

# ***ITSS 3300 – Course Syllabus***

## **Course Information**

<i>Course Number/Section</i>	ITSS 3300 (Updated 08/22/2024, check eLearning for the most updated syllabus)
<i>Course Title</i>	Information Technology for Business
<i>Term</i>	Fall 2024
<i>Room</i>	JSOM 1.212
<i>Meeting Time</i>	Tuesday 04:00pm – 06:45pm (On campus modality)

## **Professor Contact Information**

<i>Professor</i>	Shawn Alborz, PhD
<i>Office Phone</i>	(972) 883-6455
<i>Email Address</i>	<a href="mailto:salborz@utdallas.edu">salborz@utdallas.edu</a>
<i>Office Location, Hours</i>	JSOM 3.707, By Appointment
<i>TA</i>	TBD

## **Course Pre-requisites, Co-requisites, or Other Restrictions**

None.

## **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.

## **Course Modality and Expectations**

This is an on-campus course that meets once a week in person.

## **Students Learning Objectives/Outcomes**

Students will be able to:

- Describe and model key business processes and apply knowledge of information technologies to support operational and strategic business processes.
- Apply information systems viz. spreadsheet and analytics software, to solve business problems.
- 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.
- Describe the evolving nature of IS and IT and their role in today's organizations.

## **Required Textbooks and Materials**

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

- [Using MIS 2021, Kroenke and Boyle, Pearson Education, 12e](#)
- [Management Information Systems: Managing the Digital Firm, 16e, Laudon and Laudon, Pearson Education](#)

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

- Required: Microsoft Excel (Office 365 provided to UTD students at no additional cost), Tableau (free download), Microsoft Teams, UTD eLearning
- Optional: Microsoft Visio (or other charting software), Lucid Chart (free download)

## **Class Materials**

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](#).

## **Technical Requirements**

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.

## **Course Access and Navigation**

This course can be accessed using the 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 visit the [Student eLearning Tutorials](#) webpage. 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 online chat service.

## **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](#).

## **Communication**

This course utilizes online tools for interaction and communication. Some external communication tools, such as regular email and a web conferencing tool, may also be used during the semester. For more details, please visit the [Student eLearning Tutorials](#) webpage for video demonstrations on eLearning tools. Under normal circumstances, student emails and discussion board messages will be answered within 3 working days.

## **Distance Learning Student Resources**

Online students can access resources, including the McDermott Library, Academic Advising, The Office of Student AccessAbility, and many others. Please visit the [eLearning Current Students](#) webpage for more information.

## **Server Unavailability or Other Technical Difficulties**

The University is committed to providing all users with a reliable learning management system. However, in the event of an unexpected server outage or any unusual technical difficulty that 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 contact the online [eLearning Help Desk](#). The instructor and the eLearning Help Desk will work with the student to resolve any issues as soon as possible.

## **Office of Student AccessAbility**

It is the policy and practice of The University of Texas at Dallas to make reasonable accommodations for students with properly documented disabilities. However, written notification from the Office of Student AccessAbility (OSA) is required. If you are eligible to receive accommodation and would like to request it for this course, please discuss it with me and allow one week advance notice. Students who have questions about receiving accommodations or those who have, or think they may have, a disability (mobility, sensory, health, psychological, learning, etc.) are invited to contact the Office of Student AccessAbility for a confidential discussion. OSA is located in the Administration Building, suite 2.224. They can be reached by phone at 972- 883-2098 or by email at [studentaccess@utdallas.edu](mailto:studentaccess@utdallas.edu).

## ITSS 3300 Course Schedule (Tuesday)

The following tentative schedule will be followed as closely as possible (changes will be announced, if any).

Day	Lecture	Assignments & Due Dates (11:59pm)
Aug 20	Syllabus and course policy review Team development and introduction Group selection and group work Case study introduction Exploring Why MIS LEC 01 – Importance of MIS in business	NOTE: All assignments will be updated and posted on eLearning.
Aug 27	LEC 02 – Strategy and information systems	
Sept 03	LEC 03 – Business intelligence systems	Individual Essay Due
Sept 10	Case study, group discussion, and Excel	
<b>Sept 17</b>	<b>Exam 1 – Lectures 1, 2, 3</b>	
Sept 24	Exploring Information Technology LEC 04 – Hardware, software, and mobile systems	Excel
Oct 01	LEC 05 – Database processing	Case study
Oct 08	LEC 06 – The cloud Data flow and its development	
Oct 15	LEC 07 – Inventory management Group work and company analysis	Company analysis
<b>Oct 22</b>	<b>Exam 2 – Lectures 4, 5, 6, 7</b>	
Oct 29	Case study, group discussion, and Excel VLookup	Data flow and SQL
Nov 05	Exploring Information Systems Management LEC 08 – Processes, organizations, and information systems	BPM
Nov 12	LEC 09 – Social media information systems	
Nov 19	LEC 10 – Information systems security	Company analysis
Nov 26	Review	
<b>Dec 03</b>	<b>Exam 3 – Lectures 8, 9, 10</b>	

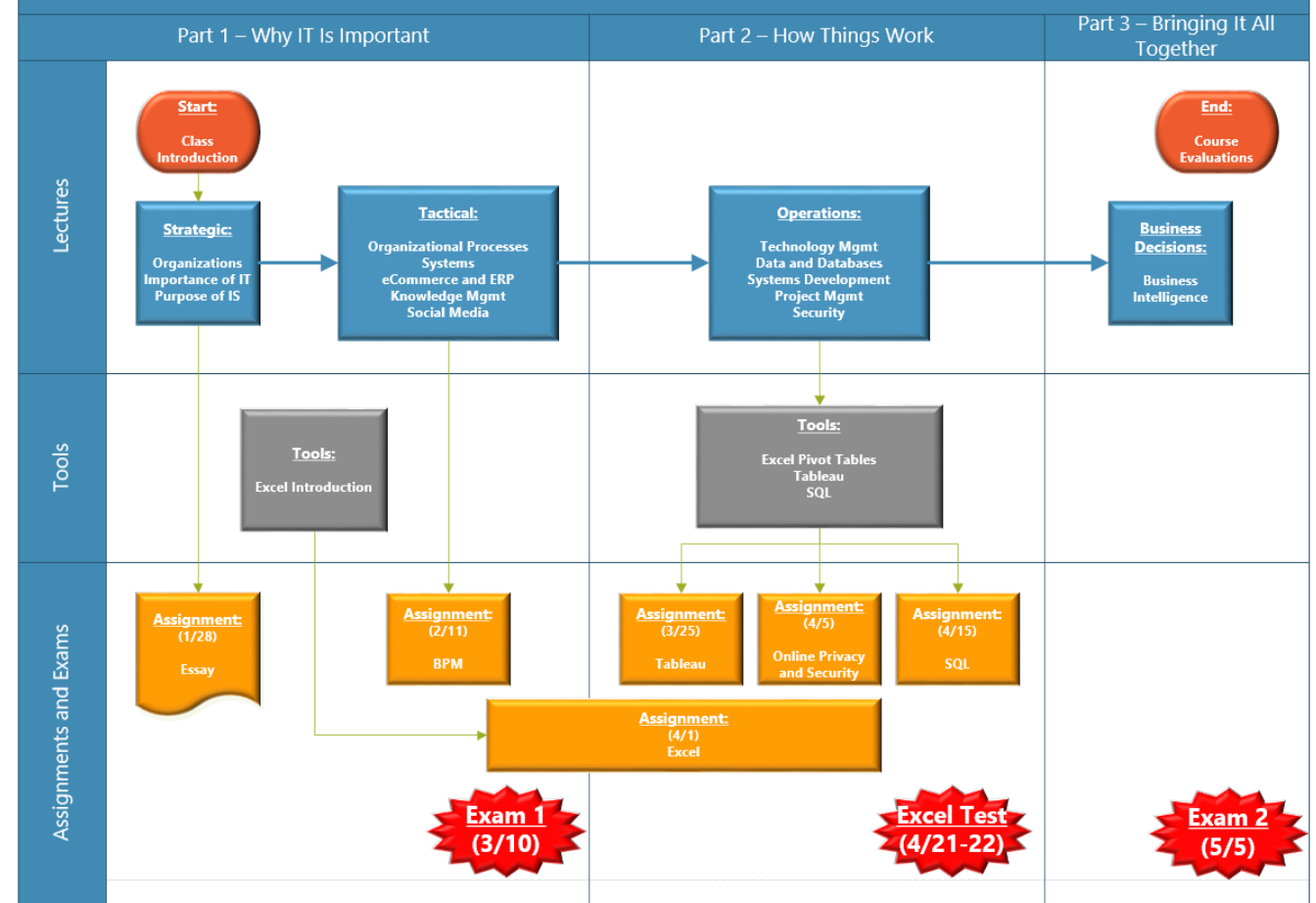
Grading Policy	Scale
Exams 75%	97 – 100 A+
All Assignments/Project 25%	77 – 79 C+
<b>Total 100%</b>	94 – 96 A
	74 – 76 C
	90 – 93 A-
	70 – 73 C-
	87 – 89 B+
	67 – 69 D+
	84 – 86 B
	64 – 66 D
	80 – 83 B-
	60 – 63 D-
	Below 60 F
<b>Grade Calculation (no curving and no rounding up)</b> 75 points exams $[(\text{exam1} + \text{exam2} + \text{exam3}) \div 120] \times 75 = [(40 + 40 + 40) \div 120] \times 75 = 75$ 25 points homework/project <b>100 Points Total</b>	

### 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."*

# ITSS 3300 – INFORMATION TECHNOLOGY FOR BUSINESS

Spring 2022 At-A-Glance



## Course Policy: Be Advised

### General

- Read the syllabus thoroughly and get familiar with the course policy, assignments, due dates, and expectations.
- The office hours are used to discuss specific concerns and not as an opportunity for tutoring.
- Always use your UTD email account when emailing the instructor, and include the course number, section, and time (i.e., ITSS 3300 in the subject line).
- Any student who is found responsible for committing an act of academic dishonesty will receive a grade of “F” or “0” (zero) on that quiz, exam, assignment, project, or course.
- The instructor reserves the right to:
  - Change the grading policy without notice due to unforeseen circumstances such as dishonesty or cheating.
  - Change the already published grades on eLearning and/or Galaxy if there has been a miscalculation.

### Assignments

- Assignments must be submitted via eLearning only and will be graded based on the content and the formatting.
- Late work (for any reason) will NOT be accepted and will receive a grade of zero.
- Students must have reliable internet access to submit assignments by the scheduled due dates. Your responsibility is to ensure that submitted documents have been uploaded correctly and are available to the instructor. If you have difficulty uploading a document to eLearning, try changing the browser, clearing cookies and browser cache, and turning off pop-up blockers. If you cannot upload a document, contact JSOM helpdesk support at 972-883-5800. Lastly, ask your team member to upload the document.

## Group Assignments and Participation

- Effective teamwork is essential for the success of group assignments, and students are expected to adhere to this policy to ensure fairness and accountability.
- You will be assigned a group (a team of 3 members), and only one person from the group, typically the group lead, submits the group assignments before the due dates. If a member drops from the group for any reason, the group goes forward with two (2) members, and an additional member will be added if available.
- It is imperative that all team members check their UTD's emails regularly and respond promptly (within 24 hours).
- Each team member is expected to actively participate and contribute to the group assignments. Active participation includes, but is not limited to, attending group meetings, contributing to discussions, and completing assigned tasks.
- Team members should proactively assess their contributions to the group assignment regarding meeting attendance and participation, tasks completed, contributions to discussions and planning, and any other group activities.
- **Non-Participation/Contribution**
  - All It is crucial for all team members to promptly respond to team communications, as this demonstrates commitment and ensures teams cooperate and collaborate effectively.
  - If a team member fails to respond to the team communications within 24 hours, in that case, the team should make at least two more attempts to reach the non-participating member via UTD's email and various communication methods.
  - If a team member fails to contribute to the team assignment, the team should email the students, discuss the situation with the non-contributing student, and find a solution.
  - If there is still no response or improvement in participation or contribution, the team is required to notify the instructor with the documentation of their attempts and seek guidance. In some situations, the team may ask to remove the team member from the group, ensuring a fair and transparent process.
  - Upon review, the instructor will drop that member from the group and notify if it is determined that the team member has not made a reasonable effort to contribute.
  - A team member who is dropped from the team will be required to complete the group assignments individually with the same standards and requirements as the group assignments.

## Exams and Academic Dishonesty

- You will receive a grade of zero or "F" for any missed assignment, exam, or quiz (no exceptions). There will be NO makeup for any missed assignment, quiz, exam, or project for extra credit.
- There are three exams, each with 40 multiple-choice questions, 1 point each with a 60-minute duration. The exams cannot be taken sooner or later than scheduled dates, with no exceptions. All exams are closed books/notes (no materials are allowed during the testing session). Students are expected to memorize all formulas.
- The exams will be either in the UTD testing center or in class. The instructor will let you know which.
- When the grades are posted on eLearning, you have 72 hours to review and notify the instructor if there is an issue with your grade.
- In a medical emergency, your makeup exam (written statement justifying the situation from a physician required) will include significant discussion, essay, and short answer questions.

## Assignments and Guidelines

The project guidelines and assignments will be added to the syllabus and the updated version will be available to students on eLearning.

## UT Dallas Syllabus Policies and Procedures

### Academic Support Resources

The information in the [Academic Support Resources](#) lists the University's academic support resources for all students. The information in the following link constitutes the University's policies and procedures segment of the course syllabus. Please go to [UT Dallas Syllabus Policies](#) webpage for these policies.

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