



Course	ITSS 3300-007 Information Technology for Business
Instructor	Sharmin Hanifafshar
Term	Spring 2026
Meetings	Tu/Thu 2:30 – 3:45 pm - JSOM 11.206

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Office Hours:	by appointment via Teams
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Prerequisites: There are no prerequisites for this course.

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:

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 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.
 4. Describe the evolving nature of IS and IT and their roles in today's organizations.
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Texts & Resources

Management Information Systems: Managing the Digital Firm, 17th Edition – Laudon & Ladoun
Pearson is the publisher and one of many ways to acquire the textbook from their [website](#).

Technical Tools and Resources

- Students must have a personal computer for this course and must bring their PC to every class.
 - Students must have access to Microsoft Office applications – Excel, Word, PowerPoint – including for classroom activities.
 - Students will need to access and sometimes download other software on a trial basis for this course.
 - Students are responsible for acquiring or using appropriate and usable technology equipment. If your personally-owned devices and equipment are not compatible with the needs of this course, especially for assignments, students should use the computers available in the JSOM computer labs.
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Lecture Guidelines

- Students are expected to be attentive, engaged, and participative during lectures.
- Students are expected to bring a personal computer to class.
- Electronic devices will not be allowed to distract the student, other students, or the instructor. The instructor may require a student to turn off an electronic device if it is distracting others.
- Lectures will start on-time and, most often, will use the entire class time duration. It is common courtesy and professional protocol to be seated and prepared to begin when the lecture begins and to stay in the classroom until the lecture is completed. If circumstances require you to arrive late or leave early, as a courtesy, please advise the instructor via email at least 15 minutes before class time.
- Students are responsible for all materials covered in a lecture, irrespective of their attendance. Neither the TA nor the instructor is required to cover lecture content one-on-one for students missing lectures. It is recommended that students use a “buddy system” for sharing lecture notes.

- It is possible that some lectures or parts of lectures will be video-recorded synchronously and/or asynchronously. Students are responsible for learning from the video content as if it is covered in class.

Attendance Guidelines (5% of final grade calculation)

- Students are expected to attend all lectures. Attendance is part of the final grade calculation.

*You are responsible for installing [iClicker](#) application on your phone or laptop. When the instructor (during the session) announces that the attendance poll is open, you will mark your attendance.

Assignment Guidelines (35% of final grade calculation)

- All assignments must be submitted by the due date by 11:59 pm. Late assignments are **NOT** accepted.
 - 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 carry **equal weight** irrespective of the number of points assigned for a given assignment. Assignments will be scaled when grades are calculated at the end of the semester.
 - All assignments will be submitted via eLearning. I do not accept assignments via email. If you submit an incorrect assignment or need to resubmit it in eLearning, you will be allowed to resubmit one more time, as long as it is before the due date. You will be granted only one attempt to resubmit the assignment before the due date, and this will be automatically available to you in e-learning when the instructor creates the assignment.
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Exam Guidelines (60% of final grade calculation)

- 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.
 - The exams may include multiple-choice, fill-in-the-blank, or short essay questions. The final exam is **NOT** comprehensive.
 - Exams will be administrated via the testing center. Make sure to register for all three of them after the first session.
 - **Strongly** encouraging you all to review the [Student Guidelines](#) before taking your first exam at the Testing Center. You should begin registering for (all) the exams early and in advance starting January 21st, 2024, via this link <https://ets.utdallas.edu/testing-center/students/>
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Grading

- This course features a mixture of assignments, quizzes, exams, and attendance items. The Grade Scheme table below shows points for each scored component.
- Letter grades will **NOT** be provided for each assignment or exam.
- Letter grades will be provided at semester-end based on total points earned and on the following formula:
 - Top 30% will be assigned A or A-.
 - Middle 50% will be assigned B+, B, or B-.
 - Bottom 20% will be assigned C+ or lower based on the total points earned.
- Indicative midterm letter grades will be posted after Exam 1. The instructor is available to discuss grades with students one-on-one.

Grading Scheme

Grade Component	Percentage
Individual Assignments	35%
Exam 1	20%
Exam 2	20%
Excel Practical Test	20%
Class Participation	5%
Extra Credit	2%
Total	102%

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.

- **Special note:** All course-related emails must include **ITSS 3300-007 <subject>** in the subject line. This triggers an alert to draw your instructor's attention to your email. You should expect a response within 48 hours. Please let me know if this standard is not being met.
- **Timing of Scoring / Timing of Score Reviews:** Scoring of assignments and exams is targeted to be completed 7 to 15 days after the work is 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 Review Period, which is the 7 days after the scoring was scheduled to be completed. After the Score Review Period, the instructor will not address questions regarding scores.
 - *If you do not see a score in eLearning for work that you believe 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 TA. If a student is not satisfied with the TA's explanation, the student may appeal to the instructor via email.
- **eLearning:** eLearning will be used for all graded items and recording scores/grades. eLearning will be used to access all class content not covered in the online website resource (e.g., additional lecture preparation resources, lecture slides, exams, etc.). Class announcements (e.g., changes in assignment dates, course calendar adjustments, etc.) also will be posted on eLearning.
- **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) or via any other communication medium. The instructor / TA will respond to all student emails within 48 hours or less (excluding holidays and weekends).
- **Academic Integrity:** The University and the instructor are committed to academic excellence and expect academic honesty from all University community members. We believe that academic honesty 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 will be assessed per the policies and precedents of The University of Texas at Dallas Office of Community Standards and Conduct (OCSC). Penalties 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 The University of Texas at 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.
- **Late submission of the assignments:** All assignments are due at 11:59 pm on the specified date mentioned in the course calendar.

Calendar

Date	Week #	Topics	Assignments & Due dates
Tu - 1/20 Thu - 1/22	1	Course introduction Chapter 1 - Information Systems in Global Business Today Chapter 2 - Global E-Business and Collaboration	Assignment I – Due 2/1 @ 11:59pm
Tu - 1/27 Thu - 1/29	2	Chapter 3 - Information Systems, Organizations, and Strategy	
Tu - 2/3 Thu - 2/5	3	Chapter 4 - Ethical and Social Issues in Information Systems	Assignment II – Due 2/22 @ 11:59pm
Tu - 2/10 Thu - 2/12	4	Chapter 5 - IT Infrastructure and Emerging Technologies	
Tu - 2/17 Thu - 2/19	5	Chapter 6 - Foundations of Business Intelligence: Databases and Information Management	
Tu - 2/24 Thu - 2/26	6	Chapter 8 - Securing Information Systems	Assignment III: Online Privacy and Security – Due 3/15 @ 11:59pm Security Quiz (Extra Credit) – Due 3/15 @ 11:59pm
Tu - 3/3 Thu - 3/5	7	<u>Exam 1 @ Testing Center (Chapters 1,2,3,4,5,6, and 8)</u>	3/3 thru 3/5
Tu - 3/10 Thu - 3/12	8	Excel - Excel Intro & Pivot Table	Excel Assignment – Due 3/29 @ 11:59pm
Tu - 3/17 Thu - 3/19	9	March Break – Happy Spring	
Tu - 3/24 Thu - 3/26	10	Excel - Excel VLOOKUP/XLOOKUP	
Tu - 3/31 Thu - 4/2	11	Chapter 9 - Achieving Operational Excellence and Customer Intimacy: Enterprise Applications	Assignment IV (Extra Credit) – Due 4/19 @ 11:59pm
Tu - 4/7 Thu - 4/9	12	<u>Excel Exam @ Testing Center</u>	4/7 thru 4/9
Tu - 4/14 Thu - 4/16	13	Chapter 10 - E-commerce: Digital Markets, Digital Goods	
Tu - 4/21 Thu - 4/23	14	Chapter 11 - Managing Knowledge and Artificial Intelligence Chapter 12 - Enhancing Decision Making	Assignment V – Due 5/3 @ 11:59pm
Tu - 4/28 Thu - 4/30	15	Chapter 13 - Building Information Systems	
	16	<u>Exam 2 @ Testing Center (Chapters 9,10,11,12, and 13)</u>	4/30 thru 5/1

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.”

Academic Support Resources

The information contained in the following link lists the University’s academic support resources for all students. Please go to [Academic Support Resources](#) webpage for these policies.

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 [UT Dallas Syllabus Policies](#) webpage for these policies.

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