



Course: ITSS 3300.506 – Information Technology for Business

Instructor: John Young

Term: Fall 2025

Meetings: Fridays, 7:00 PM to 9:45 PM CT

Classroom: JSOM 2.714

Contact Information

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Office Location: JSOM 3.604 (Adjunct Office) or virtually on Teams

Office Hours: By appointment only

Course Modality & Expectations

The course will be taught using the traditional in-class modality in the assigned classroom at the assigned time. Every rule, guideline and snarky comment in the syllabus is a response to a previous student doing stupid stuff. Therefore, do yourself a favor and read the syllabus and don't do stupid stuff. Failure to do so will negatively affect your grade and create unnecessary friction. Please follow my rules, or in the words of *South Park's* Thumper, aka Super Cool Ski Instructor, *you're gonna have a bad time.*

Prerequisites

There are no prerequisites for this course. The instructor assumes student knowledge of fundamentals in business areas such as accounting, finance, marketing, human resources, and operations, as well as general computer knowledge. It is assumed each student owns or has access to a computer and knows how to use it.

Course Description

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

1. Describe and model key business processes and apply knowledge of information technologies to support operational and strategic business processes.
2. Apply information systems visualization, 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.
5. Specific topics: IS Careers; Business Processes and Relationship to IT; Enterprise Systems; Information Systems Development; Information Systems Management; Data Management; Business Intelligence; Information Systems Security; Business Process Modeling; Microsoft Excel; SQL; Tableau.

Text & Technical Resources

We will be using the first edition of *IT for Business: A Student's Guide to the Technology of Business* by yours truly. **This is a required text. You must do the reading assignments in order to pass the class.** The book may be purchased directly from the publisher, Cognella, using the following link: <https://store.cognella.com/83515-1C-NI-002>. It will not be carried in the campus bookstore, so you should order early to ensure you have the book before the beginning of class as you will have a reading assignment (chapters 1 & 2) due for the first class.

Additionally, some activities will require access to Microsoft Office 2016 (or above) or Microsoft Office 365 applications, including Word, PowerPoint, Excel, and Access. Students not already having Microsoft Office or Office 365 may purchase a student license from the UT Dallas Tech Store at <http://utdtechstore.com/utdtechstore/>. It doesn't matter whether you select the Home, Student or Professional version; all are adequate for completing the required assignments. All assignments must be done in Microsoft applications; also, if using Microsoft Office for Mac, you must have the latest version (at least v16.43). While Chromebooks and tablets are fine for notetaking, I strongly advise not doing your assignments on them as they lack the necessary features to complete the work.

For students owning Apple personal computers, visit the McDermott Sonora Lab in the basement of the library where you can have software added to your computer to enable you to run Excel and other Office applications on your Apple computer. There may be a fee for this additional software. A word of caution—many of the applications we'll use in this class run differently on Macs. You can do all the assignments using a Mac, but there will be challenges. All instructions will be geared toward Windows-based computers. As such, if you're not particularly adept at using your Mac, you might be better off using a Windows-based computer for the assignments. Otherwise, Google is your friend.

Some assignments will require students to acquire student or trial licenses for software used in class and on assignments. Please do so before the demo workshop for that assignment.

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. The instructor will not troubleshoot issues with your device.

Lecture Preparation, Guidelines & Classroom Decorum

Preparation: Students should prepare for lectures by reading the assigned material and completing homework assignments prior to class. All reading assignments in the class calendar are supposed to be read before the lecture on the given topic.

Guidelines: Show up on time prepared, meaning you did the assigned reading and completed any assignments. Cellphone use is prohibited during class except to take photos of the lecture slides. Likewise, using your computer for purposes other than taking notes during lectures is prohibited. I don't hand out class slides, so you're expected to take notes. *If I see you using your phone or computer in a way that leads me to believe you're not taking notes, you will be told to leave the class and be given an unexcused absence. If your conversation is loud enough that I become aware of it (and I'm practically deaf), you'll be told to leave and be given an unexcused absence.*

Decorum: This is a business class that covers information technology; keep your politics to yourself and I'll do the same. If I become aware of an issue that implicates UTDS5001 – *Speech Expression and Assembly*, we'll chat.

Attendance, Assignments, Grading & Participation

Attendance: Come to class or you won't pass. Attendance is graded and worth 20% of your overall grade. *All medically-related excuses for absence must be accompanied by a doctor's note or I won't excuse the absence.* All other excuses for absence must be 1) accompanied by evidence, and 2) delivered before the absence if it's a planned absence. If you're in an accident on the way to school, I need a police accident report or insurance claim that specifies date, time and location of the incident; *a picture alone is insufficient and will not be excused.*

You receive one "grace day" in the semester where you automatically receive an excused absence. In order to be eligible to receive a grace day, *you must declare the absence and grace day **prior** to the absence.* You can use this grace day for any reason or no reason at all, although I suggest you save it for foreseeable reasons. Good reasons to save it include:

- You're a practicing Muslim and you want to attend the feast on Eid Al-Fitr.
- You're an observant Jew and you want to attend the Passover seder.
- You're a practicing Hindu and you want to attend a Diwali festivity.

That said, don't expect an excused absence for a religious holiday when you've already taken a skip day, so plan accordingly. *If you receive two or more unexcused absences, a 15% penalty will be applied to all assignments, retroactively and those upcoming, **without warning.***

Also, please note that unless the University closes, we will continue to have class in person. Unless it's of biblical proportions, rain is never an excuse to skip class and stay home.

Tardiness is frowned on. *Showing up late or leaving early without prior consultation with the instructor will result in your name being stricken from the roll and you'll receive an unexcused absence.*

Assignments: Unless otherwise specified, all assignments are *individual* assignments—you may not work on the assignment with others, nor seek outside assistance. You may not use AI. To do so is academic dishonesty, which will be punished. There are five graded assignments, each worth 20 points. These assignments will cover the fundamentals of business process modelling, Excel, SQL, and Tableau via workshops, as well as an AWS project. The instructor retains the right to add or remove graded assignments as he sees fit.

You will have one week in which to complete an assignment. Assignments are due by the start of class. Assignments must be turned in using the file format the assignment was given using your UTD email address. For example, if the assignment was given to you as a Microsoft Word document, you must submit a Microsoft Word document. ***Work turned in as PDFs or using Apple, Google, or other file formats will not be accepted or graded; you will receive a zero.***

All assignment files must be turned in using the correct naming convention. That convention is as follows:

- Section – First Initial – Last Name – Assignment Identifier

Examples:

- 501JYoungSQL.docx
- 501JYoungTAB.docx & 501JYoungTAB.twb
- 501JYoungBPM.docx
- 501JYoungXLS.xlsx

I shouldn't have to say this, but there's always that one kid... *use your own first initial and last name and your actual section number.* The email subject line should also match the assignment file name. *Failure to adhere to this naming convention will result in a 15% penalty on the first offense; all subsequent assignments not named correctly will not be graded and you will receive a zero.*

You must attach assignment files to the email you're sending to submit the assignment. I will not accept links, except for the AWS assignment, of course. This means if you're using Office 365 online through the school, you must first download the file to your computer and then attach the file to your email message. **Assignments turned in as links will not be graded and you will receive a zero.**

Grading: There is a maximum of 500 points to earn. However, there is an opportunity to earn bonus points throughout the semester, which we'll discuss under Participation, so in reality, there is a maximum of 520 points. That said, your grade is calculated against the 500-point maximum.

Grade Component	Grade Points	Percentage of Grade
Attendance	100 (8.33 points x 12)	20.0%
BPM Project	20	4.0%
AWS Project	20	4.0%
SQL Project	20	4.0%
Excel Project	20	4.0%
Tableau Project	20	4.0%
Exam 1	100	20.0%
Exam 2	100	20.0%
Quizzes	100 (20 points x 5)	20.0%
Total	500	100%

Letter grade scoring is as follows:

Final Point Total	Letter Grade
97.00 to 100.00	A+
93.00 to 96.99	A
90.00 to 92.99	A-
87.00 to 89.99	B+
83.00 to 86.99	B
80.00 to 82.99	B-
77.00 to 79.99	C+
73.00 to 76.99	C

70.00 to 72.99	C-
67.00 to 69.99	D+
63.00 to 66.99	D
60.00 to 62.99	D-
< 60.00	F

Note the grading is done to two decimal places, so please don't ask me to round your grade up unless you're sitting at a x.95 or better. Students with majors in the SOM need a C- (70%) or better to pass. **Your grades in eLearning reflect points, not percentages.** Please don't email the instructor around the midterm saying something like "I've attended every class and yet I only have a 50 on my attendance!"

We have two tests, a midterm and final, each worth 100 points. Each exam is 50 questions, true/false. You will have 50 minutes to complete each exam, and they are closed-book, closed-note exams. Exams will be administered electronically *in class* on the days noted in the calendar via eLearning; all exams are proctored. As such, please ensure you bring your computer to class on the exam dates. You must advise the instructor at least one week (seven calendar days) in advance if you're not able to take the exam on the scheduled date. Excuses which will be dismissed outright include, but are not limited to, "my grandmother is sick," "my brother is getting married," and "my parents scheduled this vacation." You have access to the same academic calendar I do, as well as this syllabus, so if you're not communicating with your family or employer about the need for you to be here on the exam dates, that's on you. If you miss the exam entirely (and it's happened), there is no make-up exam; you will receive a zero.

You'll also see we have five quizzes, each worth 20 points. These quizzes will be five questions, true/false. You will have five minutes to complete each quiz, and they are open-book quizzes, but you may not use your notes or other outside assistance. These quizzes *may* be administered *outside of class* via eLearning at a prescribed time, or in class at the instructor's discretion. As such, you are highly encouraged to bring your book to class in case I decide to administer a quiz in class on that day. The page numbers cited in the quizzes correspond to the physical page numbers of the book, not the eReader page numbers. If you're absent for an excused reason, e.g. illness, on the day of a quiz, it is up to you to arrange taking and completion of the quiz within three calendar days. Once a quiz is re-opened, you have 24 hours in which to complete it; otherwise, you receive a zero even if you complete it after the 24-hour period expires. *If you miss taking a quiz for any other reason—including grace day—you will receive a zero.* Grace days do not excuse the requirement to take quizzes on the dates assigned. Also, please ensure you're using a working computer with good internet access before you start, as forced completion is enabled.

Participation: Participation and performance go hand-in-hand, and in the "real world" of business, performance is often rewarded by a bonus. Students have the opportunity to earn bonus points by answering questions in class. Whether a question is worth bonus points is up to me. Bonus points may also be awarded based on individual and team performance. Bonus points are capped at 20, will be given at the discretion of the instructor. *Bonus points may be deducted or eliminated entirely in cases of excessive unexcused absence (one or more beyond your grace day) or at the instructor's discretion.* Bonus points are my way of giving you a boost for good performance, but no one is *entitled* to bonus points.

Miscellaneous Course & Instructor Policies

The following policies describe how the course will be managed. Situations and issues not covered will be resolved at the discretion of the instructor. Changes to policies will be posted in syllabus updates on

eLearning under the assignments section. Students will be notified via eLearning announcements when syllabus changes occur.

Late Work & Make-Up Assignments: All assignments are due on the date by the instructor, regardless of what is marked in the syllabus (so you actually need to pay attention in class). As mentioned earlier, due dates are typically one week after the assignment is made, but dates may vary at the instructor's discretion. Assignments are always due by the start of class, not by the end of the day. Email timestamps based on the instructor's receipt of the email governs whether an assignment is on time or late. Point penalties will be applied to late work as such:

- 7:01 PM to 7:15 PM CT: 2 points (10%)
- 7:16 PM to 7:30 PM CT: 4 points (20%)
- 7:31 PM to 11:59 PM CT: 6 points (30%)
- After 11:59 PM CT: 20 points (100%--don't bother)

There is no make-up work or extra credit work available. Like much of life, you get one chance to get it right.

eLearning: eLearning will be used for announcements, class content and the recording of scores and grades. Please read the announcements before contacting the instructor to ensure the answer to your question isn't already covered by an announcement. Please note that grades will be updated in eLearning at the instructor's discretion, but will generally be fully updated prior to the midterm and final so you know where you stand going into the exams. Please don't submit assignments or send correspondence via eLearning; *everything* is done through UTD email.

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 typically respond to all student emails within 48 hours or less (excluding holidays and weekends), but if you ask a question already addressed in the syllabus, a non-response is a response.

Requests for Grade Review: *Grade reviews will only be entertained if they are made in writing via UTD email to the instructor (not the TA) within one week of receiving the graded assignment, quiz, or test back from the instructor or TA or posted into eLearning; those requests made beyond the one-week deadline will be denied. You have one week in which to request an attendance grade review from the time the instructor announces grade updates in eLearning, which occurs periodically throughout the semester. All reviews must be contemporaneous, meaning you can only contest the latest grade in question. Once grades are entered into Galaxy, they're final. The only circumstance in which I will change a final grade is if it's clear I mis-clicked the final grade entered based on what eLearning shows as grade points accrued; e.g. you accrued 425 points (85%) in the class and I accidentally clicked B- instead of B. The point is that you need to stay on top of your grades. Failing that, I will introduce you to the legal doctrine of laches. If the assignment was graded by the TA, you must present the graded assignment in your request to the instructor or the grade will not be reviewed. The instructor is under no obligation to accept amended assignments even if submitted before the deadline, so take care in ensuring your assignment is complete and accurate before turning it in to be graded. Also, please exercise good judgment when requesting a grade review; unless you're on the edge of passing/failing, quibbling over a point is, well, pointless.*

General UT Dallas Policies

For information regarding general University policies and procedures, see <https://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
- Email Use
- Withdrawal from Class
- Student Grievance Procedures
- Incomplete Grade Policy
- Disability Services
- Religious Holy Days

Academic Integrity

I will not lie, cheat or steal—nor tolerate those who do. Those are the words I expect you to live by in this class. The University is committed to academic excellence, 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. I want you to succeed, and I encourage you to *study* together. However, **at no point should you:**

- Discuss your assignments with others prior to submission.
- Work with anyone else on an assignment, quiz, or test. All work in this class is individual.
- Ask someone to do your work.
- Share your work, or any part of your work, with fellow classmates.
- Share your work with fellow UTD students.
- Share your work on *any* website.
- Copy work of another, in part or whole, regardless of source.
- Use AI
- If aware of any of the above by a fellow classmate, allow it to go unreported.

It takes a lifetime to build trust and your good name—and *an instant to destroy it.* If you get that, welcome to ITSS 3300; I look forward to spending the semester with you sharing my profession and the insights gained from 20+ years working in the field. If you think a good grade is worth taking ethical shortcuts, drop my class now. For those on the fence, let me be *exceedingly clear*:

WORKING WITH OTHERS, SHARING, COPYING, OR OTHERWISE REPRESENTING THE WORK OF OTHERS TO BE ONE'S OWN, IS PLAGIARISM AND/OR COLLUSION. USING AI, RECEIVING UNAUTHORIZED AID ON AN ASSIGNMENT OR TEST, OR USING SIMILAR PAPERS OR OTHER WORK PRODUCTS TO FULFILL OBLIGATIONS OF THIS CLASS OR OTHER CLASSES WITHOUT THE INSTRUCTOR'S PERMISSION IS CHEATING.

PENALTIES FOR ACADEMIC DISHONESTY MAY INCLUDE RECEIVING A SCORE OF ZERO FOR THE WORK IN QUESTION AND LOSING THE BENEFIT OF CURVES ON TESTS, FAILING THE CLASS, AND/OR DISMISSAL FROM THE UNIVERSITY.

ANY STUDENT ENGAGED IN ACADEMIC DISHONESTY WILL BE REFERRED TO THE OFFICE OF COMMUNITY STANDARDS AND CONDUCT, AND WILL BE SUBJECT TO DISCIPLINARY ACTION.

Please refer to the General Polices website (see above) for detailed information pertaining to academic dishonesty, including procedures for determining disciplinary action. The Student Code of Conduct can be found at <https://policy.utdallas.edu/utdsp5003>.

Class Calendar, Assignments & Key Dates

Class	Dates	Material Covered	Assignment	Notes
1	Aug 29	Course Introduction	Chp.1 all	
		Starting Small – Computer Science 101	Chp.2 all	
2	Sep 05	Hardware	Chp.3 all	Quiz 1
		Networks & The Cloud	Chp.3 all	
3	Sep 12	Software	Chp.4 all	
		Software Development	Chp.4 all	
4	Sep 19	Database Basics	Chp.5 pp.99-110	
		Structured Query Language Demo (SQL)	Chp.5 pp.111-121	SQL due Sep 26
5	Sep 26	Business Intelligence	Chp.5 pp.121-128	Quiz 2
		Tableau Demo (TAB)		TAB due Oct 03
6	Oct 03	Artificial Intelligence	Chp.5 pp.128-137	
		Review for Midterm		
	Oct 10	Midterm		
7	Oct 17	Organizational Strategy	Chp.6 pp.139-148	Quiz 3
		Processes, Organizations & IS	Chp.6 pp.139-148	
		Business Process Modeling Demo (BPM)	Chp.6 pp.148-152	BPM due Oct 24
8	Oct 24	IT Governance	Chp.6 pp.152-164	
		Excel Demo (XLS)		XLS due Oct 31
		Cybersecurity	Chp.6 pp.164-173	
9	Oct 31	IT Service Delivery	Chp.6 pp.173-178	Quiz 4
		Project Management	Chp.6 pp.178-191	
10	Nov 07	IT Service Management	Chp.6 pp.191-197	
		Software Automation	Chp.6 pp.197-200	
11	Nov 14	E-Commerce	Chp.6 pp.200-205	Quiz 5
		AWS Demo (AWS)		AWS due Nov 21
12	Nov 21	People	Chp.7 all	
		Review for Final		
	Nov 28	Thanksgiving Break		
	Dec 05	Final		