# MBA 5260

## Introduction to Business Analytics and Information Systems

**Fall 2022**

**Instructor:** Dr. Scott Hunsinger

**Office:** 2103 Peacock Hall

**Phone:** (828) 262-2044

**E-mail:** [hunsingerds@appstate.edu](mailto:hunsingerds@appstate.edu) (Best way to contact me – I will respond within 24 hours during the week; 48 hours on weekends and holidays.)

**Zoom Office Hours:** By appointment - Tues 11:30am - noon; Wed 10:00am - noon; Thurs 11:30am - noon

# COURSE

**PREREQUISITE:** Admission to the MBA program or permission of the instructor.

**TEXTBOOKS:** Bidgoli, Hossein, *MIS 10,* 10th Edition*,* Cengage Learning.

(Online through AsuLearn)

Camm, Cochran, Fry, Ohlmann, Anderson, Sweeney, and Williams, *Business Analytics*, Centage Learning.

.

Carey, Patrick, Microsoft Office 365 Excel Comprehensive.

**DESCRIPTION:** This course will introduce students to the foundations of Business Analytics and Information Systems (IS). Students will utilize spreadsheet technology to apply business analytics concepts such as extracting information from data, creating data visualizations through charts, performing data modeling with pivot tables, along with using other tools in order to solve business problems and to support managerial decisions. Students will also become familiar with the conceptual and technical foundations, components, and capabilities of IS.

# COURSE OBJECTIVES:

CO-1: Identify fundamental concepts of information systems (IS) and their role within the organization.

CO-2: Explain the usage of data communication, the Internet, e- Commerce, and global information systems.

CO-3: Describe IS development, enterprise systems, and emerging information systems trends.

CO-4: Demonstrate correct usage of basic to intermediate-level spreadsheet skills.

CO-5: Apply business analytics concepts using spreadsheet technology.

# MODULE

## OBJECTIVES: Pre-course: Course Introduction

MO-PC.1: Identify course requirements within the syllabus. MO-PC.2: Create a FlipGrid introduction.

## Module 1: Fundamentals of Information Systems; Computers and their Business Applications

MO-1.1: Identify the four major components of an information system (CO-1).

MO-1.2: Describe how information technologies are used to gain a competitive advantage (CO-1).

MO-1.3: Identify the impact of Porter's Five Forces Model on an organization (CO-1).

MO-1.4: Identify the major components of a computer system (CO-1). MO-1.5: Identify examples of input, output, and memory devices (CO-1).

## Module 2: Data and Business Intelligence; Personal, Legal, Ethical, and Organizational Issues

MO-2.1: Identify the five components of a database management system (CO-1).

MO-2.2: Describe the functions of a data mart (CO-1).

MO-2.3: Describe business analytics and its role in the decision-making process (CO-1, 2).

MO-2.4: Identify privacy and ethical issues related to information systems (CO-1).

## Module 3: Protecting Information Resources; Data Communication

MO-3.1: Identify the most intentional security threats (CO-1, CO-2).

MO-3.2: Identify security measures that a comprehensive security system should include (CO-1, CO-2).

MO-3.3: Describe the major applications of a data communication system (CO-1, CO-2).

MO-3.4: Describe networking trends and the importance of wireless security (CO-1, CO-2, CO-3).

## Module 4: A Connected World; E-Commerce

MO-4.1: Describe the makeup of the Internet and the Web (CO-1, CO-2). MO-4.2: Identify Web trends and their impact on the organization (CO-1, CO-2).

MO-4.3: Describe the major activities of the business-to-consumer e- commerce cycle (CO-1, CO-2).

MO-4.4: Describe the advantages and disadvantages of e-commerce (CO- 1, CO-2).

## Module 5: Global Information Systems; Building Successful IS

MO-5.1: Describe global information systems and their components (CO- 2).

MO-5.2: Identify obstacles to using global information systems (CO-2). MO-5.3: Apply the systems development life cycle as a method for developing information systems (CO-3).

MO-5.4: Explain the tasks involved in each phase of the systems development life cycle (CO-3).

MO-5.5: Describe new trends in systems analysis and design (CO-3).

## Module 6: Enterprise Systems

MO-6.1: Describe customer relationship management systems (CO-3). MO-6.2: Describe knowledge management systems (CO-3).

MO-6.3: Describe enterprise resource planning systems (CO-3).

## Module 7: Supporting Decisions and Processes; AI and Automation

MO-7.1: Describe a decision support system (CO-3).

MO-7.2: Apply the guidelines for designing a management support system (CO-3).

MO-7.3: Describe how artificial intelligence technologies support decision making (CO-3).

MO-7.4: Describe the AI impacts on automation (CO-3).

## Module 8: Emerging Trends, Technologies, and Applications; Overview of SAM and Excel

MO-8.1: Identify new trends in software and service distribution (CO-3). MO-8.2: Describe applications of cloud computing (CO-3).

MO-8.3: Identify uses of nanotechnology, blockchain technology, and cryptocurrency (CO-3).

MO-8.4: Install Office 365 (CO-4).

MO-8.5: Use Mindtap and SAM (CO-4).

## Module 9: Getting Started with Excel and Business Analytics

MO-9.1: Use basic spreadsheet functionality to navigate Excel workbooks (CO-4).

MO-9.2: Apply basic formulas and functions within Excel (CO-4).

## Module 10: Formatting Workbook Text and Data

MO-10.1: Apply cell and worksheet formatting in an Excel workbook (CO-4).

MO-10.2: Use conditional formatting in an Excel worksheet (CO-4). MO-10.3: Apply formatting to print an Excel worksheet (CO-4).

MO-10.4: Identify basic Business Analytics concepts (CO-5).

**Module 11: Performing Calculations with Formulas and Functions** MO-11.1: Apply basic Excel functions within a spreadsheet such as average and median (CO-4, CO-5).

MO-11.2: Create intermediate Excel functions within a spreadsheet such as IF and VLOOKUP (CO-4).

MO-11.3: Use trial and error and Goal Seek in Excel to perform what-if analyses (CO-4).

MO-11.4: Apply examples of descriptive statistics using spreadsheet technology (CO-5).

## Module 12: Analyzing and Charting Financial Data

MO-12.1: Create basic charts such as pie, column, and line (CO-4). MO-12.2: Create intermediate charts such as hierarchy, pareto, and histogram (CO-4).

MO-12.3: Apply formatting to charts (CO-4).

MO-12.4: Apply introductory data visualization concepts using spreadsheet technology (CO-5).

## Module 13: Generating Reports from Multiple Worksheets & Workbooks

MO-13.1: Use multiple workbook windows and worksheet groups (CO-4). MO-13.2: Create links to external workbooks (CO-4).

MO-13.3: Use named ranges in formulas across workbooks to generate reports (CO-4).

MO-13.4: Identify uses of data visualization techniques (CO-5).

## Module 14: Managing Data with Data Tools

MO-14.1: Use basic tools such as panes and filters to manage data (CO-4). MO-14.2: Use intermediate tools such as calculated fields and dashboards to manage data (CO-4).

## Module 15: Summarizing Data with PivotTables

MO-15.1: Create a PivotTable within a workbook (CO-4).

MO-15.2: Apply formatting options in a PivotTable to summarize data (CO-4).

**PARTICIPATION:** Logging on to the class in AsULearn each day and staying on top of the quizzes, projects, exercises, and other assignments is critical to success in this course

# IF YOU ENCOUNTER TECHNICAL OR PERSONAL PROBLEMS THAT PREVENT YOU FROM TIMELY PARTICIPATION OR SUBMISSION OF ASSIGNMENTS, PLEASE EMAIL ME IMMEDIATELY.

**TRAINING**

**EXERCISES:** Students will complete seven SAM training exercises dealing with Microsoft Excel 2019 to assist them in learning the material. Additional information on the training exercises will be provided on AsuLearn.

# SHORT

**PROJECTS:** Students will complete seven short SAM projects dealing with Microsoft Excel 2019 to allow them to apply these skills. Additional information on the short projects will be provided on AsuLearn.

# MODULE

**EXAMS:** Students will take seven SAM module exams dealing with Microsoft Excel 2019 in order to allow them to synthesize the course material. Additional information on the module exams will be provided on AsuLearn.

**IS QUIZZES:** There will be 14 timed IS quizzes consisting of 10 questions each based upon the textbook material. You will have a limited amount of time to answer the 10 questions. **You must take the quiz by the deadline indicated on the tentative course outline.** Once you have started the quiz, you must finish it. If you have not taken the quiz **by 11:00 pm on the day it is due**, you will receive zero credit for the quiz. No exceptions will be made to this schedule unless you have a documented emergency or a University documented and approved excuse that prevents you from participating at the scheduled times.

**IS EXAMS:** There will be three IS exams as indicated on the course outline. They will include questions relevant to material covered since the previous

exam. The IS exams will include some combination of multiple choice and short answer questions.

You will take each exam as shown on the course outline. No exceptions will be made for this schedule unless you have a documented emergency or University documented and approved excuse that prevents you from participating at the scheduled times.

# DISCUSSION

**FORUMS:** Discussion posts are due weekly during the first half of the semester and require TWO postings. The first posting is an initial response to the prompts and is due by 11pm Wednesday of each week. The second posting is a response to a classmate using FlipGrid and is due by 11pm Saturday of each week. The template for grading is available on page 9 of the syllabus.

# ANALYTICS

**QUIZZES:** Students will take four quizzes on business analytics concepts during the second half of the semester. These are posted on AsuLearn

The reputations of individuals are critical to their careers and can easilybe damaged or destroyed. Dishonesty, plagiarism or cheating of any kind will not be tolerated in this course. Unethical practices by any student, such as copying from someone else's work (or allowing your work to be copied), will be handled according to the ASU Code of Academic Integrity. See Web Site[: http://studentconduct.appstate.edu f](http://studentconduct.appstate.edu/)or further information.

# INTEGRITY:

**DISABILITY:**

Appalachian State University is committed to making reasonable accommodations for individuals with documented qualifying disabilities in accordance with the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973.

If you have a disability and may need reasonable accommodations in order to have equal access to the University’s courses, programs and activities, please contact the Office of Disability Services:

Phone: 828.262.3056

[www.ods.appstate.edu](http://www.ods.appstate.edu/)

Once registration is complete, individuals will meet with ODS staff to discuss eligibility and appropriate accommodations.

# RELIGIOUS

**OBSERVANCE:** Faculty members are required to make reasonable accommodations for students requesting to miss class due to the observance of religious holidays. All ASU students are allowed a minimum of two absences per year for religious observances. Up to two absences for such observances will be excused, without penalty to the student, provided that the student has informed the instructor in the manner specified in the syllabus. Notice must be given by the student to the instructor before the absence occurs and no later than three weeks after the start of the semester in which the absence(s) will occur. Arrangements will be made to make up work missed by these religious observances, without penalty to the student. For the purposes of this policy, ASU defines the term "religious observance" to include religious holidays, holy days, or similar observances associated with a student's faith that require absence from class.

If your religious faith requires you to attend observances conflicting with class or class activities, you are to provide written notice of the request for an excused absence a reasonable time prior to the religious observance.

You shall be given the opportunity to make up any tests or other work missed due to an excused absence for a religious observance.

Complete text of these policies may be found at:

[https://academicaffairs.appstate.edu/resources/syllabi-policy-and-](https://academicaffairs.appstate.edu/resources/syllabi-policy-and-statement-information) [statement-information](https://academicaffairs.appstate.edu/resources/syllabi-policy-and-statement-information)

# GRADING:

|  |  |  |
| --- | --- | --- |
| **Activity** | **Max Points Possible** | **Percentage of Overall Grade** |
| IS Quizzes (14 @ 10 pts each) | 140 | 14% |
| IS Exams (3 @ 60 pts each) | 180 | 18% |
| Discussion Forums (7 @ 10 pts each) | 70 | 7% |
| Analytics Quizzes (4 @ 30 pts each) | 120 | 12% |
| Training Exercises (7 @ 20 pts each) | 140 | 14% |
| Short Projects (7 @ 20 pts each) | 140 | 14% |
| Module Exams (7 @ 30 pts each) | 210 | 21% |
| **Total** | **1000** |  |

No extra credit will be given.

# GRADING SCALE:

|  |  |  |
| --- | --- | --- |
| **Total Number of Points** | **Percent** | **Grade** |
| 930 – 1000 | 93.0 - 100 | A |
| 900 – 929 | 90.0 - 92.9 | A- |
| 870 – 899 | 87.0 - 89.9 | B+ |
| 830 – 869 | 83.0 - 86.9 | B |
| 800 – 829 | 80.0 - 82.9 | B- |
| 770 – 799 | 77.0 - 79.9 | C+ |
| 730 – 769 | 73.0 - 76.9 | C |
| 700 – 729 | 70.0 - 72.9 | C- |
| < 700 | Below 70.0 | F |

**Note: If you have not met the course prerequisites for this course, you are subject to being dropped even if you were able to register for the class initially.**

# RUBRIC FOR DISCUSSION POSTS AND FLIPGRID

**RESPONSES:** Each week during the first half of the semester you will respond to

a discussion question. You are required to make TWO postings each week.

The initial post is your response to the prompt and is due on Wednesday by 11:00 pm. The second post is your response to a peer via FlipGrid and is due on Saturday by 11:00 pm. You make more posts if desired, but you are only required to make two posts per week. The following page shows the rubric for which your discussion posts will be graded:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **POINTS (10 points possible)** | | | | | |
| 10 | 8 | 6 | **4** | **2** | **0** |
| Two posts were completed and answered the prompts fully.  First post was made by 11pm Wednesday; second post was made by 11pm Saturday. | Two posts were completed on time.  The discussion post answered the prompts fully.  The FlipGrid post did not answer the prompts fully but was made by 11pm Saturday. | Two posts were completed on time.  The discussion post did not answer the prompts fully.  The FlipGrid post answered the prompts fully. | The discussion post was completed on time and answered the prompts fully.  The FlipGrid post was not answered on time or submitted at all. | Two posts were completed on time.  The discussion post did not answer the prompts fully.  The FlipGrid post was not answered on time or submitted at all. | No discussion posts were completed on time or submitted at all. |

# TECHNOLOGY SUPPORT AND

**REQUIREMENTS:** You are expected to check our course AsULearn site daily during the times that campus-based courses are running. Familiarize yourself completely with all elements of the course as represented by documentation housed on our site, including the syllabus, weekly modules and activities, assignments, etc.

I will employ the “Announcements” feature of AsULearn throughout the semester, broadcasting important information to your student Appstate email accounts. In conjunction with consistent attention to AsULearn, you are expected to check your AppState University email daily.

To fully participate in this course will need a (preferably high speed) connection to the Internet and a computer with at least [the minimum ASU](https://support.appstate.edu/services/technology-support-center/recommended-computer-specifications) [computer requirements.](https://support.appstate.edu/services/technology-support-center/recommended-computer-specifications) Much of the information will be presented via

video so working speakers are necessary for participation. A microphone will be needed to record presentations for the final project.

If needed, [click here for a link to computer labs at App State](https://support.appstate.edu/services/computer-labs).

## Browser

The Learning Management System (AsULearn), your AppState email and FlipGrid can all be accessed using an updated web browser.

Firefox is the recommended browser for accessing AsULearn. You can download the newest version here. You may also use Google Chrome or Safari. We do NOT recommend using Internet Explorer.

[Download Firefox](https://www.mozilla.org/en-US/firefox/new/) [Download Chrome](https://www.google.com/chrome/) [Download Safari](https://support.apple.com/downloads/safari)

## Additional software

Though many browsers can now access PDFs, you may also download Adobe Acrobat for free.

[Download Adobe Acrobat](https://support.appstate.edu/services/catalog/adobe-creative-cloud)

Some assignments in the course may require you to submit a Word, Excel, or PowerPoint file. As an AppState student you can install Microsoft Office 365 free of charge on up to five devices.

[Click here](https://faq.appstate.edu/answers/installing-microsoft-office-365-free-charge) for information from the AppState Technology Support Pages with details on how to install Office 365.

## Access to ASU email

All e-mail correspondence will be sent to your ASU e-mail address. You should plan to check AsUlearn and your AppState email often. Here is the link to access your AppState email.

Protecting Your Data and Privacy

Under FERPA regulations all student education records are protected from disclosure to third parties. Find more information about FERPA [here.](https://registrar.appstate.edu/resources/ferpa-faculty-staff)

There may be times in this course and through course activities that you will use technology tools outside AsULearn and the AppState Google Apps Suite. I will always use AppState platforms to grade you and will take steps to protect your privacy.

However, it is important for you to be aware when you are using webtools outside the Appstate domain that you are aware of the Terms of Service of these services.

## Technology Support

Here is a link to [AsULearn Student Support.](https://asulearnhelp.appstate.edu/student-support) This page will provide tutorials for basic functions in AsULearn.

It is your responsibility as a student to follow-up with classmates or the professor if your computer or email is malfunctioning.

**If you need assistance with your AppState email account or AsULearn, please contact IT Support Services** [**here**](https://techexcel.appstate.edu/scripts/texcel/servicewise/clogin.dll) **or 828-262-6266.**

If you are having technical difficulties with your email or computer (or other software), it is still up to you to make arrangements to use other options for computers, email, etc to meet all deadlines.

**Additional Resources**

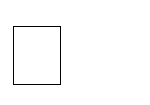
* [**Technology FAQ**](http://support.appstate.edu/answers): For answers to the most commonly asked questions.
* [**Computer Support Assistance**](https://support.appstate.edu/): Students can request support in a variety of ways throughthe Support Center's homepage.
* [**Tech Support Hours**](https://support.appstate.edu/services/technology-support-center): The [hours of “live” assistance](https://support.appstate.edu/services/technology-support-center) can be found on the Technology Support Center page.

# COMPUTER SKILLS AND DIGITAL LITERACY REQUIREMENTS:

By participating in an online course, students will need specific technical skills to be successful.

These include:

* + Use of the AsULearn and submission of Word documents within this online format. Here is a helpful link to support your use of AsULearn ([click here](https://asulearnhelp.appstate.edu/student-support))
  + Use of AppState email using the Google platform ([click here](https://appalnet.appstate.edu/)). Students should know how to compose an email and attach a document to the email if needed

Use of FlipGrid within AsULearn.

* + Use of online search tools for specific purposes for this course including the use ofsearch criteria, keywords and filters. Video tutorial are available through the Library website ([click here](https://library.appstate.edu/research-help-guides/video-tutorials))
  + Properly citing information sources in all written tasks. APA is the recommended style for citation and a useful online guide to APA is provided ([click here](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html))

## Timeliness and Late Work Policy

It is essential to be mindful of time. You will continue to refine your time management skills over the course of your career. With this in mind, it is important to note that all assignments must be completed on time. The course will move quickly, and it is important to stay on top of your readings and assignments. Late work will not be accepted.

**Technology issues are not a valid excuse for late work.** Please do not wait until the last minute to submit assignments in case you have issues.

**Communication with Instructor**

The course instructor is available via email or Zoom. I will respond to your email within 24 hours, 48 hours on weekends and holidays.

**Feedback on Assignments and Learning Progress**

Feedback and grades on assignments will be given within a week of the due date.

## Communication Expectations "Netiquette"

"Netiquette" or internet etiquette is a guideline for communication expectations in an online community such as this one. You will be communicating with your peers and instructor in various formats such as emails, discussion boards and assignments. While the App State Student Code of Conduct (found [here](https://studentconduct.appstate.edu/pagesmith/15)) applies to this course, some additional guidelines for participating in this online community are essential.

* + **Remember the person**

When communicating online, people often "forget" about the person on the other side of the computer and tend to respond in a manner then might not in person. These general guidelines should be followed:

1. Respect the privacy of your colleagues and what is shared in class.
2. If you are offended or do not understand a statement from a colleague, ask for clarification.
3. Avoid making generalizations and back up opinions with facts and reliable sources.
4. Be respectful of your colleague. Ask yourself if you would make this comment if you were face to face with the person. If it would not be appropriate in a traditional classroom, it would not be appropriate for an online course.
5. Video interactions reflect a professional and respectful tone and body language.
   * **Online Communication**

Although your assignments and discussions are all electronic, it is important to remember that written communication, both formal and informal should use Standard English rather than popular online abbreviations or colloquialisms. These general guidelines should be followed:

1. Be mindful of using all capital letters. In an online community this indicates shouting.
2. Check your writing (assignments, emails, discussion posts) for errors (spelling/grammar) before submission.
3. Only post on classroom discussion boards if relevant to the whole class, otherwiseuse email to communicate with the instructor.

## Academic Integrity Code

Appalachian State University’s Academic Integrity Code is designed to create an atmosphere of trust, respect, fairness, honesty, and responsibility. The Academic Integrity Code outlines “userfriendly” procedures and mechanisms for resolving alleged violations of academic integrity. The Academic Integrity Code is the result of cooperation among Appalachian’s faculty, students, and administrators, and promotes a campus dialogue about academic integrity. Students agree to abide by the Academic Integrity Code when submitting the admission application. All members of the Appalachian State University community are responsible for promoting an ethical learning environment. This course will follow the provisions of the Academic Integrity Code, which can be found on the Office of Student Conduct website: Students attending Appalachian State University agree to abide by the following Code: Students will not lie, cheat, or steal to gain academic advantage. o Students will oppose every instance of academic dishonesty.

For more information, please see the link to the Academic Integrity Code:

<https://policy.appstate.edu/Academic_Integrity_Code>

## Originality and Honesty

ALL assignments, and quizzes should be your own individual work and completed without assistance from anyone else. When using an author’s ideas, you must cite the idea and source appropriately. Including the author, publication, and date is sufficient. Any work that is not your own independent endeavor would receive a grade of 0 and the appropriate disciplinary steps would be taken. When in doubt, cite the source.

## Student Engagement with the Course

In practical terms, students should expect to spend two to three hours of studying for every hour of class time. Hence, a fifteen-hour academic load might reasonably require between 30 and 45 hours per week of out-of-class work.

## Resources for Wellness

The mission of the Department of Wellness and Prevention Services is to serve all students through the promotion of healthy behaviors, risk behavior modification services, and advocacy for campus-wide health policies that facilitate student success and holistic well-being. We offer services promoting health awareness and active lifestyles while taking a holistic approach to wellness, encompassing eight dimensions

To access wellness services, click [here.](https://wellness.appstate.edu/)

**Contact Information:**

Miles Annas Student Services Building

P.O. Box 32130 614 Howard Street Boone, NC 28608

**Phone:** (828) 262-3148

Fax: (828) 262-8452

To access student resources, click [here.](https://wellness.appstate.edu/pagesmith/18)

To access counseling and psychological services, click [here.](https://counseling.appstate.edu/)

For information on suicide prevention, interpersonal violence, the ASU Counseling Center, AppCares, Wellness Center, Learning Assistance Program and more, please visit:

<https://rcoe.appstate.edu/current-students/forms-resources-testing> <https://appcares.appstate.edu/>

<https://wellness.appstate.edu/> <https://preventsuicide.appstate.edu/> <https://ipv.appstate.edu/>

Most importantly, please let me know if you need support of any kind. **I am here for you and because of you!**

Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live and believes this may affect their performance in the course, is urged to contact the Dean of Students for a list of resources and support

Location: 324 Plemmons Student Union

The ASU Food Pantry and Free Store is a free resource with pantry and personal care items, located in the Office of Sustainability on the bottom floor of East Hall. Furthermore, please notify the professor if you are comfortable in doing so. This will enable him/her to assist you with finding the resources you may need.

<https://sustain.appstate.edu/initiatives/food-pantry/>

## Academic Support Services Academic Support

* [Belk Library and Information Commons](https://library.appstate.edu/)
* [Math Tutoring Lab](https://mathsci.appstate.edu/academics/math-tutoring)
* [Student Learning Center,](https://studentlearningcenter.appstate.edu/) which includes: Tutoring Services

Study Strategies As-U-R

ACCESS Scholarship Program Academic Services for Student Athletes Student Support Services

* [University Writing Center](https://writingcenter.appstate.edu/)

***Student Services***

## Student Support

* [Student Learning Center](https://studentlearningcenter.appstate.edu/)
* [Counseling & Psychological Services](https://counseling.appstate.edu/)
* [Dean of Students](https://deanofstudents.appstate.edu/)
* [Office of Disability Services](https://odr.appstate.edu/)

## Accessibility & Privacy Policies

Appalachian State University is dedicated to providing the best experience possible to all individuals by providing an **inclusive** and **accessible** campus environment.

The [accessibility](https://accessibility.appstate.edu/) site is intended to provide accessibility information, guidance, and tools for the campus community.

ASU is committed to making reasonable accommodations for individuals with documented qualifying disabilities in accordance with the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Those seeking accommodations based on a substantially limiting disability must contact and register with The Office of Disability Services at [ods.appstate.edu](https://ods.appstate.edu/) or 828-262-3056. Once registration is complete, individuals will meet with ODS staff to discuss eligibility and appropriate accommodations.

Accessibility Policies

* [ASU Technology Tools Privacy and Accessibility Policies](https://docs.google.com/document/d/1YgP_SynEmwa6lgXeFBvv_6R9FLfiRmtM5WhMPn7ZfDY/edit)
* [Moodle](https://docs.moodle.org/33/en/Accessibility) LMS (AsULearn is an AppState branded version of Moodle)
* [Cengage Accessibility Policy](https://www.cengage.com/accessibility/)

Privacy Policies

Click on the following links to view the privacy policy for each of these technologies.

* [ASU Privacy Statement](https://www.appstate.edu/privacy/)
* [ASU Student Privacy Information](https://registrar.appstate.edu/resources/ferpa-students)
* [Cengage Privacy Policy](https://www.cengage.com/privacy/)
* [Moodle](https://registrar.appstate.edu/resources/ferpa/ferpa-students) (hosted by AppState) is governed by AppState's FERPA policies.
* [FERPA Information for Students](https://registrar.appstate.edu/resources/ferpa/ferpa-students)

Protecting Your Data and Privacy

Under FERPA regulations all student education records are protected from disclosure to third parties. Find more information about FERPA [here.](https://registrar.appstate.edu/resources/ferpa-faculty-staff)

There may be times in this course and through course activities that you will use technology tools outside AsULearn and the AppState Google Apps Suite. I will use AppState platforms to grade you and will take steps to protect your privacy.

However, it is important for you to be aware when you are using webtools outside the Appstate domain that you are aware of the Terms of Service of these services.

|  |  |
| --- | --- |
| **Tentative Course Schedule – MBA 5260**  Readings/viewings for each week are shown below in *italics*  Assignments for each week, including discussion forum postings, quizzes, exams, trainings, and projects, are shown in **BOLD**  PowerPoint slides will be posted in advance | |
| **Week** | **Course Content** |
| Week 1  Aug. 22 - 27 | FlipGrid introduction due by 11pm Thursday Syllabus Quiz due by 11pm Saturday |
| Week 2  Aug. 28 – Sep. 3 | *CHAPTER 1 - Bigdoli: Information Systems in Business*   * **Chapter 1 Quiz closes at 11pm Sunday**   *CHAPTER 2 - Bigdoli: Computers and their Business Applications*   * **Chapter 2 Quiz closes at 11pm Thursday**   **Discussion Forum Posting 1 due by 11pm Wednesday Discussion Forum Response 1 due by 11pm Saturday** |
| Week 3  Sept. 4 - 10 | *CHAPTER 3 - Bigdoli: Data and Business Intelligence*   * **Chapter 3 Quiz closes at 11pm Sunday**   *CHAPTER 4 – Bigdoli: Personal, Legal, Ethical, and Organizational Issues of Information Systems*   * **Chapter 4 Quiz closes at 11pm Thursday**   **Discussion Forum Posting 2 due by 11pm Wednesday Discussion Forum Response 2 due by 11pm Saturday** |
| Week 4  Sept. 11 - 17 | *CHAPTER 5 - Bigdoli: Protecting Information Resources*   * **Chapter 5 Quiz closes at 11pm Sunday**   **IS EXAM 1 (covers Chapters 1 – 5) due Tuesday 11pm**  *CHAPTER 6 - Bigdoli: Data Communication: Delivering Information Anywhere and Anytime*   * **Chapter 6 Quiz closes at 11pm Thursday**   **Discussion Forum Posting 3 due by 11pm Wednesday Discussion Forum Response 3 due by 11pm Saturday** |

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| Week 5  Sept. 18 - 24 | *CHAPTER 7- Bigdoli: A Connected World*   * **Chapter 7 Quiz closes at 11pm Sunday**   *CHAPTER 8 - Bigdoli: E-Commerce*   * **Chapter 8 Quiz closes at 11pm Thursday**   **Discussion Forum Posting 4 due by 11pm Wednesday Discussion Forum Response 4 due by 11pm Saturday** |
| Week 6  Sep. 25 – Oct. 1 | *CHAPTER 9: - Bigdoli Global Information Systems*   * **Chapter 9 Quiz closes at 11pm Sunday**   *CHAPTER 10 - Bigdoli: Building Successful Information Systems*   * **Chapter 10 Quiz closes at 11pm Thursday**   **Discussion Forum Posting 5 due by 11pm Wednesday Discussion Forum Response 5 due by 11pm Saturday** |
| Week 7  Oct. 2 - 8 | **IS EXAM 2 (covers Chapters 6 – 10) due Sunday 11pm**  *CHAPTER 11 - Bigdoli: Enterprise Systems*   * **Chapter 11 Quiz closes at 11pm Thursday**   **Discussion Forum Posting 6 due by 11pm Wednesday Discussion Forum Response 6 due by 11pm Saturday** |
| Week 8  Oct. 9 - 15 | *CHAPTER 12 - Bigdoli: Supporting Decisions and Processes*   * **Chapter 12 Quiz closes at 11pm Sunday**   *CHAPTER 13 - Bigdoli: Artificial Intelligence and Automation*   * **Chapter 13 Quiz closes at 11pm Thursday**   **Discussion Forum Posting 7 due by 11pm Wednesday Discussion Forum Response 7 due by 11pm Saturday** |
| Week 9  Oct. 16 - 22 | *CHAPTER 14 - Bigdoli: Emerging Trends, Technologies, and Applications*   * **Chapter 14 Quiz closes at 11pm Sunday**   **IS EXAM 3 (covers Chapters 11 – 14) due Wednesday 11pm**  *Downloading and installing Office 365 (link on AsuLearn)*  *Using Cengage Unlimited Resources – Mindtap and SAM (link on AsuLearn)* |

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| Week 9 (continued) | *Getting Started - Cengage Unlimited (link on AsuLearn) Getting Started with MindTap (link on AsuLearn) Completing a SAM Project in MindTap (link on AsuLearn) Completing a SAM Training in MindTap (link on AsuLearn) Taking a SAM Exam in MindTap (link on AsuLearn) Cengage Technical Support (link on AsuLearn)* |
| Week 10  Oct. 23 - 29 | *MODULE 1 – Carey: Getting Started with Excel*  **Module 1 SAM Training due Sunday 11pm Module 1 Project A due Tuesday 11pm Module 1 Exam due Wednesday 11pm** |
| Week 11  Oct. 30–Nov.5 | *MODULE 2 – Carey: Formatting Workbook Text and Data*  **Module 2 SAM Training due Sunday 11pm Module 2 Project A due Tuesday 11pm Module 2 Exam due Wednesday 11pm**  *CHAPTER 1 – Camm: Exploring Analytics*  **Business Analytics Quiz 1 due Friday 11pm** |
| Week 12  Nov. 6 - 12 | *MODULE 3 – Carey: Performing Calculations with Formulas and Functions*  **Module 3 SAM Training due Sunday 11pm Module 3 Project A due Tuesday 11pm Module 3 Exam due Wednesday 11pm**  *Chapter 2 – Camm: Descriptive Statistics*  **Business Analytics Quiz 2 due Friday 11pm** |
| Week 13  Nov. 13 - 19 | *MODULE 4 – Carey: Analyzing and Charting Financial Data*  **Module 4 SAM Training due Sunday 11pm Module 4 Project A due Tuesday 11pm Module 4 Exam due Wednesday 11pm**  *Chapter 3 – Camm: Data Visualization*  **Business Analytics Quiz 3 due Friday 11pm** |

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| Week 14  Nov. 20 - 26 | **THANKSGIVING BREAK**  **NO ASSIGNMENTS DUE** |
| Week 15  Nov. 27–Dec. 3 | *MODULE 5 – Carey: Generating Reports from Multiple Worksheets and Workbooks*  **Module 5 SAM Training due Sunday 11pm Module 5 Project A due Tuesday 11pm Module 5 Exam due Wednesday 11pm**  **Business Analytics Quiz 4 due Friday 11pm** |
| Week 15  Dec. 4 - 6 | *MODULE 6 – Carey: Managing Data with Data Tools*  **Module 6 SAM Training due Sunday 11pm Module 6 Project A due Monday 11pm Module 6 Exam due Tuesday 11pm** |
| Week 16  Dec. 11-13 | *MODULE 7 – Carey: Summarizing Data with PivotTables*  **Module 7 SAM Training due Sunday 11pm Module 7 Project A due Monday 11pm Module 7 Exam due Tuesday 11pm** |

**NOTE: The instructor reserves the right to make modifications to the course schedule and syllabus.**