




ITSS 3300 Information Technology for Business

Class Information

Term	Summer 2019
Course Number	ITSS 3300.0U1
Class Meetings	T 1:00 PM – 5:00 PM
Classroom	JSOM 12.218

Instructor Information

Instructor	Dr. Dawn Owens
Phone	972.883.4901
Email	dawn.owens@utdallas.edu <i>Please include the course number and section number in all email correspondence.</i>
Office Hours & Location	Tues. 12:00 PM – 1:00 PM Wed. 5:00 PM – 6:00 PM Schedule an appointment: http://itss.genbook.com 

Course Information

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. (3 semester hours)
Course Objectives	<ol style="list-style-type: none">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.
Prerequisites	None

Course Materials

Textbook(s)	Recommended: <i>Management Information Systems: Managing the Digital Firm, 15e, Laudon and Laudon, Pearson Education</i>
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Grading Policy

Grading Policy	<p>This course will feature a mix of activities and written and verbal assignments that may be in class or off campus. The instructor will provide detailed instructions as well as the grading criteria for each assignment. Please consult the course schedule for deadlines. Your final grade will be based on the total score of the following:</p> <p>Assignments: 40% Exams: 35% Group Project: 15% Attendance/Class Participation: 10%</p> <p>Assignments are not weighted. You can determine your grade at any point by adding up your total points at any given time and dividing it by the total possible points.</p>
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Final Grading Scale

Final Point Total	Letter Grade
A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	59 & below

Course and Instructor Policies

Attendance	Attendance is not required, but it is expected. Attendance is extremely important. Students are expected to attend all classes to achieve maximum success. Attendance will be taken at the beginning of each class and will be used for class participation grading. <i>If you come in after attendance is called you will not get points for attending class. There is no makeup for missed in-class assignments.</i>
Exams	<p>All exams are scheduled well in advance. If you miss an exam, you will be given a zero! There are no makeups. If you have a legitimate, non-academic reason for missing an exam, you must provide verifiable documentation BEFORE the day of the exam. If you contact me AFTER the exam, it is considered missing the exam.</p> <p>Points will be deducted if you arrive late to the exam. If you arrive after a student has turned in an exam you will not be permitted to take the exam, and you will receive a ZERO on the exam.</p>
eLearning	eLearning will be used for class content (e.g., class slides and assignment descriptions) and the recording of grades. Slides will be posted before class is held. Class announcements (e.g., change in assignment dates) will be sent to the student email on record in eLearning. It is the students' responsibility to regularly check eLearning and their UTD email accounts.
Instructor Response Policy	The instructor will respond to all student inquiries (emails and voice mails) within 48 business hours (excluding holidays and weekends).
Assignments	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 will be submitted via eLearning. I do NOT accept assignments via email. If you submit an incorrect assignment or need to resubmit your assignment in eLearning you will be allowed to resubmit as long as it is before the due date. Send an email to the TA at least <u>12 hours</u> prior to the due date and I will clear your submission. Upon doing so, you will be able to resubmit.
Late Work	All assignments are due on the specified date. I do not accept late assignments unless prior arrangements have been made with the instructor in which case a penalty of 20% per day (including weekends) will be assessed. Why? Deadlines in the professional world are not a moving target. Missed deadlines affect product delivery, professional reputations, 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.
Grading	<p>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.</p> <p>General grading criteria can be found in eLearning. Assignment specific grading criteria will be included with the assignment instructions.</p>
Final Course Letter Grades	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. <u>Do not assume that final grades will be rounded to the nearest whole number.</u>

Classroom Conduct	<p>I strongly encourage class discussion, questions, and enthusiasm about the course material. Please engage in class discussions. I do ask that you are respectful during class, be respective to your peers who are part of the learning environment. This means no talking to other during class presentations, silence your cell phone, don't take calls in class.</p>
Academic Integrity	<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 to 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 will be considered to be an act of academic dishonesty.</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 means 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 reported directly to Judicial Affairs. My recommendation for acts of academic dishonesty will be an <u>F in the course</u>. The importance of academic honest and my recommended sanctions are emphasized during class, in emails, and on the exams and assignments.</p>
University Policies & Procedures	<p>For information regarding general University policies and procedures, please go to http://go.utdallas.edu/syllabus-policies. These policies include the following:</p> <ul style="list-style-type: none"> ▪ Technical Support ▪ Field Trip Policies, Off-Campus Instruction and Course Activities ▪ Student Conduct and Discipline ▪ Academic Integrity ▪ Copyright Notice ▪ Email Use ▪ Withdrawal from Class ▪ Student Grievance Procedures ▪ Incomplete Grade Policy ▪ Disability Services ▪ Religious Holy Days ▪ Avoiding Plagiarism ▪ Title IX ▪ Campus Carry