Business Information Systems

Course Syllabus

OPIM/BADM 3103

Instructor: Steven Lauretti

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Office Hours: No set hours. By request typically a virtual meeting.

Class Modality: Online Synchronous Lecture

Sections: OPIM 3103 - 001

Course Description

Within this course you will explore the following:

Information needs of managers, the structure of the information systems required to fill these needs, systems development, business computing technology, and management applications within major business functional subsystems.

Enrollment Requirements:

Open only to non-business students of sophomore or higher status. It may not be taken out of sequence after passing OPIM 3505, 3506, 3211, 3212, 3223, 3777. Not open to students who have passed or are taking OPIM 3103.

Course Learning Outcomes

In this course, it's my hope that we work towards the following *Course-level Learning Outcomes,* both individually and collectively:

1. **Learn** the building blocks of datasets in information systems.
2. **Develop** an intermediate skillset to manipulate and evaluate information.
3. **Analyze** data using various software programs and within various contexts.
4. **Provide** Business Insights to create value in a business environment.

Grading Categories

Below, you will find the percentage values for each assignment and the relative weight of that category in the final course grade.

Modules:	Percentage:
Module 1	11%
Module 2	11%
Module 3	11%
Module 4	11%
Module 5	11%
Module 6	11%
Module 7	11%
Cimba Event	3%
Final Project	20%

Feedback and Grades

I will make every effort to provide feedback and grades within two weeks of submission. To keep track of your performance in the course, refer to *My Grades* in HuskyCT. You have a right to know where you stand in the course.

Due Dates and Late Assignments

Due Dates

All course due dates are identified in the course schedule. Deadlines are based on Eastern Time unless otherwise specified. *The instructor reserves the right to change dates accordingly as the semester progresses. All changes will be communicated appropriately.*

Late Policy

It's important to stay on pace with the due dates as described to be successful in the course. It's also necessary to build in flexibility to account for the unexpected. I expect work to be handed in on time. Late work becomes a 0 grade. However, emergencies do happen so if situations arise, please reach out to me directly, as soon as possible and before the work is due if that is possible.

Letter Grades

Letter Grade accompanied with numeric ranges[1].

This table describes the letter grades and related numeric cut-offs.

Letter Grade	Range	GPA

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[1] I will use traditional rounding practices. Grades with XX.5 will be rounded to the next letter if there is a cut-off.

A	93-100	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	0.7
F	< 60	0.0

Required and Instructional Materials

Ideally, required course materials should be obtained before/near the first day of class.

Required Materials:
Digital materials required for this course are provided to students participating in the Husky Book Bundle at no additional charge. These materials have been integrated with HuskyCT and can be found in the "Book Bundle Digital Access" link on the left side menu in your HuskyCT course. Please sign into HuskyCT to access your course and course materials. If you have opted out of the Husky Book Bundle program, you will need to purchase access for the digital material.

This course requires this digital access to ensure that students can access the digital resources McGraw Hill provides for this course. There are two key texts that make up this digital package:

- *Simnet 365/l 2021: In Practice, Nordell – Excel Complete (for modules 1-3) -- ISBN 13: 8220132908278*
- *Management Information Systems - Connect (for modules 4-7) -- ISBN 13: 8220123713782*

If you enroll in the Book Bundle Digital Access, you should be able to access the e-text resources by clicking on their McGraw Hill links in HuskyCT. If you opt out of the bundle (not recommended), there seems to be a way to get only these texts instead of the full bundle and still get a discount. Otherwise, you will have to pay for the texts at the full price (without discount) in the McGraw Hill site.

Note, before Fall 2023, students had a custom textbook that was spiral bound. This is a past edition of the text, and will no longer be usable in the course with the updated design.

Additional course readings and media are available within HuskyCT, through either links or file attachments.

Technology Requirements

Required Software
This course requires MS Office 2021 and DB Browser.

All students have access to Office 2021(or higher), the latest versions of MS Office through the university. Visit https://software.uconn.edu to receive and download your copy of MS Office. Note that the Online access versions should work for this course. Simply sign in and select the appropriate software you would like to download. You will be given a key that is used to activate the software after installation. This site can also be used to download Windows to upgrade your computer if required.

DB Browser is free for download at https://sqlitebrowser.org/dl/

I will not grant extensions due to your technologies not being usable and ready. You may download and install all of this as early as the first week.

Minimum Technical Skills and Resources

In order to best simulate the work environment, it is important that students have access to technology available. This class touches upon key concepts of contemporary information systems and essential uses of information technology. The point is to give you a core foundation to work upon as technology touches every aspect of our professional life nowadays. Below you will find the required software for this class. For your convenience, we have also included support resources if you need assistance with this at any point.
To be successful in this course, you will need the following technical skills and resources:

- ▸ Use electronic mail with attachments.
- ▸ Save files in proper program formats.
- ▸ Copy and paste text, graphics or hyperlinks.
- ▸ Work within two or more browser windows simultaneously.
- ▸ Utilize the screen capture feature to document your work
- ▸ Either Microsoft Word or Google Docs and the ability to save as PDF from those applications
- ▸ Access to high-speed internet that would facilitate access to streaming high definition videos.

University students are expected to demonstrate competency in Computer Technology. Explore the *Computer Technology Competencies* page for more information.

If you are concerned with any of these expectations, please reach out to me.

Policies and Resources

Student Responsibilities and Resources

 As a member of the University of Connecticut student community, you are held to certain standards and academic policies. In addition, there are numerous resources available to help you succeed in your academic work. Review these important standards, policies and resources, which include:

- ▸ The Student Code
- ▸ Academic Integrity
- ▸ Resources on Avoiding Cheating and Plagiarism
- ▸ Copyrighted Materials
- ▸ Netiquette and Communication
- ▸ Adding or Dropping a Course
- ▸ Academic Calendar
- ▸ Policy Against Discrimination, Harassment and Inappropriate Romantic Relationships
- ▸ Sexual Assault Reporting Policy

Use of Generative Artificial Intelligence (A.I.)

Use of A.I. tools, including ChatGPT, are permitted in this course for students who wish to use them. To be consistent with our scholarly values, students must **cite and supply** any AI-generated material or responses that informed their work. This, however, is not a substitute for understanding your submissions and all students must be able to explain their submissions in full and how they would modify it given different requirements. Students should be able to reproduce their submission in an offline setting without the use of generative A.I. if asked to do so by an instructor. Students must indicate how AI tools informed their process and the final product, including how you validated any AI-generated citations, and include this explanation within their program or submission**. Failure to do so will be considered an Academic Integrity violation for trying to pass work done by another as your own and will be treated as such.**

Students with Disabilities

The University of Connecticut is committed to protecting the rights of individuals with disabilities and assuring that the learning environment is accessible. If you anticipate or experience physical or academic barriers based on disability or pregnancy, please let me know immediately so that we can discuss options. Students who require accommodations should contact the Center for Students with Disabilities, Wilbur Cross Building Room 204, (860) 486-2020 or csd.uconn.edu.

Resources for Students Experiencing Distress

The University of Connecticut is committed to supporting students in their mental health, their psychological and social well-being, and their connection to their academic experience and overall wellness. The university believes that academic, personal, and professional development can flourish only when each member of our community is assured equitable access to mental health services. The university aims to make access to mental health attainable while fostering a community reflecting equity and diversity and understands that good mental health may lead to personal and professional growth, greater self-awareness, increased social engagement, enhanced academic success, and campus and community involvement.

Students who feel they may benefit from speaking with a mental health professional can find support and resources through the Student Health and Wellness-Mental Health (SHaW-MH) office. Through SHaW-MH, students can schedule an appointment with a mental health professional and engage in confidential conversations or seek recommendations or referrals for any mental health or psychological concern.

Mental health services are included as part of the university's student health insurance plan and also partially funded through university fees. If you do not have UConn's student health insurance plan, most major insurance plans are also accepted. Students can visit the Student Health and Wellness-Mental Health located in Storrs on the main campus in the Arjona Building, 4th Floor, or contact the office at (860) 486-4705, or studenthealth.uconn.edu for services or questions.

Accommodations for Illness or Extended Absences

If illness prevents you from attending class, it is your responsibility to notify me as soon as possible. You do not need to disclose the nature of your illness; however, you will need to work with me to determine how you will complete coursework during your absence.

If life circumstances are affecting your ability to focus on courses and your UConn experience, students can email the Dean of Students at dos@uconn.edu to request support. Regional campus students should email the Student Services staff at their home campus to request support and faculty notification.

Evaluation of Course Experience

Students will be provided an opportunity to provide feedback on their course experience and instruction using the University's standard procedures, which are administered by the Office of Institutional Research and Effectiveness (OIRE).

The University of Connecticut is dedicated to supporting and enhancing teaching effectiveness and student learning using a variety of methods. The Student Evaluation of Teaching (SET) is just one tool used to help faculty enhance their teaching. The SET is used for both formative (self-improvement) and summative (evaluation) purposes.

Statement on Copyright

My lectures, notes, handouts, and displays are protected by state common law and federal copyright law. They are my own original expression. Students are authorized to take notes in my class; however, this authorization extends only to making one set of notes for your own personal use and no other use.

Class Schedule and Topics

The course is organized into modules that are two weeks in length and cover a variety of concepts related to information systems.

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Module 0: Course Orientation

🗓 Week 1 (1/22)

Module 1: Intro to Excel, Formulas, and Functions (📖 Nordell, E1, E2)

🗓 Week 1 and 2 (1/22 - 1/29)

Chapter 1 Topics:
- Creating, Saving and Opening Workbooks
- Entering and Editing Data
- Using Functions
- Formatting Cell Data
- Modifying Columns, Rows and Sheets
- Navigating in a Workbook
- Modifying screen appearance of a Workbook
- Managing Page, Pring and Document Settings

Chapter 2 Topics:
- References (relative, absolute, 3D)
- AutoSum, Flash Fill, Paste as values
- Date & Time, Logical, Financial, Lookup & Reference, and Math & Trig functions
- Data analysis using functions such as AVERAGE, COUNT, MAX, MIN, SUMIF, SUMPRODUCT

📖 Nordell: Excel Chapter 1: Creating and Editing Workbooks

📖 Nordell: Excel Chapter 2: Working with Formulas and Functions

Module 2: Organizing, Formatting, and Presenting Information (📖 Nordell, E3; E4)

📅 Week 3 and 4 (2/5-2/12)

Chapter 3 topics:
- Concepts of data visualization and its importance
- Creating and formatting charts in Excel
- Conditional formatting and formatting as tables
- Using sparklines and advanced chart elements
- Ethical considerations in data presentation and aesthetics

Chapter 4 topics:
- Introduction to pivot tables
- Creating pivot tables and customizing their layout
- Adding calculated fields and calculated items to pivot tables
- Grouping and filtering data in pivot tables
- Creating pivot charts and applying formatting options

📖 Nordell: Excel Chapter 3: Creating and Editing Charts

📖 Nordell: Excel Chapter 4: Formatting, Organizing, and Getting Data

Module 3: Advanced Formulas and Functions (📖 Nordell, E6)

📅 Week 5 and 6 (2/19 - 2/26)

Topics:
- Advanced formula concepts and usage
- Lookup & Reference functions including INDEX, MATCH, and TRANSPOSE
- Logical functions such as AND, OR, and IFS
- Financial functions such as PV, FV, and NPV
- Database functions such as DSUM and DAVERAGE

📖 Nordell: Excel Chapter 6: Exploring the Function Library

Module 4: File Systems and Database Fundamentals (📖 MH MIS)

📅 Week 7 and 9 (3/4 - 3/16)

Topics:
- Overview of file systems and their organization
- Common file types and their characteristics
- Relational database concepts
- Introduction to SQL and basic functionalities
- Creating and designing databases using SQLite
- Working with tables, fields, primary keys, and foreign keys
- Importing and exporting data to/from Excel

📖Connect Master MIS: Databases; Connect Master MIS: Decision – Making Systems

Spring Recess

📅 Week 8: Spring Recess (3/10 - 3/16)
- No activities due

Module 5: Database Queries and Management (📖 MH MIS)

📅 Week 10 and 11 (3/18- 3/25)

Topics:
- Basic SQL queries (SELECT, FROM, WHERE)
- Filtering and sorting data
- Aggregating data using functions (COUNT, AVG, SUM)
- Grouping data with GROUP BY clause
- Advanced SQL queries including joins (LEFT, RIGHT, INNER, FULL)

📖 Connect Master MIS: Designing and Managing Databases, and Using SQL

CIMBA Event – Mandatory for all 3103 Students

📅 Week 11 (4/3) **C**areers in **I**nformation **M**anagement and **B**usiness **A**nalytics

Module 6: Data Security, Privacy, and Identity Management

📅 Week 11 and 12 (4/1 - 4/8)

Topics
- Applying data security and privacy concepts to databases
- Data encryption and obfuscation
- User access control and permission levels
- Identity and access management concepts
- User authentication methods (passwords, multi-factor authentication)
- Role-based access control and user permissions

📖 Connect Master MIS: Cybersecurity

Module 7: Cloud Computing and Artificial Intelligence

📅 Week 14 and 15 (4/15 - 4/22)

Topics
- Introduction to cloud computing and its benefits
- Artificial Intelligence concepts
- Cloud service models (IaaS, PaaS, SaaS)
- Cloud deployment models (public, private, hybrid)
- Use cases and considerations for adopting cloud computing

📖 Connect Master MIS: Computer Networks and the Internet

📖 Connect Master MIS: Artificial Intelligence

Final Project

🗓 Week 16
- Final Project

Reading Days and Examinations

- Last Day of Classes -   4/26
- Reading Days -   4/27-4/28
- Final Examinations -   4/29-5/4
- Grades due to Registrar - 5/7 by 4pm