



Course ITSS 3300 – Information Technology for Business

Instructor Professor Alison Bodeker

Term Fall 2024

Meetings Thursday 4:00pm-6:45pm

Meeting Place [MC.2.410](#)

Instructor: Alison Bodeker

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Office Hours: By appointment via MS Teams

Office Location: Microsoft Teams

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Prerequisites

There are no prerequisites for this course. This is a level-3 course. The instructor assumes knowledge of fundamentals in accounting, finance, marketing, and operations.

Course Description

This course examines key business processes in organizations and how information systems 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:

- Describe and model key business processes and apply knowledge of information technologies to support operational and strategic business processes.
- Apply information systems visualization. Spreadsheet and analytics software, to solve business problems.
- Understand core ITS 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.
- Describe the evolving nature of IS and IT and their roles in today's organizations.

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

Required Text & Materials

No textbooks are required. All information will be distributed in class. However, two good reference texts include:

- Management Information Systems: Managing the Digital Firm, 15e, Laudon and Laudon, Pearson Education
- Using MIS, Kroenke and Boyle, Pearson Education, 10e

Software to be used in class (Free download links will be provided in class):

- **Required:** Microsoft Excel, Tableau, Oracle, Lucid Chart
- Lock Down Browser

Students who do not already have Microsoft Office on their personal computer should acquire a MS Office license from the UT Dallas Tech Store, <https://store.hied.com/?ref=select> . Approximate cost is as low as \$20.00. Students should install Excel, PowerPoint, and Word from the suite of options for this course.

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, etc. 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.

Course Modality

Instructional Mode

The class will be held in the traditional modality, meaning synchronous, face-to-face classroom learning and is subject to change as needed. We will discuss further in class if changes are needed to be made.

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 will be utilized for lectures and other live communications

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.

Technical Requirements and Resources

Beginning in Spring 2020, undergraduate and graduate students will be required to have their own laptop for their classes. Which JSOM Technology and Facilities services does not support student laptops, the UTD Tech store can help. The UTD Tech store is located in the Visitors Center, or you can reach them at 972- 883-6500.

If taking a proctored exam remotely, a webcam will be required.

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 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.

Class Attendance & Preparation

ATTENDANCE IS EXPECTED. Looking at previous experiences with this and other classes, tardiness and absence are the main contributing factors to poor and failing grades. Students are expected to attend all classes to achieve maximum success. Attendance will be taken every class and used in consideration for the Participation grade.. **You must contact the professor at least 1 hour before class to let her know you will not be in attendance. Only 1 excused absence is given per semester.** All assigned lecture preparation is to be completed before class on the date the content will be covered in the lecture. Generally, the preparation materials will be available and/or listed in the Course Schedule on eLearning.

Class Recordings and Materials

The instructor may record meetings of this course. 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. 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](#).

The Instructor 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

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.

Assignments

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.

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. **Assignments submitted after the due date will automatically lose 10 points. Anything after 1 day WILL NOT BE ACCEPTED!**

NEITHER LATE SUBMISSIONS NOR HOMEWORK ASSIGNMENTS SENT BY EMAIL WILL BE ACCEPTED 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.

Written assignments must adhere to the APA style guide of formatting, citing, and referencing.

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 will be considered to be an act of academic dishonesty.

Exam Guidelines

Exams are scheduled well in advance. Missing an exam will result in a score of zero. Make-up exams will be given only for justified 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.

If participating asynchronously and unable to take the exam at its regularly scheduled date and time, the student **MUST** contact the instructor to arrange a specific date/time to take the exam.

Exams may be proctored, in which case specific instructions will be provided. Note that proctored remote exams will require the student to have a broadcasting webcam

Grading Guidelines

This course will feature a mix of activities and written assignments that may be in class or on campus. Homework will include readings from the text, assignments, and activities that usually require the student to complete some type of task. Essays 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.

Your grade will be based on the total score of the following:

Grade Component	Grade Point
Attendance Quiz	30
Essay Assignment	30
BPM Assignment	30
Midterm Exam	100
Excel Assignment	30
SQL Assignment	30
Tableau Assignment	30
Final Exam	100
Total	380

Grade Component	Grade Point %
Attendance Quiz	10%
Essay Assignment	10%
BPM Assignment	10%
Midterm Exam	20%
Excel Assignment	10%
SQL Assignment	10%
Tableau Assignment	10%
Final Exam	20%
Total	100%

Letter Grade Scoring

Final Point Total %	Letter Grade
97-100	A+
94-96	A
90-93	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C

70-72	C-
67-69	D+
63-66	D
60-62	D-
0-59	F

All grades will be posted as available, in eLearning throughout the term.

Miscellaneous Course and Instructor Policies

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

Extra Credit: Explained during the semester

Timing of Scoring / Timing of Score Reviews: Scoring of assignments and exams is targeted to be completed 7-15 days after the work was due (the Scoring Period). It is the student's responsibility to check their scores. Questions about scores and requests for Score Reviews will be accepted during the Score Question Period, which is the 7 days after the scoring was scheduled to be completed. After the Score Question Period has passed, no questions will be addressed. ***If you do not see a score in eLearning for work that you believed you have turned in and for which the Scoring Period has passed, you must ask the TA or instructor about it via email during the Score Question Period or you will receive a zero.***

Score Reviews: Requests for a review of a score for an Assignment should be submitted in writing via email to the instructor. Requests for score reviews of an exam should be submitted directly to the instructor in writing and within 24hrs after the exam grade is released. All questions or appeals should fully explain why additional points should be awarded and include references to the question wording, lecture slides, online resources content, etc.

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 respond to all student emails within 48 hours or less (excluding holidays and weekends).

Academic Integrity: The University is committed to academic excellence and 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. 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. Penalties for academic dishonesty may include a score of zero on the work in question or for the entire course. In addition, any student engaged in academic dishonesty will be subject to UT Dallas disciplinary action. Please refer to the General Policies website (see below) for detailed information pertaining to academic dishonesty, including procedures for determining disciplinary action.

General UT Dallas Policies & Procedures

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, Avoiding Plagiarism
 - Copyright Notice
 - Email Use
 - Withdrawal from Class
 - Student Grievance Procedures
 - Incomplete Grade Policy
 - Disability Services
 - Religious Holy Days
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Tentative Course Calendar, Assignments and Key Dates

Fall 2024: August 19th – December 13th

Thursday 4:00pm-6:45pm

Week	Date	Material to be Covered	Assignments
1	8/22	Intro to the Course Importance of MIS in Business	
2	8/29	Purpose of IS in Business IT Governance	
3	9/5	Process, Organization/ IS Business Processes BPM	Assignment 1 Essay Due 9/4 Midnight
4	9/12	IS Development/Social Media	Assignment 2 BPM Due 9/18 Midnight
5	9/19	Excel Workshop	Assignment 3 Excel Due 9/25 Midnight
6	9/26	Midterm Review	
7	10/3	Midterm Exam	IN CLASS EXAM
	10/10	NO CLASS	NO CLASS
9	10/17	BI, AI, The Cloud	
10	10/24	AWS/IS Security	
11	10/31	Tableau	Assignment 4 Tableau Due 11/6 Midnight
12	11/7	SQL Workshop/ER Diagrams	
13	11/14	SQL	Assignment 5 SQL Due 11/20 Midnight
14	11/21	Final Exam Review	
15	12/5	Final Exam	IN CLASS EXAM