DePaul University | School of Continuing and Professional Studies
Program Identifier: Undergraduate Program

Course #: DA 233, SW 232
Course Title: Applied Information Management Systems
Term, Year: Winter, 2020-2021

INSTRUCTOR INFORMATION

Name Zaya Khananu
E-mail: zkhananu@depaul.edu
Course Dates: starting Jan 4, 2021, and ending March 21, 2021
Course Location and Delivery Format (online, Asynchronous)

COURSE DESCRIPTION

This course introduces students to the key concepts in the field of Management Information Systems (MIS) and enhances understanding of the issues that business organizations face when developing and managing information systems. In this course, students will be presented with a broad overview of the field to first examine the increasing impact of information technology in business organizations, and second, in preparation for more advanced courses in data analytics and information systems. Specifically, the three major topics covered include (1) e-businesses and networks, (2) databases, as well as (3) enterprise resource planning (ERP) and process models. These topics are designed to prepare students for further inquiry on web analytics, data mining, project management, supply chain management, as well as business in general. By completing the course, students should be better equipped to apply IT skills to solve business problems, to participate in IT projects, and to communicate more knowledgeably with IT professionals.

COURSE LEARNING GOALS

After completing this course, you will be able to:

- Articulate the role of information and information technologies in the business organization and business processes
• Describe various types of information systems and how they support businesses
• Understand how websites work and build a basic website
• Understand how databases work and execute data queries
• Understand business processes and design business processes
• Explain about how information systems can be used to support business processes
• Discuss the challenges involved in the management of information systems

COURSE COMPETENCIES

Please note the competencies apply only to select students not to all. In this course, you will develop the following competencies:

<table>
<thead>
<tr>
<th>Competence</th>
<th>Competence Statement and Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>S1X</td>
<td>Can implement technology solutions to business problems.</td>
</tr>
<tr>
<td>S3X</td>
<td>Can analyze the integration of information technologies in business processes.</td>
</tr>
<tr>
<td>FX</td>
<td>Can apply the concepts and tools discussed to one's focus area</td>
</tr>
</tbody>
</table>

COURSE RESOURCES

To buy your books, go to https://depaul-loop.bncollege.com/shop/depaul-loop/home
REQUIRED READINGS AND RECOMMENDATIONS


Recommended Strategies to do well in this course

- Strongly Recommended: Basic Training in MS Excel and MS Access Database
  
  https://support.microsoft.com/en-us/office/basic-tasks-for-an-access-desktop-database-5ddb8595-497c-4366-8327-ae79d2abdc9c

Strongly recommended: Lynda.com for Microsoft Office tutorials

Lynda.com is free to DePaul students and offers a wide range of Excel tutorials.

- Read all materials from the chapter.
- View the chapter PowerPoint presentation.
- Participate in each module discussion on time with reply to at least one post.
- Take the Module quiz for the chapter(s) assigned for the first time, and if you are satisfied with your score, then you are done with the chapter. If not, continue with chapter reading and retake the quiz.
- Go to the Grade Book and check your assignments and quizzes scores and feedback.

COURSE STRUCTURE

This course consists of five modules. The estimated time to complete each module is two weeks.

The following table outlines the course:

<table>
<thead>
<tr>
<th>Week, Module # and Title</th>
<th>Readings</th>
<th>Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1, Module 1:</td>
<td>Power point presentation (as a supplement for</td>
<td>Recap 1</td>
</tr>
<tr>
<td>Introduction</td>
<td>the Chapter)</td>
<td>Discussion 1</td>
</tr>
<tr>
<td></td>
<td>Textbook (Rainer, Chapter 1)</td>
<td></td>
</tr>
<tr>
<td>Week 2, Module 2A:</td>
<td>Power point presentation (as a supplement for</td>
<td>Recap 2</td>
</tr>
<tr>
<td>Networks</td>
<td>the Chapter)</td>
<td>Discussion 2</td>
</tr>
<tr>
<td></td>
<td>Textbook (Rainer, Chapter 6)</td>
<td>Zoom Meeting 6-7 PM</td>
</tr>
<tr>
<td></td>
<td>Articles (where applicable)</td>
<td></td>
</tr>
<tr>
<td>Week 3, Module 2B:</td>
<td>Create Website using Google Sites</td>
<td>Assignment I</td>
</tr>
<tr>
<td>Websites</td>
<td>Google Sites instructions manual</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Power Point presentation</td>
<td></td>
</tr>
</tbody>
</table>

Syllabus, DA 233, SW 232
| Week 4, Module 2C: e-Business | Power point presentation (as a supplement for the Chapter)  
Textbook (Rainer, Chapter 7)  
Articles (where applicable) | Recap 3  
Discussion 3  
Zoom Meeting 6-7 PM |
|---|---|---|
| Week 5, Module 3A: Databases | Power point presentation (as a supplement for the Chapter)  
Textbook (Rainer, Chapter 5)  
Articles (where applicable) | Recap 4  
Discussion 4 |
| Week 6, Module 3B: Entity Relationship Diagrams | ERD Walkthrough  
Power point presentation (as a supplement for the Chapter)  
Textbook (Rainer, Chapter 5)  
Articles (where applicable) | Assignment II  
Zoom Meeting 6-7 PM |
| Week 7, Module 3C: Relational Databases | Access Demo Walkthrough  
Articles (where applicable) |  |
| Week 8, Module 4A: ERP and Process Modelling | Power point presentation (as a supplement for the Chapter)  
Textbook (Rainer, Chapter 2 and Chapter 10)  
Articles (where applicable) | Recap 5  
Discussion 5  
Zoom Meeting 6-7 PM |
| Week 9, Module 4B: Flowcharts | Flowchart Walkthrough  
Articles (where applicable) | Assignment III |
| Week 10, Module 4C: Business Analytics | Descriptive Analytics- Excel  
Articles (where applicable) | Assignment IV  
Zoom Meeting 6-7 PM |

To see the course due dates, please check the Calendar on the course home page.

**Grading Scale**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95 to 100</td>
</tr>
<tr>
<td>A-</td>
<td>91 to 94</td>
</tr>
<tr>
<td>B+</td>
<td>88 to 90</td>
</tr>
<tr>
<td>B</td>
<td>85 to 87</td>
</tr>
<tr>
<td>B-</td>
<td>81 to 84</td>
</tr>
<tr>
<td>C+</td>
<td>77 to 80</td>
</tr>
<tr>
<td>C</td>
<td>73 to 76</td>
</tr>
<tr>
<td>C-</td>
<td>69 to 72</td>
</tr>
<tr>
<td>D+</td>
<td>65 to 68</td>
</tr>
<tr>
<td>D</td>
<td>61 to 64</td>
</tr>
<tr>
<td>F</td>
<td>60 or below</td>
</tr>
</tbody>
</table>
PASS/FAIL GRADE POLICY

Students interested in taking a course on a Pass/Fail grade basis need to contact their academic advisor to request the option by the end of the second week of the course. SCPS students can email their requests to their advisors and include the course number, quarter, and student ID number. Non-SCPS students need to contact their home college for instructions on submitting these requests. Please review the P/F guidelines, course restrictions and GPA implications in the University catalog before making your request. A grade of Pass represents a D or better standard and therefore will not meet requirements that have a minimum standard of C- or better. For further clarification of the P/F option for SCPS students beyond the university guidelines, please refer to the SCPS catalog.

MINIMUM SCPS GRADE POLICY

SCPS degree programs with majors (BAPSBA, BAPSC, BAHA, BADA, BANM, and BALS) require a grade of C- or better in courses taken at DePaul or transfer work applied to course requirements in the Major and in the LL 261: Essay Writing course in the College Core. All other course requirements in these programs can be completed with a grade of D or better. SCPS degree completion major programs (BAABS and BALS) require a C- or better in all courses taken at DePaul applied to those programs. SCPS competence-based programs (BAIFA, BAC, BAGB and BAECE) require a D or better in courses taken at DePaul or transfer work applied to competence requirements.

INCOMPLETE (IN) GRADE

This process follows university policy.

A student who encounters an unusual or unforeseeable circumstance that prevents her/him from completing the course requirements by the end of the term may request a time extension to complete the work.

- The student must formally initiate the request by submitting the Contract for Issuance of Incomplete Grade form (via email, word doc), no later than week 10 (or prior to the final week of a shorter-term course).
- The instructor has discretion to approve or not approve the student’s request for an IN grade.
- The instructor has discretion to set the deadline for completion of the work, which may be earlier but no later than two quarters (not counting Summer term).
• The instructor may not enter an IN grade on behalf of a student without a completed and agreed upon contract.
• The student is alerted that IN grades are not considered by Financial Aid as evidence of satisfactory academic progress.

**Assessment Criteria for the S1X, S3X, and FX Competences**

Criteria for Assessment:

• Understands how a website can be a useful tool to solve a business problem and to promote an e-business or an idea in the competitive economy today.
• Implements an Entity Relationship Diagram (ERD) to depict the data model of the functional area in an organization.
• Understands topics in descriptive and predictive data by using Excel application.
• Uses of an Enterprise Resource Planning (ERP) system to explain the types of support information systems can provide for each functional area of the organization.
• Understands Access database application and how organizations use to help solve multiple problems involved in managing data.

You will be assessed on the following five required components:

• Discussion Board Participation
• Website Design
• MS Visio application
• Access Database Project
• Excel Project
• Module (Recaps) Quizzes

**Percentage Distribution of Assessments**

<table>
<thead>
<tr>
<th>Grading Category</th>
<th>% of Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignments (x3)</td>
<td>60%</td>
</tr>
<tr>
<td>Descriptive Analytic</td>
<td>15%</td>
</tr>
<tr>
<td>Discussion (x5)</td>
<td>10%</td>
</tr>
<tr>
<td>Recaps (Quizzes) (x5)</td>
<td>15%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>

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GRADING POLICIES AND PRACTICES

To complete the course, you must complete each of the assignments as described in the course and submit them to your instructor by the assigned deadline. In addition, you must participate in the course discussion forum by responding to all instructor requests and by interacting with fellow classmates as necessary.

Completed work must be uploaded on D2L. This includes all assignments and Excel data analysis. The discussions and recaps are completed on D2L. The due dates for each of the assignment are on the course calendar. All late submissions without an approved extension will receive a 5% penalty for each day late. All coursework, with or without an approved extension, must be turned in by the end of the 11th week. After which, no submissions will be accepted.

GENERAL ASSESSMENT CRITERIA FOR ALL WRITING ASSIGNMENTS

All writing assignments are expected to conform to basic college-level standards of mechanics and presentation.

Consider visiting the Writing Center to discuss your assignments for this course or any others. You may schedule appointments (30 or 50 minutes) on an as-needed or weekly basis, scheduling up to 3 hours worth of appointments per week. Online services include Feedback—by—Email and IM conferencing (with or without a webcam). All writing center services are free.

Writing Center tutors are specially selected and trained graduate and undergraduate students who can help you at almost any stage of your writing. They will not do your work for you, but they can help you focus and develop your ideas, review your drafts, and polish your writing. They can answer questions about grammar, mechanics, different kinds of writing styles, and documentation formats. They also can answer questions and provide feedback online, through IM/webcam chats and email.

Obviously, the tutors won’t necessarily be familiar with every class or subject, but they are able to provide valuable help from the perspective of an interested and careful reader as well as a serious and experienced student-writer.

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Schedule your appointments with enough time to think about and use the feedback you’ll receive. To schedule a Face-to-Face, Written Feedback by Email, or Online Appointment, visit www.depaul.edu/writing.

**DISCUSSION FORUMS**

Discussion Forums are an important component of your online experience. This course contains discussion forums related to the topics you are studying each week. For requirements on your participation in the Discussion Forums, please see “Course Expectations” in the syllabus.

A Course Q & A discussion forum has also been established to manage necessary, ongoing social and administrative activities. This is where the management and administrative tasks of the course are conducted, and where you can ask ‘process’ questions and receive answers throughout the course. Please feel free to answer any question if you feel you know the answer; this sharing of information is valuable to other students.

**TIME MANAGEMENT AND ATTENDANCE**

SCPS’s online courses are not self-paced and require a regular time commitment EACH week throughout the quarter.

You are required to log in to your course at least four times a week so that you can participate in the ongoing course discussions.

Online courses are no less time consuming than "face to face" courses. You will have to dedicate some time every day or at least every second day to your studies. A typical four credit hour "face to face" course at SCPS involves three hours of classroom meeting per week, plus at least three to six hours of study and homework per week.

This course will require at least the same time commitment, but your learning activities will be spread out through the week. If you have any problems with your technology, or if you need to improve your reading or writing skills, it may take even longer.
The instructor should be notified if your life events do not allow you to participate in the course and the online discussions for more than one week. This is particularly important when there are group discussions or you are working as part of a team.

If you find yourself getting behind, please contact the instructor immediately.

**YOUR INSTRUCTOR’S ROLE**

Your instructor's role in this course is that of a discussion facilitator and learning advisor. It is not their responsibility to make sure you log in regularly and submit your assignments. As instructor, s/he will read all postings to the general discussion forums on a daily basis but may not choose to respond to each posting. You will receive feedback to assignments.

The instructor may choose to designate "office hours" when s/he will be online and available and will immediately respond to questions. Depending on the instructor, this response may be by e-mail, instant messenger or telephone. Otherwise, you will generally receive a response to emailed or posted queries within 48 hours.

**YOUR ROLE AS A STUDENT**

As an online student, you will be taking a proactive approach to your learning. As the course instructor's role is that of a learning guide, your role is that of the leader in your own learning.

You will be managing your own time so that you can complete the readings, activities and assignments for the course, and you will also be expected to take a more active role in peer learning.

Please also note that this is a course offered by DePaul University's School of Continuing and Professional Studies (SCPS), a college for undergraduate and graduate degree-seeking students 24 years and older. SCPS welcomes the perspectives and encourages the participation of all DePaul students, and students who take this course should respect and be mindful of SCPS's mission in supporting a diverse and inclusive environment. More information about SCPS can be found [here](#).

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If you're new to SCPS see additional resources on the course home page under Student Resources/Getting Started.

**COURSE NETIQUETTE**

Online discussions are an important part of your course experience. To ensure a positive learning environment, please follow the following minimum expectations. Use your common sense, as not all situations can be covered:

- **Be polite**
- **Respect other participants’ views or opinions**
- **Think before you write, and ask yourself if you would say the same thing in person**
- **Use positive phrases (i.e., "Good idea!" or "Thanks for the suggestions," etc.)**
- **Be sensitive to cultural differences**
- **Avoid hostile, curt or sarcastic comments**
- **No objectionable, sexist, or racist language will be tolerated**
- **Create a positive online community by offering assistance and support to other participants.**
- **Use correct grammar and syntax**

**COLLEGE AND UNIVERSITY POLICIES**

This course includes and adheres to the college and university policies described in the links below:

- [Academic Integrity Policy](#) (UGRAD)
- [Incomplete Policy](#)
- [Course Withdrawal Timelines and Grade/Fee Consequences](#)
- [Accommodations Based on the Impact of a Disability](#)
- [Protection of Human Research Participants](#)

**ADDITIONAL COURSE RESOURCES**

Syllabus, DA 233, SW 232
University Center for Writing-based Learning

SCPS Writing Guide

Dean of Students Office

INSTRUCTOR BRIEF BIO

Zaya Khananu holds a master degree in Telecommunication Systems from DePaul University, and a Certificate in Local Area Networking (LAN) from De Paul University. Mr. Khananu has been a member of the visiting faculty at the School for New Learning since September 2005, https://scps.depaul.edu/faculty-and-staff/faculty-a-z/Pages/zaya-khananu.aspx where he teaches online and on campus Quantitative Reasoning, Introduction to Statistics, Computer Productivity, and most recently designed and taught a new course titled Data Driven Decisions. Mr. Khananu also serves as Professional Advisor in Computing and Information Technology. Mr. Khananu is a member of adjunct faculty at the Liberal Art & Sciences since 2009, where he teaches pre-calculus and business calculus. In addition to his work at DePaul University, Mr. Khananu is a member of the adjunct faculty in the Truman College Business and Computer Science department since 2007, where he teaches Introduction to Information Technology and Advanced Internet. Mr. Khananu is pursuing his second MS in Predictive Analytics from DePaul University College of Computing and Digital Media.

CHANGES TO SYLLABUS

This syllabus is subject to change as necessary. If a change occurs, it will be clearly communicated to students.