ITSS3300 Information Technology for Business
SECTION 005 JANUARY 16, 2024 - MAY 3, 2024
10:00-11:15AM TUESDAY, THURSDAY JSOM 1.117

PROFESSOR'S CONTACT INFORMATION

PROFESSOR:	Yihong Liu	**E-MAIL:**	Yihong.Liu@UTDallas.edu
OFFICE:	JSOM 3.226	**OFFICE HOURS:**	3:30-5PM, Mon Tue Thu Fri

OTHER: The Professor will *only* consider incoming and outgoing messages from *official UT Dallas email accounts*. This allows the University to maintain a high degree of confidence in the identity of each individual's corresponding via email and the security of the transmitted information.

COURSE PRE-REQUISITES, CO-REQUISITES, AND/OR OTHER RESTRICTIONS

This course requires no restrictions.

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 (IT) and Information Systems (IS) 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, and relational database management systems. (3 semester credit hours)

STUDENT LEARNING OBJECTIVES/OUTCOMES

❏ Describe and model key business processes and apply knowledge of IT to support operational and strategic business processes.

❏ Apply IS visualization and analytic software to solve business problems.

❏ Understand core IS concepts within an organization such as data management, IT, enterprise systems, information systems management, and business intelligence that enable students to relate information systems to their field of study.

❏ Describe the evolving nature of IS and IT and their role in today's organizations.

DIVERSITY STATEMENT

In this course, your success hinges on your dedication, learning styles, and unique learning journey. Your individual background, encompassing your ethnicity, race, gender, sexual orientation, socioeconomic background, and educational path, shapes your perspective and enriches our learning community with valuable insights.

While individual effort plays a major role, I recognize that environmental factors and personal circumstances can impact opportunities and access to resources. I am committed to creating an inclusive and equitable learning environment where everyone feels supported, respected, heard, and valued.

Your diverse experiences and perspectives are crucial to enriching our understanding of information technology and information systems. Here, we hold open discussions with empathy, respect, and understanding. Discrimination, bias, and microaggressions have no place in our classroom. Let's embark on this journey of exploration together and learn from each other. Come with open minds and be prepared to grow both personally and academically.

TEXTBOOKS, MATERIALS AND SOFTWARE

Textbooks and Materials: This course requires *no* textbook. All materials will be distributed in class and online. Students must have a UT Dallas NetID and password to log into the eLearning server and access the course. Announcements, lecture materials, assignments, exams and grades will be posted in the course's eLearning site. Microsoft Teams will be used for lecture recordings and live communications. The official UT Dallas email system will be used for all communications. Students are responsible for keeping track of them. Two textbooks for students' reference include:
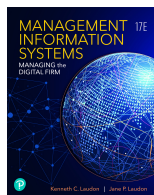
Title: Management Information Systems: Managing the Digital Firm
Author: Laudon, K. C., & Laudon, J. P.
Publisher: Pearson Education **Year:** 2021
ISBN-13: 978-0136971276

Title: Using MIS
Author: Kroenke, D. M., & Boyle, R.
Publisher: Pearson Education **Year:** 2021
ISBN-13: 978-0136921653

Technology: Students are required to have an Internet-enabled laptop for *every class* that meets or exceeds the University's minimum hardware specifications. The University offers many resources to help students, including financial aid and a technology loaner program. In addition to a confident level of computer and Internet literacy, certain minimum technical requirements must be met to enable a successful learning experience. See technical requirements on the Getting Started with eLearning.

Software: Microsoft Word and Excel (Office 365 site licenses), Tableau (student license), Oracle Live SQL, Lucid Chart or diagrams.net, ChatGPT , Microsoft Teams, and UTD eLearning.

Note: Some assignments and exams will require the use and submission of Microsoft Excel or Word files. Submissions presented in a format different from the one specified in the assignment and exam descriptions will *not* be accepted or graded (e.g., Apple Numbers and Pages; Google Sheets and Docs).

Tentative Calendar, Assignments, and Key Dates

Week	Date	Topic	Assignment
1	16-Jan	**Class Canceled**	
	18-Jan	Introduction	Generative AI
2	23-Jan	Importance of MIS in Business	
	25-Jan	Purpose of IS in Business	
3	30-Jan		
	1-Feb	Business Process and IS	BPM
4	6-Feb	Enterprise Applications	
	8-Feb	E-Commerce	
5	13-Feb	Excel Hands-on	Excel
	15-Feb		
6	20-Feb		
	22-Feb	Social Media	
7	27-Feb	Knowledge Management, Collaboration, and Artificial Intelligence	
	29-Feb		
8	5-Mar	**Mid-term Exam**	
	7-Mar	**(No Class)**	
9	12-Mar	**Spring Break**	
	14-Mar		
10	19-Mar	Information Security	Online Security & Privacy
	21-Mar	Tableau Hands-on	Tableau
11	26-Mar		
	28-Mar		
12	2-Apr	IT Management	
	4-Apr		
13	9-Apr	Data, Database, and Data Management	SQL
	11-Apr		
14	16-Apr	Systems Development and Project Management	
	18-Apr		
15	23-Apr	Business Intelligence and Decision Making	
	25-Apr		
16	30-Apr	**Excel Exam**	Testing Center
	2-May	**(No Class)**	
17	7-May	**Final Exam**	Testing Center
	9-May	**(No Class)**	

Table 1: Tentative Calendar, Assignments, and Key Dates

Note: Specific subjects for each class, due dates for each individual assignment, and any changes to this schedule will be announced in class or through eLearning. Students are responsible for keeping track of them.

COURSE POLICIES

Letter Grade	Points Interval
A+	[97, 100]
A	[93, 97)
A-	[90, 93)
B+	[87, 90)
B	[83, 87)
B-	[80, 83)
C+	[77, 80)
C	[73, 77)
C-	[70, 73)
D+	[67, 70)
D	[63, 67)
D-	[60, 63)
F	[0, 60)

Table 2: Grade Mapping

Category	Component	Points
Exam	Midterm	15
	Final	15
	Excel	10
Assignment	Generative AI	10
	BPM	10
	Excel	10
	Security Training	5
	Tableau	10
	SQL	5
Attendance & Participation		10
Total		100

Table 3: Points of All Components

Grading: This course will include a combination of activities and written assignments that may take place in class or on campus. Homework will include readings from research materials, assignments, and activities that usually require the students to complete some type of task. Each assignment will include detailed instructions, a due date, and criteria for grading from the Professor.

Students' grades will be based on the total points earned for all components in Table 3 and the corresponding letter grades in Table 2. All grades will be available timely in the system throughout the term.

Assignments: Assignments will generally be posted in eLearning, along with due dates and grading criteria. Descriptions and instructions will also be provided.

All assignments must be submitted for grading into eLearning *before* the due dates. Assignment links in eLearning will be disabled after the due dates. *No emailed submissions* will be accepted. There will be *no makeup assignments*, nor will last-minute technical difficulties be considered regarding submissions to eLearning (unless being verified). Students may submit (and resubmit, as it is before the due date) interim work into eLearning, to ensure their work will be graded.

Please respect the academic honesty policy.

- All individual assignments are to be individual efforts.
- Copying the whole or part of homework or assignments from other students or materials of previous semesters is considered academic dishonesty. Turnitin is used to help prevent plagiarism.
- The posting of class work on public websites is considered academic dishonesty.
- Written assignments must adhere to the APA style guide of formatting, citing, and referencing.
- Retain confirmation of document delivery if submitted electronically.
- Complete and turn in academic exercises on time and in the required format.

Revision and Re-submission: The Professor encourages students to take an active role in their learning by revising and resubmitting assignments after receiving feedback. Within *7 days* of receiving your grade and feedback on an assignment, you may revise and resubmit the work via *email* for re-grading. Revisions should demonstrate improvement based on the feedback provided. The revised submission will replace the original submission and the grades will be updated accordingly. Re-submissions are entirely *optional*; students are not required to resubmit any assignments

Late Work: Unless prior arrangements have been made and verified with the Professor, *no late submissions* will be accepted and thus they will not be graded. There may be a penalty of 20% deduction on grades per day (including weekends) for arranged late submissions.

Usage of Generative AI: Generative AI refers to artificial intelligence systems capable of producing novel content such as text, images, audio, and video in a manner that simulates human creativity. Notable examples include OpenAI ChatGPT, Google Bard, and Anthropic Claude. Certain typing assistants like Grammarly and LanguageTool also integrate Generative AI capabilities.

- Students are encouraged to employ generative AI in their learning process to supplement the achievement of course learning objectives. The use of generative AI is intended as an extension of independent and creative thinking, rather than a shortcut for completing assignments. While these tools may assist in knowledge acquisition and content creation, students are expected to demonstrate original thought and the ability to synthesize, analyze, and apply course concepts. Work that relies entirely or primarily on generative AI output without clear added value from the student may receive reduced credit.
- Students are expected to use generative AI responsibly, maintaining transparency and ethical standards throughout its application. If the use of generative AI compromises a student's independent thinking and creativity, they have the option to abstain from its use except when specifically required by the course.
- Attribution Requirement: When incorporating outputs generated by Generative AI in assignment submissions, students must explicitly acknowledge the AI's contribution. Each instance of Generative AI use should be accompanied by details such as the tool utilized, date of use, input command, and output.
- Accountability for AI Mistakes: It is acknowledged that Generative AI outputs may contain errors, inaccuracies, or incomplete information. Students take responsibility for reviewing, validating, and revising any AI generated content to ensure it is accurate, relevant to the assignment, properly attributed, and integrates seamlessly with the students' own original work. Consequently, if AI-generated content leads to inaccuracies, it may result in lowered grades.
- Plagiarism: In cases where AI-generated content resembles existing work or is flagged as potentially plagiarized, students are provided an opportunity to address the concern. If students explicitly label the identified content as originating from Generative AI, they can revise the assignment without AI assistance and resubmit without penalty. However, if such a claim is not made, standard academic integrity policies will apply.
- Scope: This policy solely applies to the present course. Other courses may enforce distinct policies regarding Generative AI usage. To ensure adherence, students should consult the Professor before incorporating Generative AI tools.

Exams: The Professor schedules *three non-cumulative* exams in advance. Makeup exams will be offered *only in justified circumstances*. It is recommended that students should start discussing exam rescheduling with the Professor at least *72 hours* before the scheduled exam. If students miss any exam or contact the Professor after the exam without justification, it will be considered a missed exam and *no credit* will be given for missed exams.

Exams may be proctored, and further instructions will be provided. Note that proctored remote exams might require the student to have a broadcasting webcam.

Please respect the academic honesty policy.

- All exams are to be individual efforts.
- The act of copying the whole or part of exams from other students or from materials of previous semesters is considered academic dishonesty.
- Unless otherwise specifically authorized by the Professor, during the test, students in this course

are not allowed to have with them any food or drinks, scratch paper, course materials, textbooks, notes, invisible ink pens, or electronic devices, including iPad, iPhone, iPod, MP3 Players, earphones, radios, smart phones, cameras, calculators, multi-function timepieces, or computers.

- When possible, students should sit in alternating seats, face forward at all times, and remove any clothing which might conceal eye movements, reflect images of others' work, or hide course material for copying.
- Exam proctors will monitor any communication or signaling between students by talking, whispering, or making sounds, or by using your hands, feet, other body movements, the test paper itself or your writing implement.
- Present UTD Comet Card.

Exam Registration: Students are required to take all exams at the UT Dallas Testing Center located on the First Floor of the SP2 Building (3020 Waterview Parkway SP2 First Floor, Suite 11.175 Richardson, TX 75080). The exam schedule is as follows:

- Midterm Exam: March 5 - 7, 2023 (9:00 AM - 8:30 PM)
- Excel Exam: April 30 - May 2, 2023 (9:00 AM - 8:30 PM)
- Final Exam: May 7 - 9 , 2023 (9:00 AM - 8:30 PM)

Each exam slot is 75 minutes. Students must register *online* for each exam within the multi-day exam window through RegisterBlast no later than *48 hours* prior to the start of the exam window. Walk-in appointments are prohibited.

To be admitted into the exam, students must present a valid UT Dallas *Comet Card*. No other forms of ID will be accepted. Students without a Comet Card will be denied entry.

Students are encouraged to review the full Testing Center policies and procedures in the Testing Center Student Guidelines prior to their exam.

Grade Appeals: Students are encouraged to ask questions, raise issues, and make observations about their homework. Please be aware that if students have questions or issues with their assignment grades, their assignment submissions will be subject to regrading, which may or may not result in additional point deductions.

Students can appeal to the Professor in writing within *7 days* after the grades are posted if they believe that the grade they received on an assignment or an exam was unfair. The appeal should clearly state the reasons why students believe the grade to be unfair or the nature of the error. Overdue appeals will not be considered.

Class Attendance and Participation: Regular and punctual class attendance is expected. Regular class participation is expected regardless of course modality. Students who fail to participate in class regularly or fail to attend class regularly are inviting scholastic difficulty. Class participation is documented by faculty. 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.

A component of the grade for this course is based on students' class attendance and participation. Methods for evaluating attendance and participation include periodic quizzes, discussion, group participation or other activities during class that solicit students' feedback on homework assignments, readings, or materials covered in the lectures (and/or labs). There will be *no makeup* for missed attendance or participation activities (e.g., in-class assignments or quizzes).

Disruptive behavior hinders other students' ability to benefit from their in-class experience. Such behavior includes but is not limited to arriving late, leaving early, having side conversations, making comments which add no value to the class, and surfing the net irrelevant to class materials. *Lower or negative* class participation grades could be a result of disruptive behavior.

Extra Credit: TBD

Class Materials: The Professor may provide class materials that will be made available to all students registered for this class as they are intended to supplement the classroom experience. These materials may be downloaded during the course, however, these materials are *for registered students' use only*. Classroom materials may *not be reproduced or shared* with those not in 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.

Class Recordings: 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.

The instructor may record meetings of this course. These 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.

Classroom Citizenship: Students and the Professor are expected to maintain class decorum.

1. Class begins on time.
2. Be respectful in class.
3. Discussion, questions, and enthusiasm toward course materials are greatly appreciated.
4. Please *mute* your electronic devices during class. The use of electronic devices is *not permitted* unless (i) they are being used to fulfill requirements for teaching and learning (e.g., reading course materials and reference books, taking class notes, or answering in-class assignments and exams); (ii) they are not interrupting the class or distracting other students in the classroom. First-time offenders will have to turn off their electronic devices. Repeat offenders will have to hand their electronic devices to the Professor, which will be returned at the end of the class session.

Professor Response: The Professor will respond to all student inquiries through the official UT Dallas email system within *24 hours* (excluding holidays and weekends).

Server Unavailability or Other Technical Difficulties: 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 Professor will provide an appropriate accommodation based on the situation. Students should *immediately* report any problems to the Professor and contact the online eLearning Help Desk. The Professor and the eLearning Help Desk will work with the student to resolve any issues at the earliest possible time.

Technical Support

If you experience any issues with your UT Dallas account, contact the UT Dallas Office of Information Technology Help Desk via e-mail at Assist@UTDallas.edu or via telephone at 972-883-2911.

UT Dallas provides eLearning technical support 24 hours a day, 7 days a week. The services include a toll-free telephone number for immediate assistance (1-866-588-3192), email request service at eLearning@UTDallas.edu, and an online chat service. Please use this link to access the UTD eLearning Helpdesk.

ACADEMIC INTEGRITY

The Professor expects from his students a high-level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrates a high standard of individual honor in his or her scholastic work. See https://conduct.utdallas.edu/integrity.

Academic Dishonesty: Academic dishonesty can occur in relation to any type of work submitted for academic credit or as a requirement for a class. It can include individual work or a group project. Academic dishonesty includes plagiarism, cheating, fabrication, and collusion. In order to avoid academic dishonesty, it is important for students to fully understand the expectations of their professors. This is best accomplished through asking clarifying questions if an individual does not completely understand the requirements of an assignment.

What Can You Do To Help:
- Prepare thoroughly for examinations and assignments.
- Take the initiative to prevent other students from copying your exam or assignments by shielding your answer sheet during examination, and not lending assignments to other students.
- Inform your instructor if you suspect someone is cheating.
- Do not look in the direction of other students' papers during examinations.
- Refuse to assist students who cheat.

Minimum Sanctions: *Students in this course suspected of academic dishonesty are subject to disciplinary proceedings, and if found responsible, the following will be applied*:

- Homework – Zero for the Assignment
- Presentations – Zero for the Assignment, if assigned
- Group Work – Zero for the Assignment for all group members, if assigned
- Test and Paper – F for the course

All episodes of suspected academic dishonesty will be reported according to university policy. Students who violate university rules about academic dishonesty are subject to disciplinary sanctions, including the possibility of failure in the course and/or dismissal from the university. Since such dishonesty harms the individual, all students and the university, policies about academic dishonesty will be *strictly enforced*. Additional information related to academic dishonesty and disciplinary procedure may be found at https://conduct.utdallas.edu/dishonesty and Student Code of Conduct.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

The University is committed to providing reasonable accommodations for all persons with disabilities. The syllabus is available in alternate formats upon request. If you are seeking classroom accommodations under the Americans with Disabilities Act (2008), you are required to register with the Office of Student Access-Ability (OSA), located in the Administration Building, Suite 2.224. Their phone number is 972-883-2098, the email is StudentAccess@UTDallas.edu and the website is https://studentaccess.utdallas.edu. To receive academic accommodations for this class, please obtain the proper Office of Student AccessAbility letter of accommodation and meet with the Director of OSA at the beginning of the semester.

COURSE EVALUATION

At the end of each semester, every student at UT Dallas is required to complete an evaluation for each course they enroll in. Evaluation results are publicly available on CourseBook. Evaluation responses are anonymous. Student comments are not publicly available. Please look for the course evaluation link on the course

Homepage towards the end of the course. Students who complete ALL their course evaluations will be given priority access to view their grades in CourseBook before grades are made available in Orion.

CARRY OF CONCEALED HANDGUNS

Senate Bill 11 (SB 11) of the 84th Texas Legislature permits individuals holding concealed handgun licenses to carry their weapons onto the campus and into the general buildings of the publicly governed institutions of higher education in Texas.

- The essential core facilities of the university, including classrooms, multi-person administrative offices, multi-person faculty and staff offices, libraries, and advisement and testing facilities, will all be accessible to individuals carrying concealed weapons in accord with their licenses and the law.
- Various laws pertaining to concealed handguns make their presence in some university facilities intrinsically inappropriate or illegal ("exclusion zones"). For these buildings, entry will be forbidden to students, employees, and visitors who are carrying concealed handguns.
- Responsibilities of individuals carrying concealed handguns include concealment, security, safety, and storage.
- Open carry is not allowed. If the license holder carries a visible handgun, or if the handgun is intentionally displayed in plain view of another person, it is considered a criminal offense.

UT Dallas students are required to follow UT Dallas' campus carry policy UTDPP1103. Failure to comply with this policy may result in criminal prosecution and discipline in accordance with applicable procedures.

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."

ACADEMIC SUPPORT RESOURCES

The information contained in the following link lists the University's academic support resources for all students. Please see https://go.utdallas.edu/academic-support-resources.

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 review the catalog sections regarding (a) student conduct and discipline, (b) copyright notice, (c) the credit/no credit or pass/fail grading option, (d) withdrawal from class, (e) grievance procedures, (f) religious holiday, and (g) false alarm or report. Please go to https://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.
Last update on February 8, 2024.