



# ITSS 3300: Information Technology for Business

## Class Information

<b>Term</b>	Spring 26 [20 Jan – 15 May]
<b>Course Number</b>	ITSS 3300.505
<b>Class Meetings</b>	Tuesdays & Thursdays, 5:30 PM – 6:45 PM
<b>Classroom</b>	Green 3.302

## Instructor Information

<b>Instructor</b>	Frank Martinez
<b>Phone</b>	972-883-4895
<b>Email</b>	frank.martinez@utdallas.edu <i>Please include the course number and section number in all email correspondence. Please use your UTD e-mail system for any communication with the instructor/TA.</i>
<b>Office Hours &amp; Location</b>	Office Location: JSOM 2.614 Office Hours: Tuesdays 3:30 PM – 4:30 PM; Appointments are encouraged. Send me an e-mail 24 hours in advance to set up an appointment or a remote session (in Teams). <i>Note: Office hours are meant to answer specific questions, not for a make up tutorial for missed classes.</i>
<b>TA Information</b>	Name: Udhva Patel E-mail: UdhvaRakeshbhai.Patel@UTDallas.edu Phone/Office Hours: TBD <i>Note: The TA is your first contact for questions regarding Assignment / Grades, unless otherwise instructed in class.</i>

## Course Modality

<b>Instructional Mode</b>	Traditional Classroom /Laboratory; In-person, Face-to-Face. Not recorded
<b>eLearning and Course Platforms</b>	<p>This course can be accessed using your UT Dallas NetID account on the <a href="#">eLearning</a> website. The course also uses the Pearson MyLab text book and customized learning resources available at Access My Lab. Students will need to create an account with MyLab. The username for the new account is the student's UTD email address. We recommend students create the optional password to use the account to access other Pearson products, including mobile apps. Students can create the password later on from Forgot username or password or by selecting the link in their account confirmation email.</p> <p>You will need to create an account and pay for the digital book/My Lab learning area. Please visit MyLab by the 2nd class session. You will be required to pay for use of the textbook and resources. A 14-day trial will be available to get started, but use of the resources will extend beyond this period and there are required readings and assignments that will require these resources.</p> <p>Please see the course access and navigation section of the <a href="#">Getting Started with eLearning</a> webpage for more information. To become familiar with the eLearning tool, please see the <a href="#">Student eLearning Tutorials webpage</a>. 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. The course will be delivered “in-class” using</p>

	Blackboard Collaborate. Please make sure you are able to access and use eLearning / Blackboard.
<b>Asynchronous Learning</b>	There is no provision for Asynchronous Learning. Lectures will not be recorded. All students are expected to attend all classes “in person.”
<b>Technical Requirements</b>	Please review the important technical requirements on the <a href="#">Getting Started with eLearning</a> webpage.

### Course Information

<b>Course Description</b>	ITSS 3300 - Information Technology for Business (3 semester credit hours) 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 information technology and information systems principles and work directly with various information systems tools and techniques such as Excel, Tableau, BPM, and relational database management systems. (3 semester hours)
<b>Course Objectives / Outcomes</b>	<ol style="list-style-type: none"> <li>1. Describe and model key business processes and apply knowledge of information technologies to support operational and strategic business processes.</li> <li>2. Apply information systems viz. spreadsheet and analytics software, to solve business problems.</li> <li>3. Understand core IS concepts within an organization such as data management, information technology, enterprise applications, information systems management, and business intelligence that enable students to relate information systems to their field of study.</li> <li>4. Describe the evolving nature of IS and IT and their role in today’s organizations.</li> </ol>
<b>Prerequisites</b>	None

### Course Materials

<b>Required Textbook(s) &amp; Materials</b>	<p><b>Required Text: Management Information Systems, 18e</b> Laudon, Laudon &amp; Traver Pearson Education, ISBN: 978-0-13-834410-8. The book may be accessed at MYLAB</p> <p><b>Required Software</b> (Free download links will be provided in class):</p> <ul style="list-style-type: none"> <li>• Lucid chart, Excel, Tableau, SQL (links on eLearning Portal)</li> </ul> <p><u>Note:</u> Unfortunately, Numbers (Apple) and Sheets (Google) file formats will NOT be accepted or graded.</p>
<b>Instructions to Get the Textbook</b>	Get the access code for the Textbook directly from Pearson at the following link: Access MyLab , also available at Access MyLab prompt in Blackboard.
<b>Getting Help re Textbook Access</b>	<p>Follow the instructions on the website: <a href="https://support.pearson.com/getsupport/s/document-item?bundleId=3pl-cg-student&amp;topicId=Content/get_started.htm&amp; LANG=enus">https://support.pearson.com/getsupport/s/document-item?bundleId=3pl-cg-student&amp;topicId=Content/get_started.htm&amp; LANG=enus</a></p> <p>Need to create a case? Here is the link: <a href="https://support.pearson.com/getsupport/s/contactsupport">https://support.pearson.com/getsupport/s/contactsupport</a></p> <p>If you still have a problem getting registered, contact me for a link to the virtual office hour with a Pearson Rep who can help.</p>

<b>Laptop Computer</b>	This course is hands-on with many in-class examples and exercises. Students are required to install tools on their laptops and bring them to each class.
<b>Cell Phone Usage Policy</b>	Cell phone use is not allowed in the class. They must be kept out of sight of the instructors and peers. Avoid personal conversations during lectures.

### Grading Policy

<b>Grading Policy</b>	<p>This course will feature a mix of activities and written and verbal assignments. You'll receive clear instructions and grading criteria for each assignment and exam. It is your responsibility to stay updated on any changes to assignments or exam dates and times, which will be announced/shared during class sessions. Your final grade will be based on the total score of the following:</p> <ol style="list-style-type: none"> <li>1. <b>Attendance / In Class Exercises &amp; Discussion (30%)</b></li> <li>2. <b>My Lab Assignments (10%)</b></li> <li>3. <b>4 Assignments (20%): [ 4 Assignments, each worth 5%]</b></li> <li>4. <b>Exam-1 (20%)</b></li> <li>5. <b>Exam-2 (20%)</b></li> </ol> <p>To ensure fairness for everyone, please plan to arrive on time for exams, as additional time will not be available for late arrivals.</p> <p>Please review the submission instructions carefully. Use Google Chrome for uploading assignments. Upload your file and click on 'Confirm'. Make sure you receive email confirmation.</p>
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### Final Grading Scale

**Grades are final and not open to negotiation. Please refer to the grading policy.**

Letter Grade	Final Point Total
<b>A</b>	>=93.00-100.00
<b>A-</b>	>= 90.00-92.99
<b>B+</b>	>= 87.00-89.99
<b>B</b>	>= 83.00-86.99
<b>B-</b>	>= 80.00-82.99
<b>C+</b>	>= 77.00-79.99
<b>C</b>	>= 73.00-76.99

<b>C-</b>	>= 70.00-72.99
<b>D+</b>	>= 67.00-69.99
<b>D</b>	>= 63.00-66.99
<b>D-</b>	>= 60.00-62.99
<b>F</b>	59 & below

## Course and Instructor Policies

<b>Attendance</b>	Attendance is important. Attendance and participation will carry points towards the overall course grade. Your lack of attendance may impact not only your own grade, but that of year peers, also. Attending class regularly is one of the best ways to stay engaged, ask questions, and connect with the instructor and classmates. It creates opportunities for meaningful interaction and helps you build confidence in the material.
<b>Class Recordings</b>	<p>No in-class recordings. The instructor may record class meetings. Any recordings made will be available to all students registered for this class as they are intended to supplement the classroom experience.</p> <p>Unless the Office of Student Accessibility 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 Accessibility accommodation.</p> <p>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 <a href="#">Student Code of Conduct</a>.</p>
<b>Exams and Proctoring</b>	<p>All exams are closed book, closed notes and scheduled well in advance. If there are any changes to exam dates, they will be announced during class.</p> <p>To help ensure a smooth and fair testing experience:</p> <ul style="list-style-type: none"> <li>• Please plan to arrive on time. Students are expected to begin the exam within 10 minutes of the scheduled start time. After that, access to the exam may no longer be available.</li> <li>• Unfortunately, make-up exams are not offered. Missing or arriving too late for an exam will result in a score of zero.</li> <li>• If you have a legitimate, non-academic reason for missing an exam, please provide verifiable documentation at least 24 hours before the exam day. Requests made after the exam has taken place cannot be considered.</li> </ul> <p>For exams using a quiz format (e.g., true/false, multiple choice), you can expect approximately 20 questions to be completed in about 15 minutes.</p> <p>To maintain academic integrity, exams may be proctored using a secure online proctoring service, the UTD Testing Center, or in-class proctoring, depending on the format.</p>
<b>Quizzes and Exams: Lockdown Browser Requirement</b>	<p>All <b>quizzes and exams</b>, including take-home quizzes, must be taken using the <b>LockDown Browser provided by the textbook publisher (Pearson)</b>. This secure browser is required to maintain academic integrity during assessments.</p> <p>To ensure that students do not encounter technical difficulties, a <b>sample practice quiz</b> will be provided <b>for each quiz and exam</b>. Students are required to complete the corresponding practice quiz using the LockDown Browser on their personal device <b>before attempting the</b></p>

	<p><b>actual quiz or exam.</b> This step confirms that the browser is properly installed and functioning for each assessment.</p> <p>Students are responsible for resolving any technical issues with the LockDown Browser prior to the scheduled quiz or exam. Failure to complete the practice quiz or address technical problems in advance may result in delays or inability to participate in graded assessments.</p>
<p><b>eLearning</b></p>	<p>Blackboard eLearning will be used as the central platform for accessing class materials such as lecture slides, assignment descriptions, and grade records. Slides will typically be posted before each class session to help you prepare.</p> <p>Important class announcements—including any updates to assignment or exam dates—will be sent to your UTD email address on file in eLearning. To stay informed, please make it a habit to check both eLearning and your UTD email regularly.</p> <p>For the best experience, we recommend ensuring that you have a reliable internet connection when accessing course materials online.</p>
<p><b>Communications and Instructor Response Policy</b></p>	<p>For questions related to course content, assignments, quizzes, exams, scores, or grades, you must seek clarification in one of two ways:</p> <ol style="list-style-type: none"> <li>1. During class sessions, or</li> <li>2. By posting your query on the course discussion board.</li> </ol> <p>Email will not be accepted for these inquiries.</p> <p>For other matters, please use your UTD email account to send messages, as personal email addresses may be blocked due to security and spam filters.</p> <p>The instructor aims to respond to student emails within 3 business days (excluding weekends and holidays). <b>To help ensure a timely and accurate response, kindly include the course number and section in the subject line.</b></p> <p>All communication should be respectful, clear, and written in a professional tone. Thoughtful and courteous messages help foster a positive and productive learning environment for everyone.</p>
<p><b>Assignment Policy and Clarifications</b> (Also, see AI Usage Policy below)</p>	<p>Certain assignments will require collaborative work in groups, whereas others must be completed individually. Each assignment's instructions will clearly indicate whether the work is to be done as a group or individually. Assignment descriptions will be posted on <b>eLearning</b> as they are assigned, and all submissions must be made through the eLearning platform. Unless specified otherwise, all written assignments should adhere to <b>MLA, 9th edition formatting guidelines</b>, including proper citation and referencing (including the use of AI—see next section).</p> <p>For questions related to course content, assignments, quizzes, exams, scores, or grades, you must seek clarification in one of two ways:</p> <ol style="list-style-type: none"> <li>1. <b>During class sessions, or</b></li> <li>2. <b>By posting your query on the course discussion board.</b></li> </ol> <p>Email will <b>not</b> be accepted for these inquiries.</p> <p>To ensure consistency and security, assignments submitted via email cannot be accepted.</p> <p>If you accidentally submit the wrong file or need to make changes, you may resubmit your assignment as long as it is before the due date. Typically, you are allowed up to two submission attempts. Only your most recent submission will be graded.</p> <p>Please note:</p> <ul style="list-style-type: none"> <li>• Assignments are due two weeks from the date and time they are assigned.</li> </ul>

	<ul style="list-style-type: none"> <li>To help everyone stay on track and ensure fairness, late submissions cannot be accepted.</li> </ul> <p>Use Google Chrome for uploading assignments. Upload your file and click on 'Confirm'. Make sure you receive email confirmation.</p>
<p><b>AI Usage Policy</b></p>	<p>Students are not permitted to use any AI tools for assignments, Quizzes, and Exams unless explicitly instructed to do so by the instructor. If AI tools are allowed, the instructor will specify which tool to use and provide clear directions for its application.</p> <p>Each Assignment that permits AI use will require an AI Disclosure documentation. Your submission will be graded based on the following criteria:</p> <ol style="list-style-type: none"> <li>1. Completeness of Prompts</li> <li>2. Explanation of Integration</li> <li>3. Verification Steps</li> <li>4. Citation Accuracy</li> <li>5. Reflection Quality</li> </ol>
<p><b>Inquiries / Clarifications about Assignments</b> (Posting queries on the Discussion Board)</p>	<p>You must review each assignment (and download required files) as soon as it is posted. Each assignment will be explained in detail in class. It is your responsibility to make sure that you understand all the instructions. If you still have questions or need some clarification about the assignment, you <b>MUST</b> post queries on the discussion board by the date specified in the assignment. You can also seek clarifications from the instructor/TA during their office hours. Please do not wait for the last moment to seek clarification.</p>
<p><b>Assignment Grading</b></p>	<p>Please be advised that if you have a question or issue with your assignment grade, contact the TA within "one week" of grade posting. Your entire assignment is subject to re-review (re-grading) which may or may not result in additional points. No inquiries regarding grades will be entertained after one week from the date of grade posting.</p> <p>General grading criteria can be found in eLearning. Assignment-specific grading criteria will be included with the assignment instructions. You will lose points for not following instructions.</p>
<p><b>Late Work / Submissions</b></p>	<p>All assignments are due on the specified date. Please give yourself sufficient time to upload assignments on the eLearning Portal/Turnitin. You would not be able to submit/upload if the due date is passed. You will be graded only on what is submitted on the portal. I do not accept late assignments unless prior arrangements have been made with the instructor in which case a penalty of 10% per day (including weekends) may be assessed. Only one such exemption is allowed in the entire semester. Why? Deadlines in the professional world are not a moving target. Missed deadlines affect product delivery, professional reputation, and revenue. Please plan accordingly. For these reasons, late work or incomplete work is not acceptable in this course EXCEPT in the most extreme and unlikely circumstances – in which case, e-mail the evidence of extreme circumstances to me/TA at least 24 hours prior to the due date. (Penalty will apply). Rule: You will be graded only on what is submitted on time. Ensure that you have enough time to deal with potential technical glitches that may arise at the last moment. Inquiries related to late submissions will not be answered / entertained.</p>
<p><b>Exceptions for Late Work due to Server Unavailability or other Technical Difficulties</b></p>	<p><b>Exceptions:</b> 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 appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and contact the online <a href="#">eLearning Help Desk</a>.</p>

	The instructor and the eLearning Help Desk will work with the student to resolve any issues at the earliest possible time.
<b>Make-up Exams</b>	There are no make-up exams or quizzes except as described under 'Policy on Extensions and Make-Ups
<b>Extra Credit</b>	There is no extra credit.
<b>Special Assignments</b>	There is no special assignment.
<b>Policy on Extensions and Make-Ups</b>	<p>Students are expected to plan ahead and manage their schedules responsibly. Requests for extensions on assignments or postponement of exams will <b>only</b> be considered if they are accompanied by <b>valid, verifiable documentation</b>. Examples of acceptable documentation include:</p> <ul style="list-style-type: none"> <li>• An official medical note from a licensed healthcare provider</li> <li>• University-approved documentation for emergencies or official activities</li> <li>• Court or legal notices</li> </ul> <p>Personal reasons—such as travel plans, car troubles, family obligations, or similar circumstances—<b>do not qualify</b> for extensions or make-up opportunities.</p> <p><b>Late or last-minute requests without documentation will be denied.</b></p> <p><b>No make-up exams or quizzes will be provided without approved documentation.</b></p> <p>If you anticipate a legitimate conflict, please <b>communicate with the instructor as early as possible</b> and provide the required documentation promptly. Early communication increases the likelihood that your situation can be accommodated within university policy.</p>
<b>Final Course Letter Grades</b>	Final course letter grades are based solely on your performance on the graded assignments, exams, projects, and/or attendance. No bonus points, curves, extra credit, or additional assignments are offered. Do not assume that final grades will be rounded to the nearest whole number. No inquiries regarding “rounding up” is entertained.
<b>Classroom Citizenship / Conduct</b>	<p>Students are expected to maintain professionalism and respect in the classroom to foster a positive learning environment. Please adhere to the following guidelines:</p> <ul style="list-style-type: none"> <li>• <b>Arrive on time</b> for all class sessions. Anyone arriving more than 15 minutes late will be marked late.</li> <li>• <b>Actively participate</b> in discussions and engage with course material in a constructive manner.</li> <li>• <b>Show respect</b> to your peers and the instructor at all times. This includes refraining from side conversations during lectures or presentations.</li> <li>• <b>Switch off all mobile devices and keep them out of sight</b> throughout the class session.</li> <li>• <b>Remain in the classroom until the end of the lecture</b> unless prior arrangements have been made.</li> </ul> <p>Repeated violations of these expectations may result in a reduction of your participation grade and, if necessary, further action in accordance with university policies.</p>
<b>Discussion Board</b>	Students should use discussion boards ( <b>not emails</b> ) to post questions/comments related to assignments and other course-related topics in this course.

<p><b>Student Code of Conduct</b></p>	<p>For information related to “Student Code of Conduct,” please go the website: <a href="https://conduct.utdallas.edu/">https://conduct.utdallas.edu/</a></p>
<p><b>Academic Integrity</b> (See Section – C) <a href="https://policy.utdallas.edu/utdsp5003">https://policy.utdallas.edu/utdsp5003</a></p>	<p>DO NOT CHEAT and DO NOT PLAGIARIZE. All homework and exams are to be individual efforts. You are not to collaborate with other students or discuss homework or assignments with them before submission. Copying homework, assignments, or exams, in whole or in part, from other students or from assignments from previous semesters will be an act of academic dishonesty. Cases of cheating / plagiarism will be referred to the University Authorities for action.</p> <p>All work should demonstrate the same professional and ethical standards expected of you in the workplace, including proofreading and editing carefully all work you submit in class. Professionalism and personal responsibility mean that you use appropriate source citations so that you avoid violations of copyright and academic honesty, even if those violations are inadvertent. The University is committed to academic excellence and expects academic honesty from all members of the University community. Academic honesty includes adherence to guidelines established by the instructor for both individual and group work.</p> <p>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.</p> <p>Any student engaged in academic dishonesty will be subject to disciplinary action. All cases of academic dishonesty will be reported directly to Judicial Affairs. My recommendation for acts of academic dishonesty will be an F in the course. The importance of academic honesty and my recommended sanctions are emphasized during class, in emails, and on exams and assignments.</p>
<p><b>Comet Creed</b></p>	<p>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:</p> <p><b>“As a Comet, I pledge honesty, integrity, and service in all that I do.”</b></p>
<p><b>University Policies &amp; Procedures</b> <a href="https://policy.utdallas.edu/utdsp5003">https://policy.utdallas.edu/utdsp5003</a></p>	<p>For information regarding general University policies and procedures, please go to <a href="http://go.utdallas.edu/syllabus-policies">http://go.utdallas.edu/syllabus-policies</a>. These policies include the following:</p> <ul style="list-style-type: none"> <li>▪ Technical Support</li> <li>▪ Field Trip Policies, Off-Campus Instruction and Course Activities</li> <li>▪ Student Conduct and Discipline</li> <li>▪ Academic Integrity</li> <li>▪ Copyright Notice</li> <li>▪ Email Use</li> <li>▪ Withdrawal from Class</li> <li>▪ Student Grievance Procedures</li> <li>▪ Incomplete Grade Policy</li> <li>▪ Disability Services</li> <li>▪ Religious Holy Days</li> <li>▪ Avoiding Plagiarism</li> <li>▪ Title IX</li> <li>▪ Campus Carry</li> </ul>

## Course Schedule, Assignments, and Due Dates

This is a **tentative** class schedule. The instructor reserves the right to make changes to the content and schedule. Changes, if any, will be announced in the class and posted on eLearning portal. It is the student's responsibility to keep track of them.

WEEK	CONTENT (Note: You must be present in the class for Quizzes and Exams)	Chapter	ASSIGNMENTS (Due Dates: as posted on eLearning)
1 20, 22 Jan 26	Introductions, Course Objectives, Syllabus; Tools; Group Formation Technology in Business & Roles		In Class Exercise – IT in Business
2 27, 29 Jan 26	Information Systems Today	Ch 1	Review Chap – 1 In Class Exercise, My Lab Assignment, Writing Assignment
3 3, 5 Feb 26	Information Systems, Organizations & Strategy	Ch 3	Review Chap – 3 In Class Exercise My Lab Assignment
4 10, 12 Feb 26	Infrastructure and the Cloud	Ch 5	Review Chap – 5 In Class Exercise My Lab Assignment
5 17, 19 Feb 26	AI & ML	Ch 11	Review Chapter 11 In Class Exercise My Lab Assignments
6 24, 26 Feb 26	ERP, SCM & Enterprise Software Suites	Ch 9	Review Chap – 9 In Class Exercise My Lab Assignments
7 3, 5 Mar 26	Review <b>Exam – 1 (5 Mar 26)</b>		TBD
8 10, 12 Mar 26	Business Process Mapping, Org Charts, Network Diagrams, Flow Charts		In Class Exercise Process Mapping Assignment
9 17, 19 Mar 26	<b>Spring Break</b>		
10 24, 26 Mar 26	The Modern Network	Ch 6	Review Chap – 6 In Class Exercise
11 31 Mar – 2 Apr 26	Building Information Systems & SDLC	Ch 13	Review Chapter 13 - In Class Exercise My Lab Assignments
12 7, 9 Apr 26	Making the Case, Business Decision-making	Ch 14	Review Chapter 14 In Class Exercise My Lab Assignments
13 14 16 Apr 26	Using Excel for Enhanced Decision-Making		Excel Assignment
14 21, 23 Apr 26	Tableau/Power BI Database	Ch 6	Tableau/Power BI (TBD) Assignment
15 28, 30 Apr 26	SQL		SQL Assignment
16	<b>Exam – 2</b>		