



# ITSS 3300: Information Technology for Business

## Class Information

Term	Fall 24 [19 Aug – 5Dec]
Course Number	ITSS 3300.004
Class Meetings	Mondays & Wednesdays, 8:30 AM – 9:45 AM
Classroom	JSOM 1.117

## Instructor Information

Instructor	Dr. Prakash Shrivastava
Phone	972-883-5901
Email	Prakash.shrivastava@utdallas.edu <i>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.</i>
Office Hours & Location	Office Location: JSOM 3.225 Office Hours (Online): Mon: 1:00 PM – 2:00 PM; Appointments are encouraged. Send me an e-mail 24 hours in advance to set up a remote session (in Teams). <i>Note: Office hours are meant to answer specific questions. It is not meant for additional material or to provide a tutorial.</i> For questions related to Homework/Grading, please contact TA (below)
TA Information	Manan Manoj Agarwal, e-mail: <a href="mailto:mx230073@utdallas.edu">mx230073@utdallas.edu</a> , Phone: (469) 756-6705 TA Office Hours: Fridays (5:30 PM – 7:00 PM) <i>Note: The TA is your first contact for questions re Assignment / Grades.</i>

## Course Modality

Instructional Mode	Traditional Classroom /Laboratory; (In-person, Face-to-Face). Not recorded
eLearning and Course Platforms	<p>This course can be accessed using your UT Dallas NetID account on the <a href="#">eLearning</a> website. Please see the course access and navigation section of the <a href="#">Getting Started with eLearning</a> webpage for more information. To become familiar with the eLearning tool, please see the <a href="#">Student eLearning Tutorials</a> webpage.</p> <p>The course will utilize the following platforms:</p> <ul style="list-style-type: none"><li>• Announcements, written lecture materials, assignments and grades will be posted on the course's eLearning site. It is the students' responsibility to regularly check their UTD email accounts and the eLearning page for this course.</li><li>• Microsoft TEAMS <i>maybe</i> be utilized for lectures and other live communications</li><li>• If any, recorded (and annotated) lectures and other communications will be available on Microsoft TEAMS, as well</li></ul> <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 <a href="#">Getting Started with eLearning</a> webpage.</p> <p>UT Dallas provides eLearning technical support 24 hours a day, 7 days a week. The <a href="#">eLearning Support Center</a> 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.</p>

<b>Asynchronous Learning</b>	There is no provision for Asynchronous Learning. Lectures will not be recorded. All students are expected to attend all classes "in person."
<b>Technical Requirements</b>	Please review the important technical requirements on the <a href="#">Getting Started with eLearning</a> webpage.

## Course Information

<b>Course Description</b>	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 information technology and information systems principles and work directly with various information systems tools and techniques such as Excel, Tableau, BPM, and relational database management systems. (3 semester hours)
<b>Course Objectives / Outcomes</b>	<ol style="list-style-type: none"> <li>1. Describe and model key business processes and apply knowledge of information technologies to support operational and strategic business processes.</li> <li>2. Apply information systems viz. spreadsheet and analytics software, to solve business problems.</li> <li>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.</li> <li>4. Describe the evolving nature of IS and IT and their role in today's organizations.</li> </ol>
<b>Prerequisites</b>	None

## Course Materials

<b>Required Textbook(s) &amp; Materials</b>	<p><b>Required Text:</b> <a href="#">MyLab MIS for Kroenke, Using MIS</a>, 12ed, Kroenke &amp; Boyle, Pearson Education, ISBN: 9780136921424 (<a href="#">Details in the next row</a>)</p> <p><b>Required Software</b> (Free download links will be provided in class):</p> <ul style="list-style-type: none"> <li>• Lucid chart, Excel, Tableau, Oracle SQL (links on eLearning Portal)</li> </ul> <p><b>Note:</b> Some assignments and exams will require the use and submission of Excel files. <b>Numbers (Apple) and Sheets (Google) file formats will NOT be accepted or graded.</b></p>
<b>Instructions to Get the Textbook</b>	<p>Get the access code for the Textbook from either from (1) the UTD bookstore OR (2) directly from Pearson</p> <p>Register using Blackboard (Available on 16 Jan 24):</p> <p><a href="https://support.pearson.com/getsupport/s/document-item?bundleId=Register-for-MyLab-and-Mastering-with-Blackboard&amp;topicId=Register-for-MyLab-and-Mastering-with-Blackboard.pdf&amp; LANG=enus">https://support.pearson.com/getsupport/s/document-item?bundleId=Register-for-MyLab-and-Mastering-with-Blackboard&amp;topicId=Register-for-MyLab-and-Mastering-with-Blackboard.pdf&amp; LANG=enus</a></p>
<b>Getting Help re Textbook Access</b>	<p>Follow the instructions on the website: <a href="https://support.pearson.com/getsupport/s/document-item?bundleId=3pl-cg-student&amp;topicId=Content/get_started.htm&amp; LANG=enus">https://support.pearson.com/getsupport/s/document-item?bundleId=3pl-cg-student&amp;topicId=Content/get_started.htm&amp; LANG=enus</a></p> <p>Need to create a case? Here is the link:</p> <p><a href="https://support.pearson.com/getsupport/s/contactsupport">https://support.pearson.com/getsupport/s/contactsupport</a></p> <p>If you still have a problem getting registered, contact me for a link to the virtual office hour with a Pearson Rep who can help.</p>
<b>Laptop Computer</b>	This course is hands-on with many in-class examples and exercises. Students are required to install tools on their laptops and bring them to each class.

## Grading Policy

Grading Policy	<p>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 and 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).</p> <p><b>Assignments (5):</b> 45% (Assignment – 1: 5%; Assignments 2 – 5: 10%)  <b>MyLab (15%):</b> (Reviews: - 5%; Videos - 5%; Simulation - 5%)  <b>Quizzes (10%):</b> 4 quizzes (2.5% each) (Arrive on time; late-comers will NOT be able to make-up.)  <b>Attendance / Participation/Punctuality: 5%;</b> (Arrive on time or you may miss the roll call)  <b>Pop Quizzes: 5%</b> (In-class, you must be present in the class to take the quiz. There is no make-up).  <b>Exam – 1: 10%</b> (Arrive on time; late-comers will NOT get extra time or make-up)  <b>Exam – 2: 10%</b> (Maybe at the Testing Center; To be determined)  <b>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 email confirmation. Use Google Chrome for uploading assignments.</b></p>
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## Final Grading Scale

**Grades are not negotiable. No inquiries re grades will be entertained.**

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	<p><b>Attendance is required. Attendance will be taken.</b> 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 face scholastic difficulty. <b>You must be present in the class to take the exams and quizzes. No make-up.</b></p>
Class Recordings	<p><b>No in-class recordings for the traditional instruction mode.</b> The instructor <b>may</b> 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, <b>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</b></p>

	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 <a href="#">Student Code of Conduct</a> .
<b>Exams and Proctoring</b>	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 for the exam. <b>You must start the exam within 10 minutes of its commencement</b> – 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 is no makeup. <b>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.</b> If you contact me AFTER the exam, it is considered missing the exam. For exams using the “quiz-format (T/F, multiple choice, etc.),” <b>expect to answer about 20 questions in about 15 minutes. Note: Exams may require use of lockdown browser,</b> To maintain the 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.
<b>Lockdown Browser / Honor lock</b>	I may require use of Lockdown browser / HONORLOCK. I will provide more information before the Exam.
<b>eLearning</b>	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.
<b>Communications and Instructor Response Policy</b>	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 <b>within 48 business hours</b> (excluding holidays and weekends). <b>Make sure to include course numbers and sections on the subject line.</b> All communications must be courteous, specific, and adhere to a professional business <b>style</b> of communication.
<b>Assignments</b>	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. <b>I do NOT accept assignments via email.</b> If you submit an incorrect assignment or need to resubmit your assignment in eLearning, you will be allowed to resubmit if it is before the due date. <b>Send an email to the TA at least 12 hours prior to the due date to clear your submission.</b> Upon doing so, you will be able to resubmit. Inquiries related to late submissions will not be entertained.  <b>Please note that assignments are due in 2 weeks from the date/time they are assigned.</b>
<b>Inquiries / Clarifications about Assignments</b>	You must review each assignment (and download required files) as soon as 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 <b>MUST</b> 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. <b>A penalty of 10% will be imposed if you seek clarifications within 48 hours of the due date/time.</b>
<b>Assignment Grading</b>	Please be advised that <b>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.</b>  General grading criteria can be found in eLearning. Assignment-specific grading criteria will be included with the assignment instructions. <b>You will lose points for not following instructions.</b>
<b>Late Work / Submissions</b>	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. <b>I do not accept late assignments unless prior arrangements have been made with the instructor in which case a penalty of 25% per</b>

	<p><b>day (including weekends) will be assessed. Only one such exemption is allowed in the entire semester. Why?</b> Deadlines in the professional world are not a moving target. Missed deadlines affect product delivery, professional reputation, and revenue. Please plan accordingly. <b>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.</b></p>
<p><b>Exceptions for Late Work due to Server Unavailability or other Technical Difficulties</b></p>	<p><b>Exceptions:</b> 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 appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and contact the online <a href="#">eLearning Help Desk</a>. The instructor and the eLearning Help Desk will work with the student to resolve any issues at the earliest possible time.</p>
<p><b>Extra Credit</b></p>	<p>There is no extra credit.</p>
<p><b>Final Course Letter Grades</b></p>	<p>Final course letter grades are based solely on your performance on the graded assignments, exams, projects, and/or attendance. <b>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.</b></p>
<p><b>Classroom Conduct</b></p>	<p><b>Please arrive on time.</b> 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. <b>This means no talking to others during class presentations, switching off cell phones, and not leaving the class until the end of the lecture.</b></p>
<p><b>Discussion Board</b></p>	<p>Students are encouraged to use discussion boards to post questions / comments related to topics in this course.</p>
<p><b>Student Code of Conduct</b></p>	<p>For information related to “Student Code of Conduct,” please go the website: <a href="https://conduct.utdallas.edu/">https://conduct.utdallas.edu/</a></p>
<p><b>Academic Integrity</b> (See Section – C) <a href="https://policy.utdallas.edu/utdsp5003">https://policy.utdallas.edu/utdsp5003</a></p>	<p><b>DO NOT CHEAT and DO NOT PLAGIARIZE.</b> All homework and exams are to be individual efforts. You are not to collaborate with other students or discuss homework or assignments with them before submission. Copying 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. <b>Cases of cheating / plagiarism will be referred to the University Authorities for action.</b></p> <p>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.</p> <p><b>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.</b></p> <p>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</p>

	recommendation for acts of academic dishonesty will be an F in the course. The importance of academic honesty and my recommended sanctions are emphasized during class, in emails, and on exams and assignments.
<b>Comet Creed</b>	<i>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:</i>  “As a Comet, I pledge honesty, integrity, and service in all that I do.”
<b>University Policies &amp; Procedures</b>  <a href="https://policy.utdallas.edu/utdsp5003">https://policy.utdallas.edu/utdsp5003</a>	For information regarding general University policies and procedures, please go to <a href="http://go.utdallas.edu/syllabus-policies">http://go.utdallas.edu/syllabus-policies</a> . These policies include the following: <ul style="list-style-type: none"><li>▪ Technical Support</li><li>▪ Field Trip Policies, Off-Campus Instruction and Course Activities</li><li>▪ Student Conduct and Discipline</li><li>▪ Academic Integrity</li><li>▪ Copyright Notice</li><li>▪ Email Use</li><li>▪ Withdrawal from Class</li><li>▪ Student Grievance Procedures</li><li>▪ Incomplete Grade Policy</li><li>▪ Disability Services</li><li>▪ Religious Holy Days</li><li>▪ Avoiding Plagiarism</li><li>▪ Title IX</li><li>▪ Campus Carry</li></ul>

## 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 and posted on eLearning portal. It is the student's responsibility to keep track of them.

WEEK	CONTENT (Note: You must be present in the class for Quizzes and Exams)	Chapter	ASSIGNMENTS (Due Dates: TBA) Note: Be prepared for in-class Pop-up quizzes
1	Introductions, Course Objectives, Roadmap, Syllabus; Tools: Lucid Chart, Tableau, Excel Add-ins; Oracle SQL. Access to Textbook		
2	Importance of MIS	Ch 1	<a href="#">Review – 1: Importance of MIS (TBA)</a> Assignment – 1: Career in MIS (TBA)
3	Processes, Organizations & Information Systems; Business Process Modeling and Process Mapping; <a href="#">Lucid Chart: Process Mapping</a> ;	Ch 8	<a href="#">Review – 2: Business Process (TBA)</a> Assignment – 2 BPM (TBA)
4	CRM, ERP, & EAI Information Systems Development; <a href="#">[Quiz 1]</a>	Ch 8, 12	<a href="#">Review - 3: CRM, ERP, EAI (TBA)</a>
5	Excel: Fundamentals; Using Excel for Enhancing Decision Making;	Ch 12	<a href="#">Review - 4: Information System Development (TBA)</a> Assignment – 3: Excel (TBA)
6	Excel: Pivot Tables and What-if Analysis. <a href="#">[Quiz 2]</a>		
7	<b>Exam – 1 (50 minutes): In-Class Intro to Bus Intel using Tableau</b>		Assignment – 4: Tableau (TBA)
8	Practice - Examples for Tableau. Business Intelligence Systems.	Ch 3	<a href="#">Review - 5: Business Intelligence Systems (TBA)</a>
9	Fundamentals of SQL; Oracle setup		Assignment 5: SQL (TBA)
10	Database Processing	Ch 5	<a href="#">Review - 6: Database Processing (TBA)</a>
11	Hardware, Software, and Mobile Systems; <a href="#">[Quiz 3]</a>	Ch 4	<a href="#">Review - 7: HW, SW, Mobile (TBA)</a>
12	The Cloud	Ch 6	<a href="#">Review - 8: The Cloud (TBA)</a>
13	Information Systems Security; <a href="#">[Quiz 4]</a>	Ch 10	<a href="#">Review - 9: Information Security (TBA)</a>
14	<a href="#">Guest Lecture</a> <a href="#">Review for Exam – 2</a>		
15	<b>Fall Break / Thanksgiving</b>		
16	<b>Exam – 2: Maybe at the Testing Center (During Center's Hours)</b>		