



Course: ITSS 3300.501 – Information Technology for Business
Instructor: John Young
Term: Fall 2023
Meetings: Mondays & Wednesdays, 5:30 PM to 6:45 PM CT
Classroom: JSOM 12.202

Contact Information

Email: john.young@utdallas.edu

Office Location: JSOM 3.604 (Adjunct Office) or virtually on Teams

Office Hours: Monday, 4:30 PM to 5:15 PM CT *by appointment only*

Course Modality & Expectations

The course will be taught using the traditional in-class modality. Classes will be held in the assigned classroom at the assigned time. The instructor, at his own discretion, may choose to teach the class remotely and will provide students with as much notice as practicable of any changes in venue. **You are expected to read this syllabus in its entirety and abide by the rules and guidelines given.** Your signature of the academic integrity form is your assurance that you've read this syllabus in its entirety. Failure to do so will negatively affect your grade and create unnecessary friction. Please follow my rules, or in the words of *South Park's* Thumper, aka Super Cool Ski Instructor, *you're gonna have a bad time.*

Prerequisites

There are no prerequisites for this course. This is a third-year undergraduate level course, so for all you freshmen who were advised to take this class by your advisor, my apologies for being thrown into the thick of it. But fear not—we'll get you through this, because contrary to what you might think after reading this syllabus, I'm not a complete jerk. That said, the instructor assumes student knowledge of fundamentals in business areas such as accounting, finance, marketing, human resources, and operations, as well as general computer knowledge. It is assumed each student owns or has access to a computer.

Course Description

This course examines key business processes in organizations and how information systems (IS) support the execution and management of these processes. The course also 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 (3 semester hours).

Specific course objectives are as follows:

1. Describe and model key business processes and apply knowledge of information technologies to support operational and strategic business processes.
2. Apply information systems visualization, spreadsheet, and analytics software to solve business problems.
3. Understand core IS concepts within an organization, such as data management, information technology, enterprise systems, 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.

5. Specific topics: IS Careers; Business Processes and Relationship to IT; Enterprise Systems; Information Systems Development; Information Systems Management; Data Management; Business Intelligence; Information Systems Security; Business Process Modeling; Microsoft Excel; SQL; Tableau.

Text & Technical Resources

We will be using the preliminary edition of *IT for Business: A Student's Guide to the Technology of Business* by yours truly. **This is a required text. You must do the reading assignments in order to pass the class and there will be a weekly pop quiz that can only be passed by having read the book.** The book may be purchased directly from the publisher, Cognella, using the following link: <https://store.cognella.com/83515-1A-004>. It will not be carried in the campus bookstore, so you should order early to ensure you have the book before the beginning of class as you will have a reading assignment (chapter 1) due for the first class.

Additionally, some activities will require access to Microsoft Office 2016 (or above) or Microsoft Office 365 applications, including Word, PowerPoint, Excel, and Access. Students not already having Microsoft Office or Office 365 may purchase a student license from the UT Dallas Tech Store at <http://utdtechstore.com/utdtechstore/>. It doesn't matter whether you select the Home, Student or Professional version; all are adequate for completing the required assignments. Please note that assignments must be done in Microsoft applications; **assignments completed in Apple iWork applications (e.g. Numbers) or Google G-Suite applications (e.g. Sheets) will not be accepted or graded. Likewise, assignment files must be delivered in the designated format by email to john.young@utdallas.edu; links to Comet SharePoint, Microsoft OneDrive, Google Drive, or other cloud storage will not be accepted or graded and you will receive a zero for the assignment.** Also, if using Microsoft Office for Mac, you must have the latest version (currently v16.43).

For students owning Apple personal computers, visit the McDermott Sonora Lab in the basement of the library. There you can have software added to your computer to enable you to run Excel and other Office applications on your Apple computer. There may be a fee for this additional software.

Some assignments will require students to acquire student or trial licenses for software used in class and on assignments.

Students are responsible for acquiring or using appropriate and usable technical tools. If your personally-owned devices and technology tools are not compatible with the needs of this course, especially for assignments, students should use the computers available in the JSOM computer labs.

Lecture Preparation

Students should prepare for lectures by reading the assigned material and completing homework assignments **prior** to class. Did I mention that you won't pass the class without reading the assigned reading? Thus, all reading assignments in the class calendar are supposed to be read before the lecture on the given topic.

Lecture Guidelines

Students are encouraged to think of class like a job. You're expected to show up on time, which means showing up five to ten minutes early in the "real world," so you should show up five to ten minutes before class starts so you can be seated and ready to start work. In the "real world" of business, you're expected to participate in meetings and take notes, so you should participate in class and take notes.

Note: class lecture slides will not be provided either before or after class, so what you take away

from the lecture is entirely dependent on your notes. Take good notes. In the “real world” of business, you’re expected to let your boss know if you’re going to be late or miss work, so you should let the instructor know if you’re going to be late or miss class. In the “real world” of business, if you show up late to a meeting, you’re expected to enter as quietly as possible and take the first available seat so as to cause the least distraction; if you show up to class late, please enter as quietly as possible and take the first available seat. In the “real world” of business, it’s considered rude to take calls or text while you’re in a meeting, so set your phone to silent or turn it off before class starts, and please step out quietly if you need to take a phone call. In fact, **all phones will be placed face down on the desk before the start of class, and you should only be using your laptop to take notes. If it becomes apparent students aren’t paying attention, students will not be permitted to use their laptops in class and will have to hand-write their notes—so bring quill, ink well and parchment... oh, I mean pen and paper.** In the “real world” of business, violating these norms can lead to attracting undesirable attention from your boss, poor performance reviews, or even lead to dismissal; likewise, violating these guidelines will attract undesirable attention from the instructor and may lead to being asked to give up your phone during the class period, dismissal from the remainder of the class period, and grade point deductions. **Also, if attending via Teams (an exceedingly rare occurrence unless you have a special accommodation), please mute yourself during lecture;** if I have to mute you, *you’re gonna have a bad time.*

Attendance, Assignments, Grading & Participation

Attendance: As Woody Allen once said, “eighty percent of success is showing up.” In the case of this class, it’s worth 20% of your total grade. As mentioned earlier in the syllabus, accommodation with regard to attendance will be given to students who are isolated or quarantined due to COVID or other illness. **However, in order to excuse an absence for illness, you must present a doctor’s note.** Unless you’re Doogie Howser and earned your medical degree at the age of 14 and you just happen to be picking up this business degree for giggles, your assessment of whether you’re infectious and thus unable to attend class is insufficient to meet the burden of proof—bring a note. Likewise, accommodation *may* be given, solely at the instructor’s discretion, for other absences if advance notice is provided. **Late arrival or early departure without prior consultation with the instructor may result in the deduction of attendance points.** There are 31 class periods this semester, of which two are devoted to tests. Thus there are 29 *graded* class periods over 31 class days. Therefore, **each class day counts for 3.45 points.** Because things come up where you have a flat tire, or you’re running late, or sometimes you’re sick enough to stay home, but not sick enough to go to the doctor, one (1) “grace day” will be offered for attendance, meaning you’ll get credit for attendance on a grace day. You must declare a “grace day” before taking it; otherwise, it’s an *unexcused* absence. You may not declare a “grace day” after the fact. **One or more unexcused absences beyond your one “grace day” will result in loss of bonus points and eliminate the ability to earn them. Two or more unexcused absences will result in a 15% penalty applied to all assignments, both retroactively and upcoming. You may NOT attend class via Teams without prior permission of the instructor; Teams is not for your convenience.** Therefore, you should really avoid skipping at all costs and communicate with me if you’re going to miss class so I can excuse the absence if I believe the excuse is legitimate. **Note that we will never cancel class for weather or do class via Teams due to weather unless the university closes.** If I can drive in the rain, so can you.

Assignments: There will be five graded assignments, each worth 20 points. These assignments will cover the fundamentals of BPM, Excel, SQL, and Tableau via workshops, as well as an AWS project. The instructor retains the right to add graded assignments as he sees fit. If you score the maximum number of points on each assignment, you will receive 100 points; thus, the cumulative assignment score is equally weighted with tests and attendance. **Note that, unless otherwise specified, you are given one week to complete assignments, and assignments are due by the start of class time. Again, you must email your assignment from your UT Dallas email address to john.young@utdallas.edu. Do not submit your assignments on or to e-Learning, or from your personal email address, as I won’t see your assignment or grade it.** Following directions and attention to detail are essential for success in real life, and in doing these assignments. All assignment files must be named using the format of section, first

initial, last name, and assignment; e.g. 501jyoungbpm or 501jyoungtab. Note: Please don't send me your assignments literally labelled "501JYoung...." "E.g. means *example given*; use your own first initial and last name. Seems silly that I have to say that, but every semester there's that one kid. **Failure to follow the naming convention and/or sending files in a format other than what was given (i.e. no PDFs, please) instead of the actual assignment files will result in an automatic 3-point deduction.** Note that I will only accept one submission per assignment, so please ensure your assignment is complete and accurate before submitting it for a grade. I will not accept amended assignments even if submitted before the deadline.

Grading: There will be two tests, each worth 100 points. Thus, to achieve 100% in the class, you must earn 500 points. Bonus points will be applied to the overall total, so it's possible to earn 520 points.

Grade Component	Grade Points	Percentage of Grade
Attendance	100 (3.45 points x 29)	20.0%
BPM Project	20	4.0%
AWS Project	20	4.0%
SQL Project	20	4.0%
Excel Project	20	4.0%
Tableau Project	20	4.0%
Exam 1	100	20.0%
Exam 2	100	20.0%
Quizzes	100 (3.45 x 29)	20.0%
Total	500	100%

Letter grade scoring is as follows:

Final Point Total	Letter Grade
97.00 to 100.00	A+
93.00 to 96.99	A
90.00 to 92.99	A-
87.00 to 89.99	B+
83.00 to 86.99	B
80.00 to 82.99	B-
77.00 to 79.99	C+
73.00 to 76.99	C
70.00 to 72.99	C-

67.00 to 69.99	D+
63.00 to 66.99	D
60.00 to 62.99	D-
< 60.00	F

Note the grading is done to two decimal places, so please don't ask me to round your grade up unless you're sitting at a X.95 or better. Note that students with majors in the SOM need a C- (70%) or better to pass. Please note that **your grades in e-Learning reflect points, not percentages**. Please don't email the instructor around the midterm saying something like *"I've attended every class and yet I only have a 50 on my attendance!"* I've only got so much time left on this earth and I don't want to waste it responding to a demonstration of a lack of critical thinking skills.

Participation: Participation and performance go hand-in-hand, and in the "real world" of business, performance is often rewarded by a bonus. Students have the opportunity to earn bonus points by answering questions in class. Bonus points may also be awarded based on individual and team performance. **Bonus points are capped at 20**, will be given at the discretion of the instructor, and may be applied to any test, assignment, or combination thereof. **Bonus points may be deducted or eliminated entirely in cases of excessive unexcused absence (1 or more beyond your grace day), failing to turn in your academic integrity form, academic dishonesty, or at the instructor's discretion.** Bonus points are my way of giving you a boost for good performance, but no one is entitled to bonus points.

Miscellaneous Course & Instructor Policies

The following policies describe how the course will be managed. Situations and issues not covered will be resolved at the discretion of the instructor. Changes to policies will be posted in syllabus updates on e-Learning under the assignments section. Students will be notified via e-Learning announcements when syllabus changes occur.

Late Work & Make-Up Assignments: All assignments are due on the date and time specified by the instructor, **regardless of what is marked in the syllabus** (so you actually need to pay attention in class). Due dates are typically one week after the assignment is made, but dates may vary at the instructor's discretion. **Assignments are due by 5:30 PM CT on the date they're due. If the timestamp of your assignment submission email is later than 5:30 PM on the date it's due, you will automatically lose four (4) points;** thus, the maximum score you may achieve on a late assignment is 16/20, or 80%. Students will be assessed an additional 2-point penalty per day for every day (including weekends) the assignment is late after the assignment due date. *Wow, that sounds pretty harsh! Why?* Deadlines in the "real world" of business are not a moving target. Missed deadlines affect product delivery, professional reputation, and revenue. Therefore, don't wait until the last minute to submit your assignments. After all, email is a "best effort" delivery mechanism and delivery isn't guaranteed. Make-up assignments may be given at the discretion of the instructor, but consider the option highly unlikely because now you're just making more work for the instructor to compensate for your failure. Factors considered in allowing for make-up work include attendance, participation, and the circumstances behind the absence or missing work.

Tests: As alluded to in grading, there are two exams given during the semester, each worth 100 points. These will either be given in class or through e-Learning, at the instructor's discretion. They are 50 questions, true/false, closed-book, closed-note, and no internet or outside sources allowed. If allowed to take the exam outside of class, you will do so at the testing center. **If you miss taking the exam during the assigned period, the instructor reserves the right to deny you an opportunity to take the exam**

and you will receive a zero. If the instructor allows you to take the exam, you will be assessed a 20-point penalty per day. *Example 1:* You're supposed to take the exam on Tuesday, but forget and ask the professor the next morning, Wednesday, whether you can take the exam that day. If allowed, the highest score you can receive is an 80. *Example 2:* You're supposed to take the exam on Tuesday, but forget and ask the professor on Thursday whether you can take the exam. If allowed, the highest score you can receive is a 60. **Note: You must advise the instructor at least one week (seven calendar days) in advance if you're not able to take the exam on the scheduled date.** Excuses which will be dismissed outright include, but are not limited to, "my grandmother is sick," "my brother is getting married," and "my parents scheduled this vacation." You have access to the same academic calendar I do, as well as this syllabus, so if you're not communicating with your family or employer about the need for you to be here on the exam dates, that's on you.

Late Work Grading Examples: An assignment with five questions, each equally weighted, is due via email to the instructor on Apr 1 at 4:00 PM. According to the timestamp, Jill's emailed assignment arrives in the instructor's inbox on Apr 1 at 4:05 PM—Jill's maximum possible score is now $20 - 4 = 16/20$. Jill missed two questions worth four points each; Jill's grade is $16 - (4 \times 2) = 8/20$, or 40%. On the same assignment, Jack emailed his assignment on Apr 2—Jack's maximum possible score is now $20 - 4 - 2 = 14/20$. On the same assignment, Jordan emailed the assignment on Apr 9—Jordan's maximum possible score is now $20 - 4 - 2 - 2 - 2 - 2 - 2 - 2 - 2 - 2 = 0/20$. Why bother?

e-Learning: e-Learning will be used for announcements, class content and the recording of scores and grades. Please read the announcements before contacting the instructor to ensure the answer to your question isn't already covered by an announcement. Please note that grades will be updated in e-Learning at the instructor's discretion, but will generally be fully updated prior to the midterm and final so you know where you stand going into the exams.

Instructor Response Policy: For any questions for which you are expecting a formal (actionable) response, you must submit the question in writing from your UT Dallas email to the instructor's or TA's UT Dallas email. Neither the instructor nor the TA bears any responsibility for questions submitted orally (e.g. after class or in the hallway). The instructor/TA will typically respond to all student emails within 48 hours or less (excluding holidays and weekends).

Requests for Grade Review: Occasionally errors are made in grading or there's a difference of opinion when it comes to whether an answer is correct. In those instances, you may request a grade review from the instructor. Grade reviews will only be entertained if they are made in writing via UTD email to the instructor (not the TA) **within one week of receiving the graded assignment back from the instructor or TA**; those requests made beyond the one-week deadline will be denied. If the assignment was graded by the TA, you must present the graded assignment in your request or the grade will not be reviewed. The instructor is under no obligation to accept amended assignments even if submitted before the deadline, so take care in ensuring your assignment is complete and accurate before turning it in to be graded. Also, please exercise good judgment when requesting a grade review; unless you're on the edge of passing/failing, quibbling over a point is, well, pointless.

General UT Dallas Policies

For information regarding general University policies and procedures, please go to <https://provost.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, Avoiding Plagiarism
- Copyright Notice
- Email Use

- Withdrawal from Class
- Student Grievance Procedures
- Incomplete Grade Policy
- Disability Services
- Religious Holy Days

Academic Integrity

The University is committed to academic excellence, 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. I want you to succeed, and I encourage you to *study* together. However, at no point should you share your work with others or copy the work of others.

SHARING, COPYING, OR OTHERWISE REPRESENTING THE WORK OF OTHERS TO BE ONE'S OWN, IS PLAGIARISM AND/OR COLLUSION. RECEIVING UNAUTHORIZED AID ON AN ASSIGNMENT OR TEST, OR USING SIMILAR PAPERS OR OTHER WORK PRODUCTS TO FULFILL OBLIGATIONS OF THIS CLASS OR OTHER CLASSES WITHOUT THE INSTRUCTOR'S PERMISSION IS CHEATING.

PENALTIES FOR ACADEMIC DISHONESTY MAY INCLUDE RECEIVING A SCORE OF ZERO FOR THE WORK IN QUESTION AND LOSING THE BENEFIT OF CURVES ON TESTS, FAILING THE CLASS, AND/OR DISMISSAL FROM THE UNIVERSITY.

ANY STUDENT ENGAGED IN ACADEMIC DISHONESTY WILL BE REFERRED TO THE OFFICE OF COMMUNITY STANDARDS AND CONDUCT, AND WILL BE SUBJECT TO DISCIPLINARY ACTION.

Please refer to the General Policies website (see above) for detailed information pertaining to academic dishonesty, including procedures for determining disciplinary action. The Student Code of Conduct can be found at <https://policy.utdallas.edu/utdsp5003>. Your signature below indicates that you have been advised of and understand the consequences for academic dishonesty. **FAILING TO TURN IN A SIGNED ACADEMIC INTEGRITY FORM BY THE DEADLINE WILL RESULT IN YOUR FORFEIT OF ALL BONUS POINTS FOR THE SEMESTER AS WELL AS AN AUTOMATIC 3-POINT PENALTY APPLIED TO EACH ASSIGNMENT.** So, do yourself a favor and turn in this form.

Printed Name

Date

Signature

Class Calendar, Assignments & Key Dates

Class	Dates	Material Covered	Assignment	Notes
1	Aug 21	Course Introduction	Chp.1 all	
2	Aug 23	Starting Small – Computer Science 101	Chp.2 all	AI Form due
3	Aug 28	Hardware	Chp.3 pp.33-67	
4	Aug 31	Networks & The Cloud	Chp.3 pp.67-74	
	Sep 4	Labor Day (No Class)		
5	Sep 6	Software	Chp.4 pp.75-79, 91-98	
6	Sep 11	Software Development	Chp.4 pp.80-91	
7	Sep 13	Database Basics	Chp.5 pp.99-110	
8	Sep 18	Structured Query Language Demo (SQL)	Chp.5 pp.111-121	SQL due Sep 25
9	Sep 20	Business Intelligence	Chp.5 pp.121-128	
10	Sep 25	Tableau Demo (TAB)		TAB due Oct 2
11	Sep 27	Tableau In-Class		
12	Oct 2	Artificial Intelligence	Chp.5 pp.128-137	
13	Oct 4	Organizational Strategy	Chp.6 pp.139-148	
14	Oct 9	Review for Midterm		
	Oct 11	Midterm		
15	Oct 16	Processes, Organizations & IS	Chp.6 pp.139-148	
16	Oct 18	Business Process Modeling Demo (BPM)	Chp.6 pp.148-152	BPM due Oct 25
17	Oct 23	Business Process Modeling In-Class		
18	Oct 25	IT Governance	Chp.6 pp.152-164	
19	Oct 30	Excel Demo (XLS)		XLS due Nov 6
20	Nov 1	Excel In-Class		
21	Nov 6	Cybersecurity	Chp.6 pp.164-173	
22	Nov 8	IT Service Delivery	Chp.6 pp.173-178	
23	Nov 13	Project Management	Chp.6 pp.178-191	
24	Nov 15	IT Service Management	Chp.6 pp.191-197	
25	Nov 20	Software Automation	Chp.6 pp.197-200	
26	Nov 22	E-Commerce	Chp.6 pp.200-205	
27	Nov 27	AWS Demo (AWS)		AWS due Dec 4
28	Nov 29	People	Chp.7 all	
29	Dec 4	Review for Final		
	Dec 6	Final		

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