



Course ITSS 3300 – Information Technology for Business
Professor Paul Ceverha
Term Fall 2023, Aug 21 – Dec 7, 2022

Meetings Friday 10am-12:45pm JSOM 2.115

PROFESSOR'S CONTACT INFORMATION

Office location	JSOM 3.604, Phone: 972-883-5063
Email address	paul.ceverha@utdallas.edu
Office hours	Fridays, 9-10am, 3-4pm. Other times may be available upon request. Students are strongly encouraged to set up an appointment in Outlook through Bookings and/or email.
Teaching Assistant	Shubhrata Gupta < shubhrata.gupta@utdallas.edu >
Communications	<p>The University of Texas at Dallas recognizes the value and efficiency of communication between faculty/staff and students through electronic mail. At the same time, email raises some issues concerning security and the identity of each individual in an email exchange. <u>The university encourages all official student email correspondence to be sent only to a student's U.T. Dallas email address and that faculty and staff consider email from students official only if it originates from a UTD student account.</u> This allows the university to maintain a high degree of confidence in the identity of all individuals corresponding and the security of the transmitted information. UTD furnishes each student with a free email account that is to be used in all communication with university personnel. Using your personal email address is STRONGLY discouraged, due to security and spam blocking concerns.</p> <p>Announcements, assignments, and grades will be posted in eLearning. Microsoft TEAMS will be used for virtual meetings and recordings.</p>

GENERAL COURSE INFORMATION

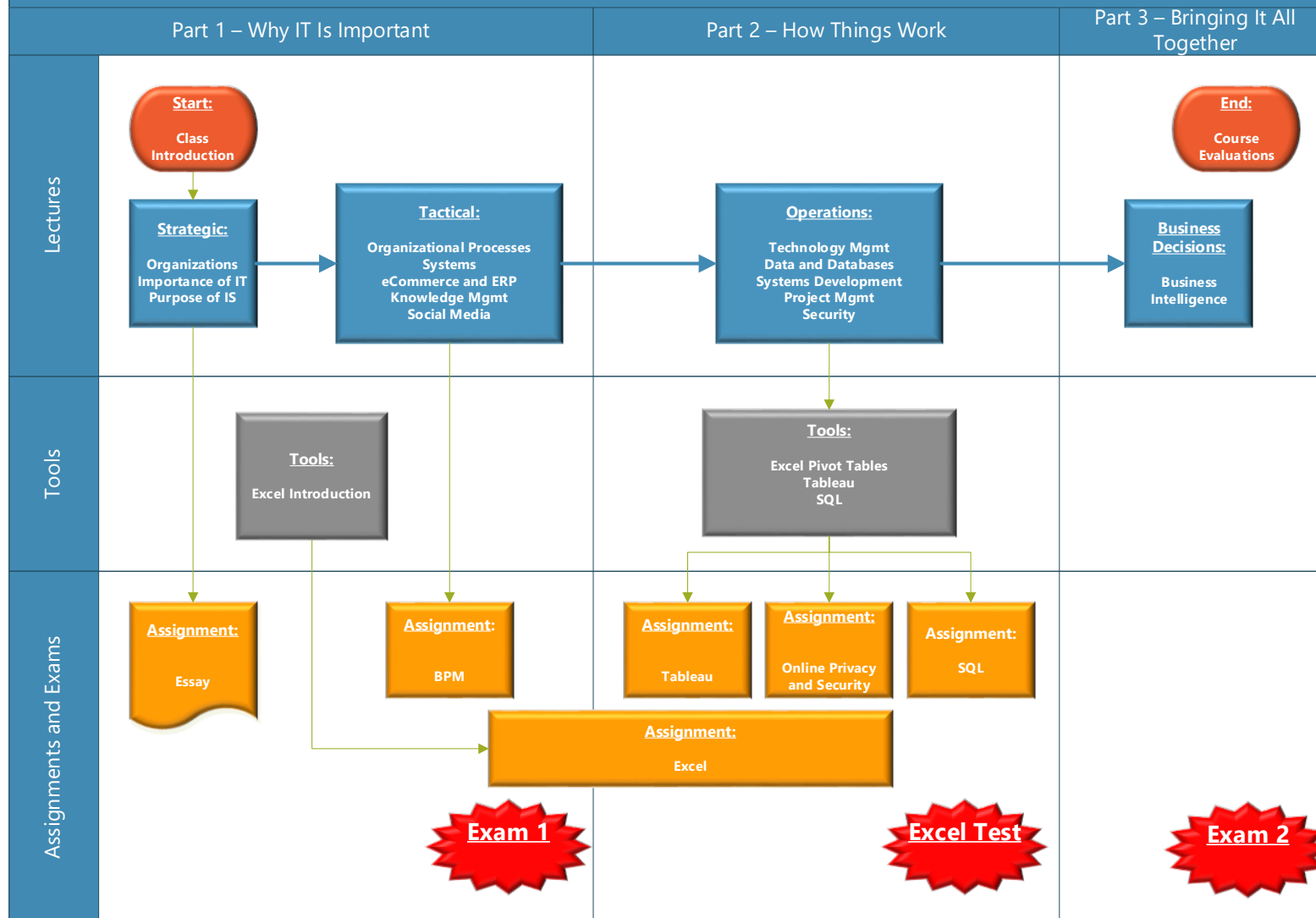
Pre-requisites, Co-requisites, & Other Restrictions	No Pre-requisites are required for this course.
Course Description	Examines key business processes in organizations and how information systems support the execution and management of these processes. The course focuses on using information technology 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)
Learning Outcomes	<ol style="list-style-type: none">1. Describe and model key business processes and apply knowledge of information technologies to support operational and strategic business processes.2. Apply information systems, visualizations, 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.
Required Texts, Software & Materials	<p><u>No textbooks are required.</u> All information will be distributed in class. However, two excellent reference texts include:</p> <ul style="list-style-type: none">• <u>Management Information Systems: Managing the Digital Firm</u>, 15e, Laudon and Laudon, Pearson Education• <u>Using MIS</u>, Kroenke and Boyle, Pearson Education, 10e

	<p>UT Dallas has a university license for LinkedIn Learning, a learning platform that offers thousands of high-quality educational videos for learners studying business, software, technology, and creative skills, free of charge to students. This class will utilize numerous LinkedIn Learning resources, which will be accessed through the course eLearning website. Students may also use LinkedIn Learning to build on their skills and knowledge built in this course.</p> <p>Software to be used in class (Office 365 offered free to Students):</p> <ul style="list-style-type: none"> • Required: Microsoft Excel, Word, Tableau (free download), Microsoft Teams, UTD eLearning • Optional: Microsoft Visio (or other charting software), Lucid Chart <p>Note: Some assignments and exams will require the use and submission of Microsoft Excel files. Numbers (Apple) and Sheets (Google) file formats will NOT be accepted, nor graded. Furthermore, actual files must be submitted when requested. Links to documents/files contained in OneDrive, Box, Google, etc. are not permitted for final submissions.</p>
Technical Requirements	<p>Students are required to have a web-enabled computing device for <u>every class</u>, since class activities and tests will utilize e-Learning. Please see the instructor as soon as possible if you do not have access to the required type of device. Chromebooks are discouraged due to compatibility issues with certain software.</p>

The descriptions and timelines contained in this syllabus are subject to change at the discretion of the Professor.

ITSS 3300 – INFORMATION TECHNOLOGY FOR BUSINESS

At-A-Glance



ITSS 3300 TENTATIVE CALENDAR, ASSIGNMENTS and KEY DATES¹

Fall 2023: Aug 21 – Dec 7, 2022

Wk	Date	Material to be Covered	Material	Assignments ²
1	8/25/2023	Intro to the Course Importance of MIS in Business	IT and Business	
2	9/1/2023	Purpose of IS in Business	IT and Organizational Strategy	
3	9/8/2023	Interactive: Excel Intro	Handouts	Assignment: Excel (not due until Nov)
4	9/15/2023	Process, Organizations, and Information Systems	Business Process and Data Flow	Assignment: BPM
5	9/22/2023	Enterprise Applications, ERP E-Commerce	Enterprise Apps e-Commerce	
6	9/29/2023	Knowledge Management, Collaboration, Content Management, and Artificial Intelligence	Knowledge Mgmt and Intelligent Techniques Exam 1 Study Guide	Assignment: Artificial Intelligence
7	10/6/2023	Exam 1 Review <u>Exam 1 – (Schedule Time in Testing Center) – NO CLASS Oct 6</u>		
8	10/13/2023	Social Media	Social Media	
9	10/20/2023	Interactive: Excel Pivot Tables, Tableau	Handouts	Assignment: Tableau
10	10/27/2023	Data Processing, Databases, and Data Management Interactive: Excel VLOOKUP	Data and Databases	Assignment: Data flow and SQL
11	11/3/2023	Information Technology Management (HW, SW, Mobile, Internet, Wireless Technology, Telecommunications, Cloud)	Hardware Infrastructure and Cloud	
12	11/10/2023	Systems Development and Project Management Uncertainties Info Security (On-line) <u>Excel Practical Exam – (Schedule Time in Testing Center)</u>	Analysis, Design, Development, and Project Mgmt	Assignment: Online Privacy and Security
13	11/24/2023	No class – Thanksgiving Holiday	Business intelligence (BI) and decisions Exam 2 Study Guide	
14	12/1/2023	Exam 2 Review <u>Exam 2 – (Schedule Time in Testing Center) – NO CLASS Dec 8</u>	Exam 2 Review	<u>(No Cumulative Final)</u>
15	12/8/2023	No class – pre-exam Reading day		

¹ Any changes to this schedule will be announced in class or through eLearning and it is the student's responsibility to keep track of them.

² Specific topics and due dates for individual assignments will be described as each is posted in eLearning.

COURSE POLICIES

Instructional Mode	As described in the Coursebook, the class will be held in-class, in-person modality. There is no asynchronous option.
eLearning and Course Platforms	<p>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 more familiar with the eLearning tool, please see the Student eLearning Tutorials webpage.</p> <p>The course will utilize the following platforms:</p> <ul style="list-style-type: none"> • eLearning will be used for all class content (e.g., class slides and assignment descriptions), exams, 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, and posted in eLearning. • It is the students' responsibility to regularly check their UTD email accounts and the eLearning page for this course. • Microsoft TEAMS may be utilized for live communications. • Recorded (and annotated) lectures and other communications may be available on Microsoft TEAMS, as well. <p>Active links to TEAMS will be available on the eLearning web site.</p> <p>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.</p> <p>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.</p>
Class Attendance and Participation	<p>ON-TIME ATTENDANCE IS EXPECTED. Regular class participation is expected regardless of course modality. Students who fail to participate in class regularly are inviting scholastic difficulty. A portion of the grade for this course is directly tied to your participation in this class, through periodic quizzes, discussion, and engaging in group or other activities during class that solicit your feedback on homework assignments, readings, or materials covered in the lectures (and/or labs).</p> <p>Attendance will be taken periodically 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 and/or quizzes.</p> <p>Successful participation is defined as consistently adhering to university requirements, as presented in this syllabus. Failure to comply with these University requirements is a violation of the Student Code of Conduct.</p>
Class Recordings and Materials	<p>Students are expected to follow appropriate University policies and maintain the security of passwords used to access recorded lectures. Unless the Office of Student AccessAbility 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 AccessAbility accommodation. Failure to comply with these University requirements is a violation of the Student Code of Conduct.</p> <p>The instructor may provide class materials and/or record meetings of this course. These materials and recordings will be made available to all students registered for this class if the intent is to supplement the classroom experience. 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.</p>

<p>Grading</p>	<p>This course will feature a mix of activities and written assignments that may be in class or on campus. Homework will include readings from research materials, assignments, and activities that usually require the student to complete some type of task. Projects will also require outside research. The instructor will provide detailed instructions as well as the grading criteria for each assignment. Please consult the course schedule for deadlines.</p> <p>Your grade will be based on the total score of the following:</p> <ul style="list-style-type: none"> • 2 Exams: (20% each = 40%). The exams are not cumulative. • Excel Practical Test: (10%). Administered in Testing Center • Individual Assignments: (35%) • Attendance, Participation, Discussion Boards, and Quizzes: (15%). <p>Resulting in a letter grade of:</p> <ul style="list-style-type: none"> • 93% and above = A • 90%-92.9% = A- • 87-89.9 % = B+ • 83-86.9 points = B • 80-82.9 points = B- • 77-79.9 points = C+ • 73-76.9 points = C • 70-72.9 points = C- • 67-69.9 points = D+ • 63-66.9 points = D • 60-62.9 points = D- • Below 60 = F <p>All grades will be posted as available in eLearning throughout the term.</p>
<p>Exams</p>	<p>Exams are scheduled well in advance. Missing an exam results in a score of zero. Make-up exams will be given only for justifiable situations; discuss it with the instructor BEFORE the scheduled exam. If you contact the instructor after the exam, it is considered missing the exam, and no credit will be given for missed exams.</p> <p>If unable to take the exam at its regularly scheduled date and time, the student MUST contact the instructor <u>prior</u> to its regular schedule to arrange a specific date/time to take the exam.</p> <p>Exams may be proctored or administered in the Testing Center, in which case specific instructions will be provided. Note that proctored remote exams might require the student to have a broadcasting webcam.</p>

<p>Quizzes, Discussion Boards, Assignments and Projects</p>	<p>Assignments will generally be posted well in advance of their due date, depending on our progress in the class. Assignment specific grading criteria will be included with the assignment description and instructions.</p> <p>Quizzes and Discussion Boards will be used throughout the course and constitute the participation component of the final grade. There will be no make-up for missed quizzes or discussion boards.</p> <p>All assignments will be submitted for grading into eLearning before the due date and time posted. The assignment posting link in eLearning will not be available after the due date and time.</p> <p><u>NEITHER LATE SUBMISSIONS NOR HOMEWORK ASSIGNMENTS SENT BY EMAIL WILL BE ACCEPTED AND THUS WILL NOT BE GRADED</u> unless prior arrangements are made and verified with the instructor. There will be no make-up assignments, nor considerations for last-minute technical difficulties preventing submissions to eLearning, so plan ahead. Students may submit (and resubmit, as it is before the due date) interim work into eLearning, to ensure their work will be graded.</p> <p>Written assignments must adhere to the APA style guide of formatting, citing, and referencing.</p> <p>DO NOT CHEAT and DO NOT PLAGIARIZE. All individual assignments and exams are to be individual efforts. You may 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, or from non-university web sites will be considered an act of academic dishonesty. Posting class work on public web sites is also considered an act of academic dishonesty.</p> <p>You are encouraged to ask questions, raise issues and make observations about homework; please be advised that if you have a question or issue with your assignment grade, your entire assignment is subject to re-review (re-grading) which may or may not result in additional point deductions.</p>
<p>Classroom Citizenship</p>	<ul style="list-style-type: none"> i. <u>Class begins on time.</u> Please maintain class decorum and be respectful towards fellow students in the class. If you have a doubt or misunderstanding regarding course work, feel free to discuss it with your instructor. ii. <u>Using your phone during class is not permitted and it is rude.</u> Keep it on silent at all times. No texting. Offenders will be asked to turn off their phones. If this is a recurring problem, students will be asked to give their phones to the instructor which will be returned at the end of the class session. No pictures or video during class time, unless approved by the instructor -- it distracts everyone, and it is a violation of privacy. iii. <u>Use of tablets is allowed</u>, if they are used to read the textbook, or the class notes. iv. <u>These rules will be enforced.</u>
<p>Comet Creed</p>	<p>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:</p> <p><i>"As a Comet, I pledge honesty, integrity, and service in all that I do."</i></p>
<p>Special Assistance</p>	<p>For help you succeed in the class, the following resources are available: Your instructor, TA for the Class, Student Success Center (MC1.302), Student Counseling Center (SSB 4.600), New Student Programs Office (SSB 3.600) among other resources. Of course, a myriad of free resources is available on the internet.</p> <p>The information contained in the following link lists the University's academic support resources for all students. Please go to http://go.utdallas.edu/academic-support-resources.</p>
<p>UT Dallas Syllabus Policies and Procedures</p>	<p>The information contained in the following link constitutes the University's policies and procedures segment of the course syllabus.</p> <p>Please go to http://go.utdallas.edu/syllabus-policies for these policies.</p>