MISY261: Business Information Systems

1. Instructor Information

Instructor Contact Information

Instructor name: Ali (pronounced 'A-lee) Simaei Gargari (my full family name) PhD.
Email: asimae@udel.edu
Office location: 004B- Purnell Hall
Office hours: **M, W, F**: 10 – 11 AM (in-person/Zoom- Check the instruction below).
https://calendly.com/asimae1/misy-office-hours

2. Course Description

Introduction to management information systems. You will learn techniques for problem solving with business productivity tools and software. Emphasis on business applications. MISY261 focuses on how to use analytical strategies and tools for problem solving and data analysis. In this course, students will use the data analytics process to plan business objectives, understand data, prepare data for analysis, model and evaluate data, and communicate useful business insights.

Prerequisites: MISY160

3. Learning Outcomes

1. Understand business processes through tools such as flowcharts.
2. ERP system to support business processes.
3. Understand database design and Microsoft Access implementation and how they support business processes.
4. Use advanced features of Excel for problem solving and data analytics.
5. Use Excel and Tableau to visualize data.
6. Recognize how businesses can use information systems as a strategic advantage through data analytics and popular business intelligence tools.

4. Learning Resources

Problem Solving Cases in Microsoft Access and Excel, 16th Annual Edition by Monk, Brady, Mendelsohn, Course Technology, 2019

- Purchase of the textbook is **optional**. I'll provide the cases that we practice

5. Final Grade Breakdown

The final course grade will be calculated using the following components:

Course Component	Percentage of Total
Exam 1 (Access)	25
Exam 2 (Excel and Tableau)	25
Homework	20
Final Project (4 phases)	20
Class Participation	10
Total	100

6. Class Participation and Attendance Policy

- The Class Participation / Quizzes / Classwork portion of your grade will be awarded based on the effort put forth on your classwork/prep-work and the Quizzes.
    - **Attendance in class may not be enough to attain the participation score in some session.** In sessions that include practice/quiz work/submission, you may be required to submit a work as a measure of class participation and attendance.
    - It is important to maintain a focused and respectful learning environment. Please refrain from talking while I am addressing the class. Your active participation in discussions is valued, but it is equally crucial to listen attentively when instructions or lectures are being given.
- **Attendance in this class is mandatory**. Failure to attend class will impact your class participation grade.
    - **Exception (Not applied to Final Project Sessions)**: During the semester, <u>for missing 4 sessions, you will not lose any attendance point. No contact needed unless you have already used the 4 sessions and have a valid excuse for missing class.</u> I will look at the attendance records to calculate your attendance score in the end of the semester.
        - Missing 10 sessions (including the 4 sessions allowed) is equal to losing 20% of Attendance Grade.
        - Missing 15 sessions is equal to losing 40% of attendance Grade.
        - Missing 20 sessions or more is equal to losing 100% of attendance.
    - **Attendance during final days is mandatory. Make sure to free your schedule for the last two weeks of semester and be present in class.**

- Students are expected to remain seated at the same lab computer they choose on the first day of class for the rest of the semester, unless I assign a new seating arrangement. This consistency helps expedite attendance taking.
- You should submit all class assignments, even if you have an excused absence. Otherwise, you will get 0 for that specific session's assignment.
- The deadlines for each project will be specified on Canvas.

Important clarifications regarding grading:

- I do not review students' projects over email before the due date. I do not grade projects and assignments before the due date. As an example, I cannot check or grade a project before the due date so that you can get a better grade.

7. Grading Scale

Students will be assigned the following letter grade based on the calculation coming from the course assessment section.

Grade	Interval
A	93 and above
A-	90-92.9
B+	87-89.9
B	83-86.9
B-	80-82.9
C+	77-79.9
C	73-76.9
C-	70-72.9
D+	67-69.9
D	63-66.9
D-	60-62.9
F	Below 60

8. Course Policy Document

1. Classroom Conduct: It is important to maintain a focused and respectful learning environment. Please refrain from talking while I am addressing the class. Your active participation in discussions is valued, but it is equally crucial to listen attentively when instructions or lectures are being given.
2. All assignments are individual unless otherwise specified. This course follows the University of Delaware's guidelines for plagiarism as noted in the code of conduct: http://www1.udel.edu/stuguide/16-17/code.html

3. Assignments are due by 11:59 pm on the day designated on Canvas. All assignments must be handed in via Canvas, and will not be accepted via email.
4. If you choose to miss class or arrive late without an excused absence, it is your responsibility to get any notes, important announcements, or changes to assignments from other students in the class. Your instructor will not be responsible for covering any missed material from a non-excused absence. Missing an exam, quiz, or graded assignment without an excused absence will result in automatic zero.
5. Cell phones must be silent while in class. The use of cell phones is not allowed in class except for logging onto canvas or email and for emergencies only. During exams and quizzes, cell phones are to be stored in your bag.
6. If students must miss an exam because of a university excused absence, they must notify me ahead of time by email and arrange to take a makeup exam. If the student does not contact me ahead of time, she/he will receive a zero.

9. Academic Honesty Agreement

- All assignments in this course must be completed individually and completed by their respective deadline. Copying any other student's work is a form of academic dishonesty and will not be tolerated in this class. Any incidents of cheating or plagiarism will be penalized and reported to the Office of Student Conduct immediately.
- Talking to another student, seeing another student's work, checking your phone (or another electronic device), or using the Internet for other means than to access Canvas during an exam or quiz is strictly prohibited. They are all violations of academic honesty and will be reported to the Office of Student Conduct.

10.   Learner College TechDesk

Contact the Lerner College TechDeck, for computing questions and problems.

Walk-in Service: 026 Purnell Hall

Email: lerner-support@udel.edu

Website: http://cal.lerner.udel.edu/booking/techdeck

11.   Accommodations for Students with Disabilities

Any student who thinks he/she may need an accommodation based on a disability should contact the Office of Disability Support Services (DSS) office as soon as possible. Students who have documentation of their need for accommodation should register via the SAM platform: andes.accessiblelearning.com/UDEL/. Reach DSS in the following ways: Visit at 240 Academy Street, Alison Hall Suite 130, Phone: 302-831-4643, fax: 302-831-3261, DSS website. Email: dssoffice@udel.edu

12. Course Calendar

Week	Date	Day	Topic
1	27-Aug	Wed	Syllabus Review
2	29-Aug	Fri	Course Introduction, Business Processes, ERP
		Monday	**Labor Day Holiday**
3	3-Sep	Wed	Introduction to Database
4	5-Sep	Fri	Introduction to Database, Table Design, Primary Keys, Data Types
5	8-Sep	Mon	Access: Intro to Queries
6	10-Sep	Wed	Access: Intro to Queries
7	12-Sep	Fri	Access: Filtering, Parameters, Format()
8	15-Sep	Mon	Access: Practice Lab
9	17-Sep	Wed	Access: Calculated Fields
10	19-Sep	Fri	Access: Total Queries
11	22-Sep	Mon	Access: Practice Lab
12	24-Sep	Wed	Access: Total Queries
13	26-Sep	Fri	Access: Total Queries
14	29-Sep	Mon	Access: Practice Lab
15	1-Oct	Wed	Access: Practice Lab
16	3-Oct	Fri	Access: Practice Lab - Midterm Review
17	6-Oct	Mon	**Midterm Exam 1: Access Query Design**
18	8-Oct	Wed	Excel: Functions & Basics
19	10-Oct	Fri	**Blue Hen Re-Coop Day; Classes Suspended**
20	13-Oct	Mon	Excel: IF, VLOOKUP, Data Validation
21	15-Oct	Wed	Excel: Data Cleaning
22	17-Oct	Fri	Excel: Data Analytics (PivotTables)
23	20-Oct	Mon	Excel: Data Analytics
24	22-Oct	Wed	Excel: Practice lab
25	24-Oct	Fri	Excel: Data Analytics
26	27-Oct	Mon	Excel: Data Analytics
27	29-Oct	Wed	Tableau: Bar/Pie/Map/Treemaps
28	31-Oct	Fri	Tableau: Dual Axis, Line, Bubble Charts
29	3-Nov	Mon	Tableau: Practice Lab
30	5-Nov	Wed	Tableau: Parameters & Filters
31	7-Nov	Fri	Tableau: Calculated Fields, Reference Lines
32	10-Nov	Mon	Tableau: Practice Lab + Assignment Posted
33	12-Nov	Wed	Tableau & Excel: Exam Review 1
34	14-Nov	Fri	Tableau & Excel: Exam Review 1
35	17-Nov	Mon	**Midterm Exam 2: Tableau & Excel Data Analytics**
36	19-Nov	Wed	Final Project

37	21-Nov	Fri	Final Project
		Mon	**Fall Break**
		Wed	**Fall Break**
		Fri	**Fall Break**
38	1-Dec	Mon	Final Project
39	3-Dec	Wed	Final Project
40	5-Dec	Fri	Final Project
41	8-Dec	Mon	Final Project