UTD

Course	ITSS 3300 Information Technology for Business (Section 001)
Term	Fall 2016
Meetings	Friday, 10:00 A.M.–12:45 P.M. JSOM 2.103

Instructor:	Richard Reed, Ph.D.	**Office Hours:**	Thursday 4:00–5:00 P.M. Friday 1:30–2:30 P.M. or by appointment
Email:	richard.reed@utdallas.edu		
Phone:	972-883-4833	**Teaching Assistant:**	
		Office:	
Office:	JSOM 3.604	**Hours:**	

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 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.

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/

Course Schedule, Assignments, and Due Dates

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

DATE	CONTENT DESCRIPTION / REQUIRED READING	ASSIGNMENT DUE
8/26	Introduction to the Course Information, Information Technology, and Information Systems Concepts	**Student Info Sheet**
9/2	IS and Competitive Advantage / Kroenke, Ch. 3 Orgs, Business Processes, and Info Systems / Magal & Word, Ch. 1	**Assignment 1**
9/9	Enterprise Systems / Magal and Word, Ch. 2 Business Process & IS Development Processes / Kroenke, Ch. 10	**Assignment 2**
9/16	Procurement Process / Magal & Word, Ch. 3	**Assignment 3**
9/23	Fulfillment Process / Magal & Word, Ch. 4	
9/30	Production Process / Magal & Word, Ch. 5 Integrated Processes / Magal & Word, Ch. 6	**Assignment 4**
10/7	Review for Exam 1 **EXAM 1—Covers all readings and lectures since 1st class day**	**EXAM 1**
10/14	Working with Excel—Case Overview / Thouin, Case 1 Working with Excel—Software Tutorial	
10/21	Hardware, Software, and Mobile Systems / Kroenke, Ch. 4 The Cloud—Data Communication and the Internet / Kroenke, Ch. 6	
10/28	Working with Access—Case Overview / Thouin, Cases 2 & 3 Team Research Project Overview / Thouin, Case 6 Working with Access—Software Tutorial	**Case 1** Team Placement
11/4	Database Processing / Kroenke, Ch. 5	
11/11	Business Intelligence Systems / Kroenke, Ch. 9 IT Careers	**Cases 2 & 3**
11/18	Review for Exam 2 **EXAM 2—Covers all readings and lectures since Exam 1**	**EXAM 2**
11/25	***FALL BREAK – NO CLASS***	
12/2	Team Research Project Presentations	**Slide Pack**
12/7		**Assignment 5**

Assignment Guidelines

- All reading is to be completed before class on the date posted.
- Assignments and cases must be *received* by the deadline on the specified due date; otherwise it will be considered *late*.
- Late work will be given a deduction worth 15% of the assignment's maximum points.
- Written assignments must adhere to the APA style guide of formatting, citing, and referencing as required.
- Descriptions of assignments will be posted as they are assigned.
- Exams will consist of multiple choice, fill-in-the-blank, and matching questions. Any make-up exams will be in the form of essays.
- There will not be a comprehensive final exam.
- 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 do as long as it is before the assignment due date. You must 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 assignments that may be in class or on campus. Homework includes 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
Assignments	150
Cases	200
Team Project and Presentation	150
Exams	400
Participation	50
COURSE TOTAL	**950**

Final Grade Scale

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%	

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 by the next day following 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 but will not factor into the participation grade; however, this grade will also reflect the instructor's judgment of the value of contributions to class discussion and your completion of any in-class assignments. There is no makeup for missed in-class assignments.

Late Work: All assignments are due by the submission deadline on the specified due date. Late assignments are *not accepted* 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 his or her 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