

## **Remote / Online Course Syllabus**

### **Course Information**

*Course Number/Section* ITSS 3300.0W1  
*Course Title* Information Technology for Business  
*Term* Fall 2020

### **Professor Contact Information**

*Professor* Mark F. Thouin  
*Office Phone* 972-883-4011  
*Other Phone*  
*Email Address* mark.thouin@utdallas.edu  
*Office Location* JSOM 3.217  
*Online Office Hours* 12 – 1 Mondays and Wednesdays and by appointment  
*Other Information* Online office hours will be held via MS Teams using the following link [Join Microsoft Teams Meeting](#)

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### **Course Modality and Expectations**

<b>Instructional Mode</b>	Online – See for a description: <a href="https://www.utdallas.edu/fall-2020/fall-2020-registration-information/">https://www.utdallas.edu/fall-2020/fall-2020-registration-information/</a>
<b>Course Platform</b>	eLearning
<b>Expectations</b>	Participate in all course activities on a regular basis and complete all assignments.
<b>Asynchronous Learning Guidelines</b>	<a href="https://www.utdallas.edu/fall-2020/asynchronous-access-for-fall-2020/">https://www.utdallas.edu/fall-2020/asynchronous-access-for-fall-2020/</a>

### **COVID-19 Guidelines and 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>.

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## **Class Participation**

Regular class participation is expected regardless of course modality. Students who fail to participate in class regularly are inviting scholastic difficulty. A portion of the grade for this course is directly tied to your participation in this class. It also includes engaging in group or other activities during class that solicit your feedback on homework assignments, readings, or materials covered in the lectures (and/or labs). Class participation is documented by faculty. Successful participation is defined as consistently adhering to University requirements, as presented in this syllabus. Failure to comply with these University requirements is a violation of the [Student Code of Conduct](#).

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## **Class Recordings**

Students are expected to follow appropriate University policies and maintain the security of passwords used to access recorded lectures. 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. Failure to comply with these University requirements is a violation of the [Student Code of Conduct](#).

The instructor may record meetings of this course. Any recordings will be available to all students registered for this class as they are intended to supplement the classroom experience. Students are expected to follow appropriate University policies and maintain the security of passwords used to access recorded lectures. 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. 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 [Student Code of Conduct](#).

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## **Class Materials**

The Instructor may provide class materials that will be made available to all students registered for this class as they are intended to supplement the classroom experience. These materials may be downloaded during the course, however, these materials are for registered students' use only. Classroom materials may not be reproduced or shared with those not in class, or uploaded to other online environments except to implement an approved Office of Student Accessibility accommodation. Failure to comply with these University requirements is a violation of the [Student Code of Conduct](#).

## **Course Pre-requisites, Co-requisites, and/or Other Restrictions**

None

## 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 such as Excel, Tableau, and relational database management systems.

## Student Learning Objectives/Outcomes

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.

## Required Textbooks and Materials

### *Required Texts*

Kroenke, D. *Using MIS* 2019 11<sup>th</sup> Edition Pearson Prentice-Hall, ISBN-13: 9780135191996

I strongly recommend purchasing the eBook of the above as it is by far the cheapest option. See <https://www.pearson.com/store/p/using-mis/P100001176667/9780135191996?tab=overview> for details.

Textbooks and some other bookstore materials can be ordered online or purchased at the [UT Dallas Bookstore](#).

### *Required Materials*

Microsoft Excel, Microsoft Word, Tableau

## Technical Requirements

In addition to a confident level of computer and Internet literacy, certain minimum technical requirements must be met to enable a successful learning experience. Please review the important technical requirements on the [Getting Started with eLearning](#) webpage.

## Course Access and Navigation

This course can be accessed using your UT Dallas NetID account on the [eLearning](#) website.

Please see the course access and navigation section of the [Getting Started with eLearning](#) webpage for more information.

To become familiar with the eLearning tool, please see the [Student eLearning Tutorials](#) webpage.

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.

### **Communication**

This course utilizes online tools for interaction and communication. Some external communication tools such as regular email and a web conferencing tool may also be used during the semester. For more details, please visit the [Student eLearning Tutorials](#) webpage for video demonstrations on eLearning tools.

Student emails and discussion board messages will be answered within 3 working days under normal circumstances.

### **Distance Learning Student Resources**

Online students have access to resources including the McDermott Library, Academic Advising, The Office of Student AccessAbility, and many others. Please see the [eLearning Current Students](#) webpage for more information.

### **Server Unavailability or Other Technical Difficulties**

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 an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and also contact the online [eLearning Help Desk](#). The instructor and the eLearning Help Desk will work with the student to resolve any issues at the earliest possible time.

### **Academic Calendar**

WEEK/ DATES	TOPIC/LECTURE
1	Introduction - Kroenke, Chapter 1  <u>Assignment Due</u> Weekly Assignment 1
2	Strategy and Information Systems - Kroenke, Chapter 3  <u>Assignment Due</u> Weekly Assignment 2
3	Processes, Organizations, and Information Systems - Kroenke, Chapter 7  <u>Assignment Due</u> Weekly Assignment 3

WEEK/ DATES	TOPIC/LECTURE
4	Business Process Modeling - Kroenke, Chapter 12  <u>Assignment Due</u> Business Process Model (10% of overall grade)
5	Hardware and Software - Kroenke, Chapter 4  <u>Assignment Due</u> Weekly Assignment 4
6	Working with Excel  <u>Assignment Due</u> Excel Fundamentals (10% of overall grade)
7	The Cloud - Kroenke, Chapter 6  <u>Assignment Due</u> Weekly Assignment 5
8	Exam 1 (25% of overall grade)
9	Database Processing – Part 1 - Kroenke, Chapter 5  <u>Assignment Due</u> Weekly Assignment 6
10	Database Processing – Part 2 - Kroenke, Chapter 5  <u>Assignment Due</u> SQL (10% of overall grade)
11	Business Intelligence and Analytics – Part 1 - Kroenke, Chapter 9  <u>Assignment Due</u> Weekly Assignment 7
12	Excel Pivot Tables/Power BI  <u>Assignment Due</u> Excel Pivot Tables/Power BI (10% of overall grade)

WEEK/ DATES	TOPIC/LECTURE
13	Business Intelligence and Analytics - Kroenke, Chapter 9  <u>Assignment Due</u> Weekly Assignment 8
14	Tableau  <u>Assignment Due</u> Weekly Assignment 9
15	Exam 2 (25% of overall grade)

### Proctored Final Exam Procedures

If your course has a proctored exam requirement, please see the [UTD Testing Center](#) webpage and [Distance Learning Proctored Exams](#) webpage to make arrangements.

### Grading Policy

#### Weights

Weekly Assignments	10%
Business Process Model	10%
Excel Fundamentals	10%
Exam 1	25%
SQL Assignment	10%
Pivot Table/Power BI	10%
<u>Exam 2</u>	<u>25%</u>
Total	100%

Final letter grades use the following scale:

A+ ≥ 98%	B+ ≥ 86.7%	C+ ≥ 76.7%	D+ ≥ 66.7%	F < 60.0%
A ≥ 93.3%	B ≥ 83.3%	C ≥ 73.3%	D ≥ 63.3%	
A- ≥ 90.0%	B- ≥ 80.0%	C- ≥ 70.0%	D- ≥ 60.0%	

### Course Policies

#### *Make-up exams*

It is the responsibility of the student to notify the instructor via email at least two weeks in advance of a scheduled exam if a make-up exam is required. Failure to notify the instructor two weeks prior to the scheduled exam date may result in a 0 on the exam.

#### *Extra Credit and Late Work*

Opportunities to earn extra credit will not be provided. A one grade penalty per day the assignment is late will be assessed on all late assignments.

### *Class Participation*

Students are required to login regularly to the online class site. The instructor will use the tracking feature in eLearning to monitor student activity. Students are also required to participate in all class activities such as discussion board, chat or conference sessions.

### *Classroom Citizenship*

The same guidelines that apply to traditional classes should be observed in the virtual classroom environment. Please use proper netiquette when interacting with class members and the professor

### **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.***