



BUSINESS INFORMATICS

Basic data of the subject			
Academic Unit:	Faculty of Life and Environmental Sciences		
Course title:	Business Informatics		
Study program:	Agribusiness		
Level:	Bachelor (BSc)		
Course status:	Elective (E)		
Study year:	2 year / 4 semester		
Number of hours per week:	2 + 2		
Credit value – ECTS:	6 ECTS		
Time / location:	To be announced		
Lecturer:	Prof. asoc. dr. Arsim Susuri		
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Course description:	<p>This course provides knowledge for the design of a database, class diagrams, events. Relational databases. Data normalization, tables, classes and cells. Convert class diagram to normalized one-to-many, many-to-many relationships. Ms Access, database management system. Tables and forms. Information from databases, questionnaires, and reports. Introduction to SQL. Building applications and introduction to VBA. Ms. Excel. Functions and formulas. Transforming data into information. Automation of repetitive actions (routines), macros. Scenarios and predictions. Goal Seek. Matrices and Excel. Solver, an optimization tool. Applications.</p>		
Course objectives:	<p>The purpose of this course is to teach students to understand and recognize patterns that are important in designing database systems. To identify the three main normalization rules and their types that DMBS can use, to ensure comprehensive data binding. Know and use Ms Access as a basic data management system.</p>		
Learning outcomes:	<p>Upon successful completion of this course, students will be able to:</p> <ul style="list-style-type: none"> ▪ Demonstrate applications of knowledge of Ms Access, Ms Excel and VBA in various organizations. ▪ Define a macro to simplify running a routine in both Access and Excel. ▪ Identify the Solver as a tool that helps optimize and allocate resources to achieve the desired goal. ▪ Understand and apply functions and formulas in MS Excel ▪ Understand the nature and methods of transforming data into information ▪ Build scenarios based on predictions. Determine and analyze the costs of machinery and to know the sources of their provision on the farm. 		
Contribution on student load (must correspond with learning outcomes)			
Activity	Hours	Days/week	Total



Lectures	2	15	30
Exercise theoretical/laboratory	2	15	30
Practice work	1	3	3
Contact with lecturer/consultations	1	15	15
Field exercises	1	3	3
Mid-terms, seminars	2	2	4
Homework	1	13	13
Individual time spent studying (at the library or home)	2	15	30
Final preparation for the exam	2	8	16
Time spent in evaluation (tests, quiz, final exam)	2	2	4
Projects, presentations, etc.	2	1	2
Total			150 hours (6 ECTS)
Teaching methods:	Lectures, exercises, discussions, consultations, course projects, homework, midterm exam (colloquium), exams		
Evaluation methods:	<ul style="list-style-type: none"> ▪ Regular and active attendance: 10%, ▪ Midterm exam (colloquium): 30%, ▪ Course project: 10%, ▪ Final exam: 50%. 		
Literature			
Basic Literature:	Richard Kusleika, Access 2019 Bible, Michael Alexander, 2018.		
Additional Literature:	<p>Leonard J. Ledger, Microsoft Office 365 For Beginners: The 1# Crash Course From Beginners To Advanced. Easy Way to Master The Whole Suite in no Time Excel, Word, ... Teams & Access (Mastering Technology), 2022.</p> <p>Carlos Coronel, and Steven Morris, Database Systems: Design, Implementation, & Management 11th Edition, 2014.</p>		

Designed study plan:		
Week	Lectures	Exercises
<i>First week:</i>	Notice on the subject, designing a database, class diagrams, events.	Discussion and distribution of the semestral project topics.



<i>Second week:</i>	Data normalization, tables, classes and keys	Assignments, quizzes and case studies related to the topic of the first week lecture.
<i>Third week:</i>	Convert class diagram to normalized one-to-many, many-to-many relationships.	Assignments, quizzes and case studies related to the topic of the second week lecture.
<i>Fourth week:</i>	Ms Access, database management system	Assignments, quizzes and case studies related to the topic of the third week lecture.
<i>Fifth week:</i>	Tables and forms	Assignments, quizzes and case studies related to the topic of the fourth week lecture.
<i>Sixth week:</i>	Information from databases, questionnaires, and reports.	Assignments, quizzes and case studies related to the topic of the fifth week lecture.
<i>Seventh week:</i>	Introduction to SQL	Assignments, quizzes and case studies related to the topic of the sixth week lecture.
<i>Eighth week:</i>	Mutual exam (Colloquium)	Assignments, quizzes and case studies related to the topic of the seventh week lecture.
<i>Ninth week:</i>	Building applications and introduction to VBA. Ms. Excel. Functions and formulas.	Assignments, quizzes and case studies related to the topic of the eighth week lecture.
<i>Tenth week:</i>	Transforming data into information	Assignments, quizzes and case studies related to the topic of the ninth week lecture.
<i>Eleventh week:</i>	Automation of repetitive actions (routines), macros	Assignments, quizzes and case studies related to the topic of the tenth week lecture.
<i>Twelfth week:</i>	Scenarios and predictions	Assignments, quizzes and case studies related to the topic of the eleventh week lecture.
<i>Thirteenth week:</i>	Goal Seek. Matrices and Excel	Assignments, quizzes and case studies related to the topic of the twelfth week lecture.
<i>Fourteenth week:</i>	Solver, an optimization tool. Applications.	Assignments, quizzes and case studies related to the topic of the thirtieth week lecture.



<i>Fifteenth week:</i>	Presentation of semester projects.	Presentation of the course projects.
Academic policies and rules of conduct:		
<ul style="list-style-type: none">▪ Students should be aware of and respect the institution and Code of ethics.▪ Students should respect the schedule of lectures, and exercises and be attentive.▪ It is mandatory to possess and presents a student ID card in the mid-terms and exam,▪ During the compilation of course projects, students must adhere to the instructions given by the professor.▪ During the exam is forbidden the use of mobile phones.		