Business Administration

Course Number:	**BUAD 283**
Course Title:	**MANAGEMENT INFORMATION SYSTEMS**
Credits:	3
Calendar Description:	This course is an introduction to computer systems and to the analysis, design and implementation of computer-based management information. Specific technologies will be explored, including databases, decision support systems, networks, electronic commerce and emerging technologies. Computer software will be used to illustrate MIS (Management Information Systems) concepts. *(also offered by Distance Education)*
Semester and Year:	**Winter 2020**
Prerequisite(s):	BUAD 128
Corequisite(s):	No
Prerequisite to:	No
Final Exam:	Yes
Hours per week:	3
Graduation Requirement:	BBA, Management Specialty – Elective
	Diploma, Management and Accounting Options - Elective
Substitutable Courses:	No
Transfer Credit:	CPA credit
Special Notes:	
Originally Developed:	September 1994
EDCO Approval:	May 2017
Chair's Approval:	

Professors

Name	Phone number	Office	Email
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Learning Outcomes

Upon completion of this course students will be able to

- describe the hardware, software, and networking requirements of typical computer-based information systems being used by small-to-large enterprises.
- evaluate new and emerging information systems and technologies to determine their impact on business.
- perform several job functions of a business analyst, including evaluating business processes, mapping an information system to user requirements, and applying decision support tools such as Microsoft Excel.
- design and create database systems using entity-relationship diagrams and relational database management software such as Microsoft Access.
- describe the strategic and managerial issues related to information systems projects, including planning, budgeting, managing, auditing, securing, and evaluating such systems.
- describe the role of infrastructure, data, and software architecture in the design, management, and evaluation of information systems.

Course Objectives

This course will cover the following content:

Please refer to the Course Schedule and Moodle for weekly topics and course objectives.

Evaluation Procedure

Term Work	10%
Assignments	30%
Mid-term Exam	25%
Final Exam (Comprehensive)	35%
Total	**100%**

Notes

Term Work
This grade may be based on any or all of the following: quizzes; weekly exercises; attendance; preparation; professional behaviour in class and in communication with the professor and your fellow students; participation in discussions; and other relevant activities.

Missed Quizzes, Exercises, and Activities
There are no "make-ups" or re-scheduling for missed quizzes, exercises, and/or activities.

Assignments
Most assignments may be done either individually or with a partner, as detailed by your instructor. *Note*: Take responsibility for your own learning. Working with a partner will not help you if you don't learn the skills and concepts needed to pass the mid-term and final exams.

Late Assignments
Unless there is both a valid reason and prior approval from your instructor, late assignments will be penalized as follows:
- Assignments turned in late on the due date lose 10% immediately.
- Assignments are then penalized an additional 20% per day.
- After five (5) days, assignments will not be graded or feedback provided.

Mid-Term and Final Exam
The mid-term and final exam follow the rules and regulations of all college exams, including the requirement of having a documented emergency to sit the exam at an alternate date.

Required Texts/Resources

Title: Introduction to Information Systems, 4th Canadian Ed. (2017)
Author: Rainer et al. (Wiley Canada)
Purchase options include:
- **eBook ISBN**: 978-1-119-33341-8
- **Loose-Leaf ISBN**: 978-1-119-30990-1
Buy eBook: https://www.wiley.com/en-ca/search?pq=978-1-119-33341-8

Students may purchase either an e-book, a loose-leaf printed book or a printed textbook.
Visit the Campus bookstore to purchase in Canadian funds.

Course Schedule: Jan 06 – Apr 09

Date		Topic	Textbook
2020 Week of:		Mon., Jan. 6 – First Day of Classes Mon., Feb. 17 – Family Day Tues., Feb. 18 – Fri., Feb. 21 – Reading Break Thurs., Apr. 9 – Last Day of Regular Classes	
01	Jan 06	Course Introduction Introduction to Information Systems (IS)	Ch 01
02	Jan 13	Organizational Strategy, Comp. Advantage, & IS *Lab: Business Process Modeling and Mapping*	Ch 02
03	Jan 20	Data and Knowledge Management *Lab: ER Diagrams*	Ch 05
04	Jan 27	Ethics, Privacy, Information Security, & Controls *Lab: ER Diagrams*	Ch 03 & 04 (TG05)
05	Feb 03	Telecommunications, Networks, & Cloud Computing *Lab: ER Diagrams*	Ch 06 (TG 03)
06	Feb 10	Hardware, Wireless, Mobile, and M-Commerce *Lab: Mid-Term Review*	Ch 08 (TG 01)
07	**Feb 17**	**READING BREAK, FEB 17-21**	
08	Feb 24	**Mid-term Exam** *Lab: Microsoft Access*	
09	Mar 02	E-Business, E-Commerce *Lab: Microsoft Access*	Ch 07
10	Mar 09	Social Computing & Online Privacy *Lab: Microsoft Access*	Ch 09 (TG 05)
11	Mar 16	IS Within the Organization (ERP Systems) *Lab: Microsoft Access*	Ch 10
12	Mar 23	CRM and SCM Systems *Lab: Microsoft Excel*	Ch 11
13	Mar 30	Business Intelligence and Intelligent Systems *Lab: Microsoft Excel*	Ch 12 (TG 04)
14	Apr 06	Acquiring Information Systems and Applications *Lab: Final Exam Review*	Ch 13 (TG 02)
Apr	*14 - 24*	*Final Exam Period*	

** Please see Moodle for assignment due dates and other scheduled activities.

SKILLS ACROSS THE BUSINESS CURRICULUM

The Okanagan School of Business promotes core skills across the curriculum. These skills include reading, written and oral communications, computers, small business, and academic standards of ethics, honesty and integrity.

STUDENT CONDUCT AND ACADEMIC HONESTY

What is the Disruption of Instructional Activities?
At Okanagan College (OC), disruption of instructional activities includes student "conduct which interferes with examinations, lectures, seminars, tutorials, group meetings, other related activities, and with students using the study facilities of OC", as well as conduct that leads to property damage, assault, discrimination, harassment and fraud. Penalties for disruption of instructional activities include a range of sanctions from a warning and/or a failing grade on an assignment, examination or course to suspension from OC.

What is Cheating?
"Cheating includes but is not limited to dishonest or attempted dishonest conduct during tests or examinations in which the use is made of books, notes, diagrams or other aids excluding those authorized by the examiner. It includes communicating with others for the purpose of obtaining information, copying from the work of others and purposely exposing or conveying information to other students who are taking the test or examination."

Students must submit independently written work. Students may not write joint or collaborative assignments with other students unless the instructor approves it in advance as a group/team project. Students who share their work with other students are equally involved in cheating.

What is Plagiarism?
Plagiarism is defined as "the presentation of another person's work or ideas without proper or complete acknowledgement." It is the serious academic offence of reproducing someone else's work, including words, ideas and media, without permission for course credit towards a certificate, diploma, degree and/or professional designation. The defining characteristic is that the work is not yours.

"Intentional plagiarism is the deliberate presentation of another's work or ideas as one's own." Intentional plagiarism can be a copy of material from a journal article, a book chapter, data from the Internet, another student, work submitted for credit in another course or from other sources.

"Unintentional plagiarism is the inadvertent presentation of another's work or ideas without proper acknowledgement because of poor or inadequate practices. Unintentional plagiarism is a failure of scholarship; intentional plagiarism is an act of deceit."

What are the Students' Responsibilities to Avoid Plagiarism?
Students have a responsibility to read the OC Plagiarism Policy and Procedures outlined in the OC calendar, which is available in online format www.okanagan.bc.ca. Students must acknowledge the sources of information used on all their assignments. This usually involves putting the authors' name and the year of publication in parentheses after the sentence in which you used the material, then at the end of your paper, writing out the complete references in a Reference section.

"Students are responsible for learning and applying the proper scholarly practices for acknowledging the work and ideas of others. Students who are unsure of what constitutes plagiarism should refer to the UBC publication "*Plagiarism Avoided; Taking Responsibility for your Work".* This guide is available in OC bookstores and libraries.

Students are expected to understand research and writing techniques and documentation styles. The Okanagan School of Business requires the use of the APA or MLA style, but suggests that students cite references using the APA guidelines (see Publication Manual of the American Psychological Association, 7^h edition (2019). A copy of the APA manual is available in the reference section and also available for circulation from OC libraries. The library website has access to these two major citing styles.

What are the Penalties for Plagiarism and Cheating?
The Okanagan School of Business does not tolerate plagiarism or cheating. All professors actively check for plagiarism and cheating and the Okanagan School of Business subscribes to an electronic plagiarism detection service. All incidents of plagiarism or cheating are reported and result in a formal letter of reprimand outlining the nature of the infraction, the evidence and the penalty. The Dean of the Okanagan School of Business and the Registrar record and monitor all instances of plagiarism and cheating. Penalties for plagiarism and cheating reflect the seriousness and circumstances of the offence and the range of penalties includes suspension from OC.