UTD

Course	**ITSS3300.507 – Information Technology for Business**
Professor	Zenan Chen
Term	Spring 2025, January 21 to May 9
Meetings	Mon, Wed 5:30pm-6:45pm @ JSOM 1.102

PROFESSOR'S CONTACT INFORMATION

Office location	JSOM 3.811
Email address	Zenan.chen@utdallas.edu
Office hours	**TBD** at JSOM 3.811
Teaching Assistant	Gunasekaran, Rajesh Yadav (RajeshYadav.Gunasekaran@UTDallas.edu)
TA Office hours	**TBD**
Communications	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 everyone in an email exchange. 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. 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 and** is recommended for **ALL** course communications during the semester. Using your personal email address is **STRONGLY** discouraged, due to security and spam blocking concerns. Announcements, assignments, class materials, and grades will be posted in eLearning. Microsoft TEAMS will be used for virtual meetings and recordings, if any.

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.
Learning Outcomes	1. Describe and model key business processes and apply knowledge of information technologies to support operational and strategic business processes. 2. Apply information systems viz. 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	No textbooks are required. All information will be distributed in class. However, two excellent 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 and Web Sites to be used in class (UTD Free Student Software Downloads): • **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) 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.

TENTATIVE CALENDAR, ASSIGNMENTS and KEY DATES[1]

Spring 2025: January 21 to May 9
Section 507: Mon 7:00pm-9:45pm @ JSOM 1.102

Wk	Date	Topics	Material	Assignments[2]
1	Jan 27	Intro to the Course Importance/Purpose of MIS in Business	IT and Business IT and Organizational Strategy	Assignment 1: Essay Due Feb 9
2	Feb 3	Process, Organizations, and Information Systems Enterprise Applications, ERP	Business Process and Data Flow Enterprise Apps	Assignment 2: BPM Due Feb 23
3	Feb 10	E-Commerce	E-Commerce	
4	Feb 17	Interactive: Excel Intro	Handouts	Assignment 3: Excel Due Mar 16
5	Feb 24	Interactive: Excel Formula and Pivot Table Exam Review	Handouts Exam 1 Review	
6	Mar 3	Interactive: Tableau **Exam Review**	Handouts Exam 1 Review	Assignment 4: Tableau Due Mar 24
7	Mar 10	**Exam 1 in-class**		
8	Mar 17	**Spring break, no classes** :)		
9	Mar 24	Artificial Intelligence	Artificial Intelligence	Assignment 5: AI Due Apr 6
10	Mar 31	Data Management and Processing	Data Management	
11	Apr 7	Database and SQL	Data and Databases	Assignment 6: Data flow and SQL Due Apr 21
12	Apr 14	Computer Hardware, Telecommunications, Internet, Cloud	Computer Hardware, Telecommunications, Internet, Cloud	
13	Apr 21	Social Media **Excel Practical Test – (Testing Center 4/22/2025 - 4/28/2025)**	Social Media	Assignment 7: Social Media Due May 4
14	**Apr 28**	Project Management, Business Intelligence and Information Systems for Decision Making	BI and Decisions	
15	**May 5**	**Exam 2 Review (May 5)** **Exam 2 (Testing Center 5/6/2025 - 5/16/2025)**	Exam 2 Review	

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[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 are no virtual nor asynchronous options.
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. It is the students' responsibility to regularly check their UTD email accounts and the eLearning site for this course.

The course will utilize the following platforms:
- 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.
- Microsoft TEAMS will be utilized for lectures and other live communications
- Recorded (and annotated) lectures and other communications may be available on Microsoft TEAMS, as well

Active links to TEAMS will be available on the eLearning website.

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.

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.

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. Students may use LinkedIn Learning to build on their skills and knowledge developed in this course. |
| **Technical Requirements and Resources** | Beginning in Spring 2020, undergraduate and graduate students will be required to have their own laptop for their classes. Students are required to have a web-enabled computing device for every class, since class activities and tests will utilize e-Learning. While JSOM Technology and Facilities services does not support student laptops, the UTD OIT Help Desk might be able to help.

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

Distance Learning Student Resources - Online students have access to resources including the McDermott Library, Academic Advising, The Office of Student AccessAbility, and many others. Please see the eLearning Current Students webpage for more information. |

Class Attendance and Participation	**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).

Attendance and participation will be recorded 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.** |

Class Recordings and Materials	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 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.](#)
Grading	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. **Your grade will be based on the total score of the following:** • 2 Exams: (20% each = 40%). The exams are not cumulative. • Excel Practical Test: (10%). **Exam 1 in-class, Exam 2 administrated in Testing Center.** • Individual Assignments: (7 Assignments in total and the **lowest 2 scores will be dropped**. 8% each * 5 = 40%) • Attendance, Participation, Discussion Boards, and Quizzes: (10%). **Resulting in a letter grade of:** • 93% and above = A • 90% < 93% = A- • 87% < 90% = B+ • 83% < 87% = B • 80% < 83% = B- • 77% < 80% = C+ • 73% < 77% = C • 70% < 73% = C- • 67% < 70% = D+ • 63% < 67% = D • 60% < 63% = D- • Below 60% = F All grades will be posted as available in eLearning throughout the term.

Exams	Exams are scheduled well in advance. Missing an exam results 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 prior to its regular schedule 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 might require the student to have a broadcasting webcam.

Quizzes, Discussion Boards, Assignments and Projects	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. 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. 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. NEITHER LATE SUBMISSIONS NOR HOMEWORK ASSIGNMENTS SENT BY EMAIL WILL BE ACCEPTED AND THUS WILL NOT BE GRADED 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 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 will be considered an act of academic dishonesty. Posting class work on public web sites is also considered an act of academic dishonesty. 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.
Classroom Citizenship	i. Class begins on time. 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. Using your phone during class is not permitted and it is rude. Always keep it on silent and away from your desk. 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. Use of your computer may be required at times during the class and is allowed if it is not interrupting the class or distracting other students in the classroom. If such a situation occurs, the first time you will be asked to turn off your computer. Recurrent offenders will be asked to leave the classroom. iv. Use of tablets is allowed, if they are used to read the textbook, or the class notes. v. These rules will be enforced.

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."
Special Assistance	For help you succeed in the class, the following resources are available: Your instructor, TA for the Class, the Student Success Center (MC1.302), the Student Counseling Center (SSB 4.600) and the New Student Programs Office (SSB 3.600) among other resources. Of course, a myriad of free resources are available on the internet. The information contained in the following link lists the University's academic support resources for all students: http://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 go to http://go.utdallas.edu/syllabus-policies for these policies.