

**Business Analytics and Information Technology**  
**Course Number: 33:136:370**  
**Course Title: Management Information Systems**

## **COURSE DESCRIPTION**

This introductory level course provides students the opportunity to develop the basic computer skills needed for the business-computing world. In this course, we will start by introducing the background of the computer and its components, such as its hardware devices, software programs, communication packages and data processing trends. This course also consists of learn-by-doing lab sessions with several projects/assignments in the areas of MS office products. All these topics are directly related to the commercial world.

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## **COURSE MATERIALS**

Textbooks:

- Microsoft® office access 2010; a lesson approach, complete [Paperback], Jon Juarez, John Carter, McGraw-Hill Education
- Microsoft Access SQL Comprehensive: version 2010 [Paperback], Pindaro Epaminondas Demertzoglou, Alpha Press, ISBN: 9780988330009
- Microsoft Office Excel 2013 Complete: In Practice, ISBN-13: 9780077486822

Software:

- Microsoft Excel (Version: 2010 and above)
- Microsoft Access (Version: 2010 and above)

Course Web Site:

The Canvas site for this course will contain lecture notes, reading materials, assignments, and late breaking news. It is accessible via: <https://canvas.rutgers.edu>. You should check it frequently to remain updated. You are responsible for keeping aware of the announcements on the course web site.

## LEARNING GOALS AND OBJECTIVES

The objective of this course is to study management's role in the development and use of information systems that help businesses achieve their goals and objectives. Information Technology (IT) has been the driving force behind the new way of doing business. IT has enabled modern organizations to make tremendous strides in productivity, has opened new markets, and has created new product and service opportunities. Managers should understand how IT can help to organize the complexity of modern organizations, manage relationships with customers, suppliers, and employees, and improve work efficiency. The students will learn the material through the combination of class lectures, discussions, student presentations, and the case studies.

This course provides students the opportunity to understand various principles of technological innovation driving major business transformations and leading to the creation of more intelligent and agile enterprises. Some of these principles include evolution and generations of emerging technologies, different types of technological trajectories, cycles and path dependencies of these technologies. The class includes a broad coverage of technology concepts and trends underlying current and future developments in Information Technology. Also, the students will learn how innovative technological ideas and business concepts can lead to various business opportunities.

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## ACADEMIC INTEGRITY

*I do NOT tolerate cheating.* Students are responsible for understanding the RU Academic Integrity Policy (<http://academicintegrity.rutgers.edu/>).

I will strongly enforce this Policy and pursue *all* violations. On all examinations and assignments, students must sign the RU Honor Pledge, which states, "On my honor, I have neither received nor given any unauthorized assistance on this examination or assignment." I will screen all written assignments through *SafeAssign* or *Turnitin*, plagiarism detection services that compare the work against a large database of past work. Don't let cheating destroy your hard-earned opportunity to learn. See [business.rutgers.edu/ai](http://business.rutgers.edu/ai) for more details.

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## ATTENDANCE AND PREPARATION POLICY

- Expect me to attend all class sessions. I expect the same of you. If I am to be absent, my department chair or I will send you notice via email and Canvas as far in advance as possible. If you are to be absent, report your absence in advance at <https://sims.rutgers.edu/ssra/>. If your absence is due to religious observance, a Rutgers-approved activity, illness, or family emergency/death and you seek makeup work, also send me an email with full details and supporting documentation within 3 days of your first absence.
- For weather emergencies, consult the campus home page. If the campus is open, class will be held.
- Expect me to arrive on time for each class session. I expect the same of you.
- Expect me to remain for the entirety of each class session. I expect the same of you.
- Expect me to prepare properly for each class session. I expect the same of you. Complete all background reading and assignments. You cannot learn if you are not prepared.

- Expect me to participate fully in each class session. I expect the same of you. Stay focused and involved. You cannot learn if you are not paying attention.
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## CLASS POLICY

Class materials for each class will be posted on Canvas before class day. Students are permitted to use computers during class for note-taking and other class-related work only. Those using computers during class for work not related to that class must leave the classroom for the remainder of the class period.

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## EXAM DATES AND POLICIES

There are three exams in this course:

[Exam I]

[Exam II]

[Final Exam]

During exams, the following rules apply:

- If you have a disability that influences testing procedures, provide me an official letter from the Office of Disability Services at the start of the semester.
  - No cell phones or other electronics are allowed in the testing room.
  - You must show a valid Rutgers photo ID to enter the room and to turn in the exam.
  - Alternate seating; do not sit next to another student or in your usual seat.
  - Use the bathroom prior to the exam start; bathroom breaks, if essential, will be escorted. - Your exam will not be accepted unless you sign the Honor Pledge.
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## GRADING POLICY

**Exam I: 20%**

**Exam II: 20%**

**Final Exam: 30%**

**Homework: 15% (3 assignments)**

**Lab: 15% (3 labs)**

Assignments have to be submitted **before** the beginning of the class on the specified due day. **No late submissions will be accepted.** No assignment will be accepted after class or late including the reasons of absence. Early submission will not be reviewed until the due date.

The scores for exam will be posted to Canvas in 3 days after submission. At the end of course, homework, and exam scores with the weights specified in the syllabus will be combined to get an overall

score from 0-100. This score may contain fractions, but it won't be rounded. Note that the final letter grade is based on the following mapping:

A = From 90 to 100,

B+ = From 85 to 89.99,

B = From 80 to 84.99,

C+ = From 75 to 79.99,

C = From 60 to 74.99,

D = From 50 to 59.99

F = From 0 to 49.99.

A well-documented emergency is the valid excuse to take a make-up examination, only for the midterm or final exam. Chatting during the exam is **not** allowed. **No** collaboration between class members will be allowed during any exam. Cheating in any form will not be accepted (no plagiarism) and its consequence will be an "F" grade. There will be no form of work for extra credit, so that everyone will be judged according to a common criterion. A calculator that performs basic operations (square root, logarithm, etc.) is necessary for homework assignments, class exercises, and exams. Excel software complements the course.

Your final grade is not subject to negotiation. If you feel I have made an error, submit your written argument to me within one week of receiving your final grade. Clarify the precise error I made and provide all due supporting documentation. If I have made an error, I will gladly correct it. But I will adjust grades only if I have made an error. I cannot and will not adjust grades based on consequences, such as hurt pride, lost scholarships, lost tuition reimbursement, lost job opportunities, or dismissals. Do not ask me to do so. It is dishonest to attempt to influence faculty in an effort to obtain a grade that you did not earn, and it will not work.

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## COURSE SCHEDULE

**\*Schedule is tentative and Subject to Change**

| <b>Week</b> | <b>Topic</b>   | <b>Assignments</b> |
|-------------|--|--------------------|
| 1           | MIS and Applications   |                    |
| 2           | The Importance of MIS; Strategy and Information Systems.<br>Hardware, Software, and Mobile Systems | HW1                |
| 3           | Processes, Organization, and Information Systems<br>Social Media Information Systems               | HW1 Due            |
| 4           | <b>Exam I</b><br>Getting Started with a Database   |                    |
| 5           | Viewing and Modifying Records;   | HW2                |
| 6           | Creating New Databases and Tables  |                    |
| 7           | Designing and Managing Database Objects<br>(Managing Data Integrity)                               |                    |

|    |  |         |
|----|--|---------|
| 8  | Designing Queries  |         |
| 9  | <b>No Class</b>  |         |
| 10 | Lab I Lab II   | HW2 Due |
| 11 | Lab III<br><b>Exam II</b>  |         |
| 12 | Getting Started with Excel, Creating a Worksheet and Charting Data<br>Working with Formulas and Functions  | HW 3    |
| 13 | Working with Formulas and Functions; Creating Charts and Diagrams<br>Creating Charts and Diagrams;<br>Formatting, Organizing, and Getting Data                                   |         |
| 14 | Consolidating and Linking Data and Inserting Objects;<br>Exploring the Function Library (Use Financial and Lookup Functions, Define Names, Validate Data, and Audit Worksheets); |         |
| 15 | Exploring the Function Library (Use Financial and Lookup Functions, Define Names, Validate Data, and Audit Worksheets);<br>Exploring Data Analysis and Business Intelligence     | HW3 Due |
| 16 | Review   |         |
| 17 | <b>Sec 07 Final Exam</b>   |         |
| 18 | <b>Sec 06 Final Exam</b>   |         |

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## SUPPORT SERVICES

If you need accommodation for a *disability*, obtain a Letter of Accommodation from the Office of Disability Services. The Office of Disability Services at Rutgers, The State University of New Jersey, provides student-centered and student-inclusive programming in compliance with the Americans with Disabilities Act of 1990, the Americans with Disabilities Act Amendments of 2008, Section 504 of the Rehabilitation Act of 1973, Section 508 of the Rehabilitation Act of 1998, and the New Jersey Law Against Discrimination. More information can be found at [ods.rutgers.edu](http://ods.rutgers.edu).

[Rutgers University-New Brunswick ODS phone (848)445-6800 or email [dsoffice@echo.rutgers.edu](mailto:dsoffice@echo.rutgers.edu)]

[Rutgers University-Newark ODS phone (973)353-5375 or email [ods@newark.rutgers.edu](mailto:ods@newark.rutgers.edu)]

If you are ***pregnant***, the Office of Title IX and ADA Compliance is available to assist with any concerns or potential accommodations related to pregnancy.

[Rutgers University-New Brunswick Title IX Coordinator phone (848)932-8200 or email [jackie.moran@rutgers.edu](mailto:jackie.moran@rutgers.edu)]

[Rutgers University-Newark Office of Title IX and ADA Compliance phone (973)353-1906 or email [TitleIX@newark.rutgers.edu](mailto:TitleIX@newark.rutgers.edu)]

If you seek ***religious accommodations***, the Office of the Dean of Students is available to verify absences for religious observance, as needed.

[Rutgers University-New Brunswick Dean of Students phone (848)932-2300 or email [deanofstudents@echo.rutgers.edu](mailto:deanofstudents@echo.rutgers.edu)]

[Rutgers University-Newark Dean of Students phone (973)353-5063 or email [DeanofStudents@newark.rutgers.edu](mailto:DeanofStudents@newark.rutgers.edu)]

If you have experienced any form of ***gender or sex-based discrimination or harassment***, including sexual assault, sexual harassment, relationship violence, or stalking, the Office for Violence Prevention and Victim Assistance provides help and support. More information can be found at <http://vpva.rutgers.edu/>.

[Rutgers University-New Brunswick incident report link: <http://studentconduct.rutgers.edu/concern/>. You may contact the Office for Violence Prevention and Victim Assistance at (848)932-1181]

[Rutgers University-Newark incident report link: [https://cm.maxient.com/reportingform.php?RutgersUniv&layout\\_id=7](https://cm.maxient.com/reportingform.php?RutgersUniv&layout_id=7) . You may also contact the Office of Title IX and ADA Compliance at (973)353-1906 or email at [TitleIX@newark.rutgers.edu](mailto:TitleIX@newark.rutgers.edu). If you wish to speak with a staff member who is confidential and does **not** have a reporting responsibility, you may contact the Office for Violence Prevention and Victim Assistance at (973)353-1918 or email [run.vpva@rutgers.edu](mailto:run.vpva@rutgers.edu)]

If students who have experienced a temporary condition or injury that is adversely affecting their ability to fully participate, you should submit a request via <https://temporaryconditions.rutgers.edu>.

If you are a military ***veteran*** or are on active military duty, you can obtain support through the Office of Veteran and Military Programs and Services. <http://veterans.rutgers.edu/>

If you are in need of **mental health** services, please use our readily available services.

[Rutgers University-Newark Counseling Center: <http://counseling.newark.rutgers.edu/>]

[Rutgers Counseling and Psychological Services–New Brunswick: <http://rhscaps.rutgers.edu/>]

If you are in need of **physical health** services, please use our readily available services.

[Rutgers Health Services – Newark: <http://health.newark.rutgers.edu/>]

[Rutgers Health Services – New Brunswick: <http://health.rutgers.edu/>]

If you are in need of **legal** services, please use our readily available services: <http://rusls.rutgers.edu/>

Students experiencing difficulty in courses due to **English as a second language (ESL)** should contact the Program in American Language Studies for supports.

[Rutgers–Newark: [PALS@newark.rutgers.edu](mailto:PALS@newark.rutgers.edu)]

[Rutgers–New Brunswick: [eslpals@english.rutgers.edu](mailto:eslpals@english.rutgers.edu)]

If you are in need of additional **academic assistance**, please use our readily available services.

[Rutgers University-Newark Learning Center: <http://www.ncas.rutgers.edu/rlc>]

[Rutgers University-Newark Writing Center: <http://www.ncas.rutgers.edu/writingcenter>]

[Rutgers University-New Brunswick Learning Center: <https://rlc.rutgers.edu/>]

[Optional items that many faculty include:

- Students must sign, date, and return a statement declaring that they understand the RU Academic Integrity Policy.

- Students must sign, date, and return a statement declaring that they understand this syllabus.]