group Project Presentation</b>	

### Assignment Guidelines

- All reading is to be completed before class on the date posted.
- All assignments must be submitted on or before the due date/time. Late submission will incur penalties. The grades will be reduced by 10% for every day of delay. If you are late in submitting the assignments by 3 days, the assignment will be graded for a maximum of 70%. Assignment submission after 5 days of delay will not be graded and will have an automatic posting of 0%. Late submissions require clearance from the instructor.
- Assignments must adhere to the APA style guide of formatting, citing, and referencing. (only for essays)
- Descriptions of assignments will be posted as they are assigned.
- The exams may consist of multiple choice, fill-in-the-blank, and short essay questions. The final exam is not comprehensive. No make up exams will be provided (except for contingency/medical emergency)
- 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 have to 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**

<b>Grade Component</b>	<b>Points</b>
Excel Assignments	8%
Access Assignments	6%
Case 1, 2, 3, and 4	16%
Essay 1	2%
Business Process Model	3%
Group Project	12%
Exams (Midterm, Final)	45%
Course Attendance/Participation	4%
In class Pop Quizzes (about 8)	4%
<b>Total</b>	<b>100%</b>

**Scoring**

<b>Final Point Total</b>	<b>Letter Grade</b>
97-100+	A+
93-96	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

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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:** 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 and pop quizzes. There is no makeup for missed in-class assignments.

**Late Work:** All assignments are due at the specified time in "eLearning", on the specified date. Late submissions will incur penalty of up to 30% (10% for every day beyond the posted deadline). Late submission beyond 5 days will not be graded. An automatic 0% will be assigned in such cases.

**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.

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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