ITSS 3300: Information Technology for Business

Class Information

Term	Spring 23 [Jan 17 – May 5]
Course Number	ITSS 3300.004
Class Meetings	Monday/Wednesday, 10:00 AM – 11:15 AM
Classroom	JSOM 11.210

Instructor Information

Instructor	Dr. Prakash Shrivastava
Phone	972-883-5901
Email	Prakash.shrivastava@utdallas.edu *Please include the course number and section number in all email correspondence. Please use your UTD e-mail system for any communication with the instructor/TA.*
Office Hours & Location	Office Location: JSOM 3.225 Office Hours (Online): Wed: 11:30 AM – 12:30 PM; Appointments are encouraged. Send me an e-mail 24 hours in advance to set up a remote session (in Teams). *Note: Office hours are meant to answer specific questions. It's not meant for additional material or to provide a tutorial.* For questions related to Homework/Grading, please contact TA (below)
TA Information	TBD, TBD@utdallas.edu, Phone: aaa-bbb-cccc TA Office Hours: (See eLearning for Team Link) Note: The TA is your first contact for questions re Assignment / Grades.

Course Modality

Instructional Mode	Traditional Classroom /Laboratory; (In-person, Face-to-Face). Not recorded
eLearning and Course Platforms	This course can be accessed using your UT Dallas NetID account on the eLearning website. Please see the course access and navigation section of the Getting Started with eLearning webpage for more information. To become familiar with the eLearning tool, please see the Student eLearning Tutorials webpage. The course will utilize the following platforms: • Announcements, written lecture materials, assignments and grades will be posted in the course's eLearning site. It is the students' responsibility to regularly check their UTD email accounts and the eLearning page for this course. • Microsoft TEAMS *maybe* be utilized for lectures and other live communications • If any, recorded (and annotated) lectures and other communications will be available on Microsoft TEAMS, as well Active links to TEAMS will be available in the eLearning web site. In addition to a confident level of computer and Internet literacy, certain minimum technical requirements must be met to enable a successful learning experience. Please review the important technical requirements on the Getting Started with eLearning webpage.

	UT Dallas provides eLearning technical support 24 hours a day, 7 days a week. The eLearning Support Center includes a toll-free telephone number for immediate assistance: (1-866-588-3192), email request service, and an online chat service. The course will be delivered "in-class" using Blackboard Collaborate. Please make sure you are able to access and use eLearning / Blackboard.
Asynchronous Learning	There is no provision for Asynchronous Learning. Lectures will not be recorded. All students are expected to attend all classes "in person."
Technical Requirements	Please review the important technical requirements on the Getting Started with eLearning webpage.
COVID – 19 Guidelines and Resources	The information contained in the following link lists the University's COVID-19 resources for students and instructors of record. Please see http://go.utdallas.edu/syllabus-policies. For hybrid/blended courses, UT Dallas strongly suggests that all students wear a face covering that covers the nose and mouth in all university buildings and classrooms. **IF YOU ARE EXPERIENCING SYMPTOMS, PLEASE DO NOT COME TO CAMPUS**. Anyone attending class in person exhibiting active symptoms may be asked to leave. Students who are unable to comply with the university should consult the Comets United webpage for further instructions. Students who have tested positive for COVID-19 or may have been exposed should not attend class in person and should instead follow required disclosure notifications as posted on the university's website (see "What should I do if I become sick?" webpage) In-person participation records may be used to assist the University or local public health authorities in performing COVID-19 occurrence monitoring. Please note – in-person attendance requires consistently adhering to University requirements. Failure to comply with these University requirements is a violation of the Student Code of Conduct. To help preserve the University's in-person learning environment, UT Dallas recommends the following: Adhere to the University's CDC Updated Guidelines . All Comets are strongly encouraged to wear face coverings indoors regardless of vaccination status.
Absence due to Covid-19	University requires students who test positive for COVID-19 or who are close contacts as determined by the campus contact tracing program to isolate or quarantine as applicable.
Student Resources for COVID-19	Students who have tested positive for COVID-19 or may have been exposed should not attend class in person and should instead follow required disclosure notifications as posted on the university's website (see "What should I do if I become sick?")

Course Information

Course Description	ITSS 3300 - Information Technology for Business (3 semester credit hours) Examines key business processes in organizations and how information systems support the execution and management of these processes. The course focuses on using information technology and information systems to support decision-making, thus blending technical and managerial topics. Students will be exposed to principles of information technology and information systems and work directly with a variety of information systems tools and techniques such as Excel, Tableau, BPM, and relational database management systems. (3 semester hours)
Course Objectives / Outcomes	1. Describe and model key business processes and apply knowledge of information technologies to support operational and strategic business processes. 2. Apply information systems viz. spreadsheet and analytics software, to solve business problems 3. Understand core IS concepts within an organization such as data management, information technology, enterprise applications, information systems management, and business intelligence that enable students to relate information systems to their field of study. 4. Describe the evolving nature of IS and IT and their role in today's organizations.

Prerequisites	None

Course Materials

Required Textbook(s) & Materials	**No textbook is required. Material from the following books will be covered:** *Using MIS 2019*, 11ed, Kroenke & Boyle, Pearson Education *Management Information Systems*, Laudon, 16th Edition, *Software to be used in class (Free download links will be provided in class):* • **Required:** *Lucidchart, Excel, Tableau, Oracle SQL (links on eLearning Portal)* • **Optional:** *Microsoft Access* Note: Some assignments and exams will require the use and submission of Excel files. Numbers (Apple) and Sheets (Google) file formats will NOT be accepted or graded.
Laptop Computer	This course is hands-on with many in-class examples and exercises. Students are required to install tools on their laptops and bring to each class.

Grading Policy

Grading Policy	This course will feature a mix of activities and written and verbal assignments that would now be done remotely. The instructor will provide detailed instructions as well as the grading criteria for each assignment and exam. It is your responsibility to keep track of any changes in the dates / times for assignments/ exams - announced in the class. Your final grade will be based on the total score of the following: (Exams are closed book and may require use of Analytics Tools). Attendance: 5%; Assignments (5): 50%; Quizzes (5): 20%; Exam – 1: 10%; Exam – 2: 15.0% **Note: Exam – 1 and Exam – 2 may be held at the Testing Center** **Note: (1) Please review submission instructions carefully; <u>two separate submissions may be needed:</u> (i) normal submission (ii) Turnitin. Do not use Safari to submit your Turnitin assignment. Turnitin is a 2-step process: Upload your file and click on 'Confirm'. Make sure you get the email confirmation.** Use Google Chrome for uploading assignments.

Final Grading Scale

Letter Grade	Final Point Total
A	>=93.00-100.00
A-	>= 90.00-92.99
B+	>= 87.00-89.99
B	>= 83.00-86.99
B-	>= 80.00-82.99
C+	>= 77.00-79.99
C	>= 73.00-76.99
C-	>= 70.00-72.99
D+	>= 67.00-69.99
D	>= 63.00-66.99
D-	>= 60.00-62.99
F	59 & below

Course and Instructor Policies

Attendance	**Attendance is required.** Attendance will be taken. In-class participation in all classes is extremely important to achieve maximum success. Attending the class gives you an opportunity to interact with your professor and your fellow students. Students who fail to participate in class regularly will likely face scholastic difficulty. **You must be present in the class to take the exams and quizzes. No make-ups.**
Class Recordings	**No in-class recordings for the traditional instruction mode**. The instructor **may** record some meetings of this course. Any recordings made will be available to all students registered for this class as they are intended to supplement the classroom experience. Students are expected to follow appropriate University policies and maintain the security of passwords used to access recorded lectures. Unless the Office of Student Accessibility has approved the student to record the instruction, students are expressly prohibited from recording any part of this course. Recordings may not be published, reproduced, or shared with those not in the class, or uploaded to other online environments except to implement an approved Office of Student Accessibility accommodation. If the instructor or a UTD school/department/office plans any other uses for the recordings, consent of the students identifiable in the recordings is required prior to such use unless an exception is allowed by law. Failure to comply with these University requirements is a violation of the Student Code of Conduct.
Exams and Proctoring	All exams are closed book and scheduled well in advance. Date changes, if any, will be announced in the class. Points will be deducted if you arrive late to the exam. **You must start the exam within 10 minutes of its commencement** – otherwise, you will not be able to see / take the exam. If you are late and / or miss an exam, you will be given a zero! There are no makeups. If you have a legitimate, non-academic reason for missing an exam, you must provide verifiable documentation at least 24 hours BEFORE the day of the exam. If you contact me AFTER the exam, it is considered missing the exam. For exams using the "quiz-format (T/F, multiple choice, etc.)", expect to answer about 20 questions in about 15 minutes. Note: Exams may require use of lockdown browser, To maintain required academic integrity of this course, examinations may require the use of a widely used proctoring service, for online assessment proctoring, using the UTD testing center, and/or in-class exam proctoring.
Lockdown Browser / Honorlock	I may require use of Lockdown browser / HONORLOCK. I will provide more information before the Exam.
eLearning	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 is held. Class announcements (e.g., change in assignment dates) will be sent to the student email on record in eLearning. It is the students' responsibility to regularly check eLearning and their UTD email accounts. Please ensure that you have good internet connectivity.
Communications and Instructor Response Policy	For questions related to the course material, assignments. quizzes, exams, scores and grades, please use class sessions, office hours, and discussion forums. For other matters, send an E-mail using UTD email system for incoming and outgoing messages. (Using your personal email address is STRONGLY discouraged, due to security and spam blocking concerns). The instructor will respond to student inquiries through email within 48 business hours (excluding holidays and weekends). *Make sure to include course number and section on the subject line.* All communications must be courteous, specific, and adhere to business **professional style** of communication.
Assignments	Written assignments must adhere to the APA style guide of formatting, citing, and referencing. Descriptions of assignments will be posted as they are assigned. 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 an email to the TA at least 12 hours prior to the due date to clear your submission. Upon doing so, you will be able to resubmit. Inquiries related to late submissions will not be entertained. **Please note that assignments are due in 2 weeks from the date/time they are assigned.**

Inquiries / Clarifications about Assignments	You must review each assignment (and download required files) as soon it is posted. Each assignment will be explained in detail in the class. It is your responsibility to make sure that you understand all the instructions. If you still have questions or need clarifications about the assignment, you MUST post queries on the discussion board by the date specified in the assignment. You can also seek clarifications from the instructor / TA during their office hours. Please do not wait for the last moment to seek clarifications. **A penalty of 20% will be imposed if you seek clarifications within 48 hours of the due date/time.**
Assignment Grading	Please be advised that if you have a question or issue with your assignment grade, contact the TA within "one week" of grade posting. **Your entire assignment is subject to re-review (re-grading)** which may or may not result in additional points. **No inquiries regarding grades will be entertained after one week from the date of grade posting.** General grading criteria can be found in eLearning. Assignment-specific grading criteria will be included with the assignment instructions. You will lose points for not following instructions.
Late Work / Submissions	All assignments are due on the specified date. Please give yourself sufficient time to upload assignments on the eLearning Portal/Turnitin. You would not be able to submit/upload if the due date is passed. You will be graded only on what is submitted on the portal. **I do not accept late assignments** unless prior arrangements have been made with the instructor in which case **a penalty of 25% per day (including weekends) will be assessed. Only one such exemption is allowed in the entire semester.** **Why?** Deadlines in the professional world are not a moving target. Missed deadlines affect product delivery, professional reputations, and revenue. Please plan accordingly. For these reasons, late work or incomplete work is not acceptable in this course EXCEPT in the most extreme and unlikely circumstances – in which case, e-mail the evidence of extreme circumstances to me/TA at least 24 hours prior to the due date. (Penalty will apply)**. Rule: You will be graded only on what is submitted on time. Ensure that you have enough time to deal with potential technical glitches that may arise at the last moment. Inquiries related to late submissions will not be answered / entertained.**
Exceptions for Late Work due to Server Unavailability or other Technical Difficulties	Exceptions: The University is committed to providing a reliable learning management system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and also contact the online eLearning Help Desk. The instructor and the eLearning Help Desk will work with the student to resolve any issues at the earliest possible time.
Extra Credit	There is no extra credit.
Final Course Letter Grades	Final course letter grades are based solely on your performance on the graded assignments, exams, projects, and/or attendance. ***No bonus points, curves, extra credit, or additional assignments are offered.*** Do not assume that final grades will be rounded to the nearest whole number. **No inquiries regarding "rounding up" is entertained.**
Classroom Conduct	**Please arrive on time.** I strongly encourage class discussion, questions, and enthusiasm about the course material. Please engage in class discussions. I do ask that you are respectful during class, be respective to your peers who are part of the learning environment. *This means no talking to others during class presentations, switching off cell phones, and not leaving the class until the end of the lecture.*
Discussion Board	Students are encouraged to use discussion boards to post questions / comments related to topics in this course.
Student Code of Conduct	For information related to "Student Code of Conduct", please go the website: https://conduct.utdallas.edu/

Academic Integrity **(See Section – C)** https://policy.utdallas.edu/utdsp5003	**DO NOT CHEAT and DO NOT PLAGIARIZE.** All homework and exams are to be individual efforts. You are not to collaborate with other students, or to discuss homework or assignments with other students prior to submission. Copying of homework, assignments, or exams, in whole or in part, from other students or from assignments from previous semesters will be an act of academic dishonesty. Cases of cheating / plagiarism will be referred to the University Authorities for action. All work should demonstrate the same professional and ethical standards expected of you in the workplace, including proofreading and editing carefully all work you submit in class. Professionalism and personal responsibility mean that you use appropriate source citations so that you avoid violations of copyright and academic honesty, even if those violations are inadvertent. The University is committed to academic excellence and expects academic honesty from all members of the University community. Academic honesty includes adherence to guidelines established by the instructor 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.** Any student engaged in academic dishonesty will be subject to disciplinary action. All cases of academic dishonesty will be reported directly to Judicial Affairs. My recommendation for acts of academic dishonesty will be an <u>F in the course</u>. The importance of academic honest and my recommended sanctions are emphasized during class, in emails, and on the exams and assignments.
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."
University Policies & **Procedures** https://policy.utdallas.edu/utdsp5003	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 ■ Title IX ■ Campus Carry

Course Schedule, Assignments, and Due Dates

This is a **tentative** class schedule. Instructor reserves the right to make changes to the content and schedule. Changes, if any, will be announced in the class as well as posted on eLearning portal. It is the student's responsibility to keep track of them.

WEEK / Date(s)	CONTENT (You must be present in the class for Quizzes and Exams)	Readings / References	ASSIGNMENTS (Tentative)
1 (1/16 – 1/20)	Introduction to the Course Importance of IS/IT MIS in Global Business		Assignment – 1: Emerging Information Technologies and Career in MIS (Due Week – 3)
2 (1/23 – 1/27)	Information Systems in Global Business	Kroenke Ch 1	
3 (1/30 – 2/3)	Information Systems, Organizations and Strategy, Competitive Advantage [Quiz – 1]	Kroenke Ch 2	Assignment – 2 BPM (Due Week – 5)
4 (2/6 – 2/10)	Business Processes and Information Systems Lucid Chart: Process Mapping	Kroenke Ch 8,12	
5 (2/13 – 2/17)	Enterprise Information Systems Excel: Fundamentals [Quiz – 2]	Kroenke Ch 8	Assignment – 3: Excel (Due Week – 7)
6 (2/20 – 2/24)	Excel and IS for Enhancing Decision Making Excel: Pivot Tables and What-if Analysis	Kroenke Ch 7	
7 (2/27 – 3/3)	Business Intelligence & Visual Analytics using Tableau Tableau: Tableau Fundamentals [Quiz – 3]	Kroenke Ch 5	Assignment – 4: Tableau (Due Week – 10)
8 (3/6 – 3/10)	**Review and Exam – 1** (May require use of Tools: Lucid Chart and Excel)		
9 (3/13 – 3/17)	Spring Break		
10 (3/20 – 3/24)	Databases and Information Management Oracle: SQL	Kroenke Ch 3	
11 (3/27 – 3/31)	Fundamentals of Structured Query Language (SQL) Oracle: SQL		Assignment 5: SQL (Due Week – 13)
12 (4/3 – 4/7)	Information Technologies: Hardware, Software, and Mobile Systems [Quiz – 4]	Kroenke Ch 4	
13 (4/10 – 4/14)	Information Technologies: Cloud, Networks, and Internet	Kroenke Ch, 6	
14 (4/17 – 4/21)	Information Systems Security Guest Lecture	Kroenke Ch 10	
15 (4/24 - 4/28)	Internet of Things / Artificial Intelligence [Quiz – 5] **Review for Exam – 2**	Kroenke Ch 3	
16 (5/1 – 5/5)	**Exam – 2** (May require use of Tools: Lucid Chart, Excel, Tableau, Oracle SQL)		