Course: ITSS 3300.501 – Information Technology for Business
Instructor: John Young
Term: Fall 2020
Meetings: Mon & Wed, 5:30 - 6:45 PM
SCI 1.210 (aka the new Science Building)

Contact Information

Email: john.young@utdallas.edu
Office Location: JSOM 3.604 (Adjunct Office) or virtually on Teams
Office Hours: Monday & Wednesday, 6:45 PM to 7:30 PM, or by appointment

Course Modality & Expectations

The course will be taught using the traditional modality while simultaneously supporting remote/virtual attendance through Microsoft Teams. Classes will be held in the assigned classroom at the assigned time. Students are encouraged to attend classes in person, but may choose to attend remotely. Likewise, students may elect to attend the class asynchronously (see https://www.utdallas.edu/fall-2020/asynchronous-access-for-fall-2020/), in which case class lecture recordings will be made available after class typically 1-2 hours after, depending on Microsoft Stream processing time, but no later than six hours after a lecture. The instructor, at his own discretion, may choose to teach the class remotely and will provide students at least 24 hours' notice of the change in venue.

COVID-19 Resources

The information contained in the following link lists the University's COVID-19 resources for students and instructors of record.

Please see http://go.utdallas.edu/syllabus-policies.

Classroom Conduct Related to COVID-19

UT Dallas requires that all students must wear a face covering that covers the nose and mouth in all university buildings and classrooms. To help protect the health and safety of students, instructors, and the University community, students who choose not to wear a face covering may not attend class in person, but may attend a course remotely. Anyone attending class in person without a face covering will be asked to put one on or leave. Instructors may end the class if anyone present refuses to appropriately wear a face covering for the duration of class. Students should also be sure they are at least six feet away from their fellow students and faculty, and seated in a seat that is designated to ensure that distance. Students who either refuse to wear face coverings appropriately or adhere to other social distancing protocols may face disciplinary action for Student Code of Conduct violations. Students who are unable to comply with the university policies including wearing a face covering should consult the Comets United webpage for further instructions.

Students who have tested positive for COVID-19 or may have been exposed should not attend class in person and should instead follow required disclosure notifications as posted on the university's website (see "What should I do if I become sick?" webpage)

Prerequisites

There are no prerequisites for this course. This is a third-year undergraduate level 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.

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

No textbook will be required for the course, although the lecture material will be loosely based on the text *Using MIS, 11th Edition*, by Kroenke & Boyle. All content will be delivered via lecture in-person and/or online via Microsoft Teams, with class slides and other material available on e-Learning (aka Blackboard).

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. Please note that assignments must be done in Microsoft applications; **assignments completed in Apple iWork applications (e.g. Numbers) or Google G-Suite applications (e.g. Sheets) will not be accepted or graded. Likewise, assignment files must be delivered by email; links to Microsoft OneDrive, Google Drive, or other cloud storage will not be accepted.**

For students owning Apple personal computers, visit the McDermott Sonora Lab in the basement of the library. There 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.

Some assignments will require students to acquire student or trial licenses for software used in class and on assignments.

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.

Lecture Preparation

Students should prepare for lectures by reading the assigned material, if any, and completing homework assignments prior to class.

Lecture Guidelines

Students are encouraged to think of class like a job. You're expected to show up on time, which means showing up five to ten minutes early in the "real world," so you should show up five to ten minutes before class starts so you can be seated, logged in on your device, and ready to start work. In the "real world" of business, you're expected to participate in meetings and take notes, so you should participate in class and take notes. In the "real world" of business, you're expected to let your boss know if you're going to be late or miss work, so you should let the instructor know if you're going to be late or miss class. In the "real world" of business, if you show up late to a meeting, you're expected to enter as quietly as possible and take the first available seat so as to cause the least distraction; if you show up to class late, please enter as quietly as possible and take the first available seat. In the "real world" of business, it's considered rude to take calls or text while you're in a meeting, so set your phone to silent or turn it off before class starts, and please step out quietly if you need to take a phone call. In the "real world" of business, violating these norms can lead to attracting undesirable attention from your boss, poor performance reviews, or even lead to dismissal; likewise, violating these guidelines will attract undesirable attention from the instructor and may lead to being asked to give up your phone during the class period, dismissal from the remainder of the class period, and grade point deductions.

Attendance, Assignments, Grading & Participation

Attendance: As Woody Allen once said, "eighty percent of success is showing up." Unfortunately, given the challenges related to COVID-19, we can no longer grade attendance. Per the University, "*[t]he University's attendance policy requirement is that individual faculty set their course attendance requirements. Regular and punctual class attendance is expected regardless of modality. Students who fail to attend class regularly are inviting scholastic difficulty. In some courses, instructors may have special attendance requirements; these should be made known to students during the first week of classes. These attendance requirements will not be used as part of grading.*

In-person participation records may be used to assist the University or local public health authorities in performing COVID-19 occurrence monitoring. Please note – in-person attendance requires consistently adhering to University requirements, including wearing a face covering and other public safety requirements related to COVID-19, as presented in this syllabus. Failure to comply with these University requirements is a violation of the Student Code of Conduct."

However, there will be a daily quiz given to all students regardless of chosen modality. Each quiz will consist of one question covering some topic of the previous lecture. The quiz will be given online through e-Learning and students will have 24 hours after each lecture to complete the quiz, regardless of modality. There are 26 class periods (not including test periods), thus each quiz is worth 3.85 points. The total quiz grade equals 25% of your total grade for the class.

Assignments: There will be five graded assignments, each worth 20 points. These assignments will cover the fundamentals of BPM, Excel, SQL and Tableau via workshops, as well as an AWS project. An in-class RPA project will be ungraded. If you score the maximum number of points on each assignment, you will receive 100 points; thus, the cumulative assignment score is equally weighted with tests and attendance.

Grading: There will be two tests, each worth 100 points. Thus, to achieve 100% in the class, you must earn 400 points.

Grade Component	Grade Points	Percentage of Grade
Quizzes	100 (3.85 points x 26 classes)	25.0%
BPM Project	20	5.0%
AWS Project	20	5.0%
SQL Project	20	5.0%
Excel Project	20	5.0%
Tableau Project	20	5.0%
Exam 1	100	25.0%
Exam 2	100	25.0%
Total	**400**	**100%**

Letter grade scoring is as follows:

Final Point Total	Letter Grade
97.0 to 100.0	A+
93.0 to 96.9	A
90.0 to 92.9	A-
87.0 to 89.9	B+
83.0 to 86.9	B
80.0 to 82.9	B-
77.0 to 79.9	C+
73.0 to 76.9	C
70.0 to 72.9	C-
67.0 to 69.9	D+
63.0 to 66.9	D
60.0 to 62.9	D-
< 60.0	F

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 and short independent research questions via email. Bonus points are capped at 20, will be given at the discretion of the instructor, and may be applied to any test, assignment, or combination thereof. Bonus points may be deducted or eliminated entirely in cases of excessive absences (three or more absences) or academic dishonesty.

Grading Examples: Jill made a 71 on the first test, an 88 on the second test, and made 14/20, 17/20, 15/20, 19/20 and 19/20 on the five assignments. Jill attended every class; she arrived on time, stayed until dismissal and got all the quizzes right. Jill's grade prior to the participation bonus is 71 + 88 + 14 + 17 + 15 + 19 + 19 + 100 = 343; 343 / 400 = 85.6%, or a B. Jill achieved 17 bonus points and elected to apply them toward her first test grade, bringing that to a 90. 343 + 17 = 360 / 400 = 90.0%, or an A-. It pays to show up and participate.

By contrast, Jack made a 92 on the first test and a 90 on the second, and made 15/20, 18/20, 17/20, 18/20 and 18/20. Jack's a smart guy, but he skipped a lot of class; he only answered 13 quizzes correctly, which earned him 50 points for quizzes. Jack's grade prior to the participation bonus is 92 + 90 + 15 + 18 + 17 + 18 + 18 + 50 = 318; 318 / 400 = 79.5, or a C+. Jack achieved 20 bonus points, but because he missed more than three classes, his points were eliminated. Don't be Jack—show up to class.

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 e-Learning. Students will be notified via e-Learning announcements when syllabus changes occur.

Late Work & Make-up Assignments: All assignments are due on the date and time specified by the instructor, regardless of what is marked in the syllabus. Due dates are typically two weeks after the assignment is made, but dates may vary at the instructor's discretion. **Assignments are due by 5:30 PM CT on the date they're due.** If the timestamp of your assignment submission email is later than 5:30 PM on the date it's due, you will automatically lose four (4) points; thus, the maximum score you may achieve on a late assignment is 16/20, or 80%. Students will be assessed an additional 2-point penalty per day for every day (including weekends) the assignment is late after the assignment due date. Why? Deadlines in the "real world" of business are not a moving target. Missed deadlines affect product delivery, professional reputations, and revenue. Therefore, don't wait until the last minute to submit your assignments. After all, email is a "best effort" delivery mechanism and delivery isn't guaranteed. Make-up assignments may be given at the discretion of the instructor. Factors considered in allowing for make-up work include attendance, participation, and the circumstances behind the absence or missing work.

Late Work Grading Examples: An assignment with five questions, each equally weighted, is due via email to the instructor on Apr 1 at 5:30 PM. According to the timestamp, Jill's emailed assignment arrives in the instructor's inbox on Apr 1 at 5:35 PM—Jill's maximum possible score is now 20 – 4 = 16/20. Jill missed two questions worth four points each; Jill's grade is 16 – (4 x 2) = 8/20, or 40%.

On the same assignment, Jack emailed his assignment on Apr 2—Jack's maximum possible score is now 20 – 4 – 2 = 14/20.

On the same assignment, Jordan emailed the assignment on Apr 9—Jordan's maximum possible score is now 20 – 4 – 2 – 2 – 2 – 2 – 2 – 2 – 2 – 2 = 0/20. Why bother?

e-Learning: e-Learning will be used for class content (e.g. lecture preparation resources, lecture slides, assignment descriptions and submissions, exams) and the recording of scores and grades. Lecture slides will be posted within six hours after class. Lecture recordings will be posted to Microsoft Stream typically within an hour, depending on processing time. Class announcements (e.g. change in assignment dates) will also be posted on e-Learning. We will also make use of Microsoft Teams for attending class remotely, as well as the chat function for class coordination.

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).

General UT Dallas Policies

For information regarding general University policies and procedures, please go to https://provost.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
- Copyright Notice
- Email Use
- Withdrawal from Class
- Student Grievance Procedures
- Incomplete Grade Policy
- Disability Services
- Religious Holy Days

Academic Integrity

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 share your work with others or copy the work of others.

SHARING, COPYING, OR OTHERWISE REPRESENTING THE WORK OF OTHERS TO BE ONE'S OWN, IS PLAGIARISM AND/OR COLLUSION. 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, 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. Your signature below indicates that you have been advised of and understand the consequences for academic dishonesty.

_____ _____

Printed Name Date

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Signature

Class Calendar, Assignments & Key Dates

Week	Dates	Material to Covered	Assignment	Notes
1	Aug 17	Course Introduction		
	Aug 19	The Importance of MIS		*Chp 1
2	Aug 24	Strategy & Information Systems (IS)		*Chp 2
	Aug 26	IT Governance		
3	Aug 31	Processes, Organization & IS		*Chp 8
	Sep 2	Business Process Modeling	BPM Project	**Due Sep 9**
4	Sep 7	**No Class - Labor Day**		
	Sep 9	Project Management – Part 1		
5	Sep 14	Project Management – Part 2		
	Sep 16	Information Systems Management		*Chp 11
6	Sep 21	Information Systems Security		
	Sep 23	Information Systems Development		*Chp 12
7	Sep 28	Exam #1 Prep		
	Sep 30	**Exam #1**		
8	Oct 5	BI, ML & AI		*Chp 3
	Oct 7	Tableau Workshop	Tableau Project	**Due Oct 14**
9	Oct 12	Hardware, Software & Mobile		*Chp 4
	Oct 14	The Cloud		*Chp 6
10	Oct 19	E-Commerce		
	Oct 21	AWS Workshop	AWS Project	**Due Oct 28**
11	Oct 26	Database Processing		*Chp 5
	Oct 28	SQL Workshop	SQL Project	**Due Nov 4**
12	Nov 2	Automation in Business		
	Nov 4	RPA Workshop	RPA Project	
13	Nov 9	Excel Workshop	Excel Project	**Due Nov 16**
	Nov 11	Collaboration Information Systems		*Chp 7
14	Nov 16	Social Media Information Systems		*Chp 9
	Nov 18	Exam #2 Prep		
15	Nov 23	**Exam #2**		

* From *Using MIS, 11th Edition*, by Kroenke & Boyle