

Course Syllabus

ITSS 3300 Information Technology for Business – Fall 2016

Contact Information

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Course 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 an 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.
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Learning 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.
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Required Textbooks and 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-10: 1269576038, http://www.pearsoncustom.com/tx/utdallas_mis/
 4. [PollEverywhere](#) (Approximately \$14 – Required for Class Participation)
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Assignments and Schedule (expect changes in the schedule - see eLearning for changes to Schedule)

Week	Description
1 23 rd & 25 th August	Introduction - Why information systems matter to organizations Introduction to Business Processes
2 30 th Aug & 1 st Sep	Information Systems for Competitive Advantage - Kroenke, Chapter 3
3 6 th & 8 th September	Business processes & Enterprise Systems - Magal and Word, Chapter 1 and Chapter 2 Business Process Modeling Overview
4 13 th & 15 th September	Business Process Modeling Overview (continued) The Procurement Process - Magal and Word, Chapter 3
5 20 th & 22 nd September	The Fulfillment Process - Magal and Word, Chapter 4 The Production Process - Magal and Word, Chapter 5 <u>Assignment Due, September 23rd - 11:00 PM (Business Process Model)</u>
6 27 th & 29 th September	Integrated Processes - Magal and Word, Chapter 6 Review for Exam 1 <u>Group Project 1 - Draft Due, September 30th - 11:00 PM</u>
7 4 th & 6 th October	Group Project 1 Presentations EXAM 1 – October 6th, 8:30 AM – 9:45 AM <u>Group Project 1 Presentation Slides Due, October 4th - 8:30 AM</u>
8 11 th & 13 th October	Hardware and Software - Kroenke, Chapter 4
9 18 th & 20 th October	Group Project 2 (Freshmen App Pack) Overview Excel Case - Working with Excel
10 25 th & 27 th October	The Cloud - Kroenke, Chapter 6 <u>Assignment Due, October 28th 11:00 pm (Excel Case)</u>
11 1 st & 3 rd November	Database Processing - Kroenke, Chapter 5

Week	Description
12 8 th & 10 th November	Access Case - Working with Access & Excel Pivot Tables
13 15 th & 17 th November	Database Processing - Kroenke, Chapter 5 (continued) <u>Assignment Due, November 18th 11:00 pm</u> (Access Case, including Pivot Tables)
14 22 nd & 24 th November	Fall / Thanksgiving Break
15 29 th Nov & 1 st Dec	Business Intelligence Systems - Kroenke, Chapter 9 (if Exam 2 is held on 8 th Dec) Review for Exam 2 Group Project 2 Presentations (if Exam 2 can be held on 6 th Dec) <u>Group Project 2 – Draft Due, November 28th - 11:00 PM</u> (if Exam 2 is held on 6 th Dec) <u>Group Project 2 – Draft Due, December 2nd - 11:00 PM</u> (if Exam 2 is held on 8 th Dec) <u>Group Project 2 Presentation Slides Due, December 1st - 8:30 AM</u> (if Exam 2 is held on 6 th Dec)
16 6 th & 8 th Dec	Group Project 2 Presentations (if Exam 2 is held on 8 th Dec) EXAM 2 – December 6th / 8th, 8:30 AM – 9:30 AM (Chapters & material covered since Exam 1) <u>Group Project 2 Presentation Slides Due, December 6th - 8:30 AM</u> (if Exam 2 is held on 8 th Dec)

Grading Policy

Course Component	Weighted Points
Business Process Modeling Assignment	8
Excel Case Assignment	9
Access Case (including Excel Pivot Tables) Assignment	10
Exam 1	25
Exam 2	25
Group Project 1 & 2 Presentation Slides (2 cases * 3)	6
Group Project Presentation (either Project 1 or 2) (1 case * 5)	5
1 Question, each, to 2 other groups (2 questions * 0.5)	1
1 Answer, each, to 2 other groups (2 answers * 0.5)	1
Group Project 1 & 2 Peer Review (Feedback)	5
Class Participation	10
Total	105

Final letter grades are assigned based on the following scale

Final Score (Total Weighted Points) Range	Letter Grade
97 <= Final Score <= 105	A+
92 <= Final Score < 97	A
87 <= Final Score < 92	A-
83 <= Final Score < 87	B+
79 <= Final Score < 83	B
75 <= Final Score < 79	B-
72 <= Final Score < 75	C+
69 <= Final Score < 72	C
66 <= Final Score < 69	C-
64 <= Final Score < 66	D+
62 <= Final Score < 64	D
60 <= Final Score < 62	D-
Final Score < 60	F

Course and Instructor Policies

Grading

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.

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](http://www.utdallas.edu/elearning/students/eLearningTutorialsStudents.html) (<http://www.utdallas.edu/elearning/students/eLearningTutorialsStudents.html>) for video demonstrations on numerous tools in eLearning.

Changes

The course will be very dynamic, so EXPECT changes. Changes in assignments or schedules will be posted on eLearning. It is the student's responsibility to keep up with the changes that are posted on eLearning.

Assignments

Assignments and group projects be submitted through eLearning. Submission of assignments by e-mail is *not* acceptable unless prior permission of instructor is obtained. All assignments should be completed on time. Assignments submitted after the deadline will be considered late. A penalty of **10% of the individual and group assignments (includes both cases, business process modeling and project presentation slides) value per day** (including weekends) is assessed on late assignments beginning on the day due. The 10% deduction per day will occur with respect to the maximum achievable score for the respective assignment.

Exams

This course requires two examinations. Exams will be held at the UTD Testing Center, or in the classroom (where lectures are held). Exams will have multiple-choice and true-false questions with duration of 1.25 hours (75 minutes), and are scheduled to take place on the following dates. The UTD Testing Center is located at the McDermott Library basement (**Room MC 1.304**). 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 \(http://www.utdallas.edu/studentsuccess/testingcenter/\)](http://www.utdallas.edu/studentsuccess/testingcenter/) 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.

Class Participation

Students are required to participate in class discussions. PollEverywhere will be used as a tool to help assess and measure class participation and engagement.

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. A one grade penalty per day the assignment is late will be assessed on all late assignments.

Academic Integrity

The University has policies and discipline procedures regarding academic dishonesty. Detailed information is available on the [UTD Judicial Affairs](#) web page. All students are expected to maintain a high level of responsibility with respect to academic honesty. Students who violate University rules on academic honesty 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.

University Policies

The information contained in the following link constitutes the University's policies and procedures segment of the course syllabus.

Please go to <http://go.utdallas.edu/syllabus-policies> for these policies.

The descriptions and timelines in the syllabus are subject to change at the discretion of the professor (instructor).