Course Information

Course: ITSS 3300 Information Technology for Business
Term: Fall 2016
Section: 003
Meets: Fridays
                4:00 pm – 6:45 pm
                JSOM 2.107

Professor Contact Information

Instructor: Kevin R. Crook
Email: Kevin.Crook@utdallas.edu
Office Location: JSOM 3.604
Office Hours: Friday, 6:45 pm – 7:45 pm
                      Saturday, 12:45 pm – 1:45 pm

Course Pre-requisites, Co-requisites, and/or Other Restrictions

There are no pre-requisites 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)

Student Learning Objectives/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 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: 1-269-57618-6, http://www.pearsoncustom.com/tx/utdallas_mis/

Assignments & Academic Calendar

This is a tentative class schedule. Please expect changes in the schedule which will be posted in eLearning.

Week Number Start Date	Topics Covered in Class	Reading Assignments (please read before class)	Assignments Due
Week 1 Friday August 26th	Introduction to the Course MIS Foundation Concepts Group Placements Business Process Modeling		
Week 2 Friday September 2nd	Business Process Modeling (continued) Discuss the Individual Business Process Modeling Assignment Discuss the First Group Project A Business Process Model Information Systems for Competitive Advantage	Kroenke, Chapter 3 Thouin, Case 5	
Week 3 Friday September 9th	Enterprise Systems	Magal, Chapters 1 and 2	
Week 4 Friday September 16th	The Procurement Process The Fulfillment Process	Magal, Chapters 3 and 4	Individual Business Process Modeling Assignment Due, Saturday, September 17th at 11:59pm

Week 5 Friday September 23rd	The Production Process Integrated Processes	Magal Chapters 5 and 6	
Week 6 Friday September 30th	First Group Project Presentations A Business Process Model Review for Exam		First Group Project Presented in Class (Slides Turned in when you present)
Week 7 Friday October 7th	Exam 1 (Chapters & Materials covered since the first day of class)		
Week 8 Friday October 14th	Hardware and Software Excel Case	Kroenke, Chapter 4 Thouin, Case 1	
Week 9 Friday October 21st	Data Communications and the Internet Excel Case (continued)	Kroenke, Chapter 6	
Week 10 Friday October 28th	Database Processing Access and Excel Pivot Table Case	Kroenke, Chapter 5 Thouin, Cases 2 & 3	Excel Case Due Saturday, October 29th at 11:59pm
Week 11 Friday November 4th	Database Processing (continued) Access and Excel Pivot Table Case (continued) Discuss the Second Group Project Freshman App Pack	Thouin, Case 6	
Week 12 Friday November 11th	Business Intelligence Systems	Kroenke, Chapter 9	Access and Excel Pivot Table Case Due Saturday, November 12th at 11:59pm
Week 13 Friday November 18th	Second Group Project Presentations Freshman App Pack		Second Group Project Presented in Class (Slides Turned in when you present)

	Review for Exam 2 (Chapters and Material Covered Since Exam 1)		
Week 14 Friday November 25th	Fall Break – No Classes		
Week 15 December 2nd	Exam 2 (Chapters and Material Covered Since Exam 1)		

Grading Policy

Grading Scheme

Individual Business Process Modeling Assignment	5%
Excel Case	5%
Access Case	5%
Group Projects	5%
Exam 1	35%
Exam 2	35%
Class Participation (including Attendance)	10%
Total	**100%**

Grading Scale for Letter Grades:

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

Course & Instructor Policies

- Make-up Exams – restricted to documented emergencies. Make-up exams will be in essay format and content will differ from the regular exams. Since make-up exams will differ in content, no curve fitting may be applied.
- Extra Credit – no extra credit assignments are available.
- Class Attendance – required, except for documented emergencies. Please be on-time and remain until class is dismissed. Attendance will be taken at every class meeting and class participation grade will be reduced for missed classes.
- Late Work – reduced by 10% per 24 hour period.
- Instructor Response Policy – instructor will respond within 48 hours, excluding holidays, weekends, and breaks.
- eLearning – will be used for class content.

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.

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.