UTD

Course	**ITSS 3300.005 - Information Technology for Business**
Instructor	Jyotishka Ray
Term	Spring 2017
Meetings	Mondays and Wednesdays, 1:00pm-2:15pm
	Room JSOM 12.214

Instructor:	Jyotishka Ray
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Office:	JSOM 3.222
Office Hours:	Tuesdays 2 to 3 p.m. and by appointment

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 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.

Required Texts & Materials

1. Magal, S. R and Word, J. Essentials of Business Processes and Information Systems 2010, Wiley. ISBN: 9780470505694
2. Kroenke, D. Using MIS Pearson Prentice-Hall Custom Edition for the University of Texas at Dallas ISBN: 9781269941655
3. Thouin, M.F., MIS Case Book, Pearson Learning Solutions, ISBN: 9781269576185, 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
1/09	Introduction to the Course MIS Foundation Concepts - Magal and Word, Chapter 1 Exercise: Future of Banking Video Group Research Projects - Assign Groups	
1/16	**Monday Holiday (MLK Day)** Business Process Modeling Notations Assignment Discussion – Sears Business Process Modeling	
1/23	Group Project 1 Discussion – Organizational Benefits of MIS IS For Competitive Advantage: *Using MIS,* Chapter 3	
1/30	IS For Competitive Advantage: *Using MIS,* Chapter 3 Enterprise Systems - Magal and Word, Chapter 2	
2/06	The Procurement Process - Magal and Word, Chapter 3 Exercise: Louisville Slugger Video The Fulfillment Process - Magal and Word, Chapter 4 Exercise: Boston Scientific Video	Sears Business Process Modeling **(due 2/08, 11:59 p.m.)**
2/13	The Production Process - Magal and Word, Chapter 5 Exercise: Louisville Slugger Video – Part 2 Integrated Processes - Magal and Word, Chapter 6	
2/20	Group Project 1 Presentations – Organizational Benefits of MIS	
2/27	Review for Midterm **Midterm – March 1, in Testing Center**	
3/06	Excel Case - Working with Excel in **Excel Lab**	
3/13	**Spring Break – No Classes**	
3/20	Group Project 2 Discussion – The Freshmen App Pack	

	Database Processing: *Using MIS,* Chapter 5	
3/27	Access and Excel Pivot Table Cases - Working with Access in **Access Lab**	Excel Assignment **(due 3/29, 11:59 p.m.)**
4/03	Hardware and Software: *Using MIS,* Chapter 4 Data and Communication and the Internet: *Using MIS,* Chapter 6	
4/10	Business Intelligence Systems: *Using MIS,* Chapter 9	**Access Assignment (due 4/12, 11:59 p.m.)**
4/17	Review for Final	
4/24	Group Project 2 Presentations – The Freshmen App Pack	
5/1	**Final – May 3, in Testing Center**	

Assignment Guidelines

- All reading is to be completed before class on the date posted.
- Assignments must adhere to the APA style guide of formatting, citing, and referencing.
- Descriptions of assignments will be posted as they are assigned.
- The exams will consist of multiple choice, and True or False. The final exam is not comprehensive.
- 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 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.**

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

Grade Component	Points
Business Model Assignment	**10%**
Excel Assignment	**10%**
Access and Pivot Table Assignment	**10%**
Group Projects	**10%**
Midterm Exam	**25%**

Final Exam	**25%**
Course Attendance/Participation	**10%**
Total	**100%**

Scoring

Final Point Total	Letter Grade
93-100	**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

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. There is no makeup for missed in-class assignments.

Late Work: All assignments are due on the specified date provided in the Course Schedule. I do not accept late assignments 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 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.**

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