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 2021**
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
Scott Overland ***Course Captain***	**250-762-5545 ext. 3241**	**Online**	**soverland@okanagan.bc.ca**
Aidan Cole	250-762-5445 ext.	Online	acole@okanagan.bc.ca

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%
Term Quizzes	30%
Lab Assignments	30%
Final Exam (Comprehensive)	30%
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: Business Driven Information Systems, 7th Ed., with SIMNet for Microsoft Access
Author/Publisher: Paige Baltzan, McGraw-Hill Education eBook ISBN with McGraw-Hill Connect: 978-1-260-590999

• Purchase Link: https://okanagan.bookware3000.ca/Course/campus

Note: This is a strictly digital package; there are no "used" options. Please purchase from the link provided to ensure that you have all of the resources required.

Course Schedule: Jan 11 – Apr 16

Date		Topic	Textbook
2021 Week of:		Monday, January 11 – First Day of Classes Monday, February 15 – STAT Tuesday, February 16 – Friday, February 19 – Reading Break Friday, April 2 – Monday, April 5 - STAT Friday, April 16 – Last Day of Regular Classes	
01	11 Jan	Course Introduction Lab: Microsoft Excel	
02	18 Jan	*Introduction to Management Information Systems* *Lab: Microsoft Excel*	Ch 01
03	25 Jan	*Decision-Making & Business Process* *Lab: Microsoft Excel*	Ch 02
04	1 Feb	Electronic Business & The Internet Lab Microsoft Excel	Ch 03 App D
05	8 Feb	Data, Analytics & Business Intelligence-Part 1 **Quiz 01: Weeks 2-4 (10%)**	Ch 06.1 App C
06	**15 Feb**	**Family Day-Reading Week No Classes**	
07	22 Feb	Data, Analytics & Business Intelligence-Part 2 Lab: Entity Relationship Diagramming	Ch 06.2 CC 02
08	1 Mar	Networking & Telecommunications Lab: Entity-Relationship Diagraming	Ch 07 App B, App E
09	8 Mar	Ethics & Information Security Lab: Entity-Relationship Diagramming	Ch 04 CC 01
10	15 Mar	Information Technology Infrastructure **Quiz 02: Week 5-8 (10%)**	Ch 05 APP A
11	22 Mar	Enterprise Applications (ERP 1) SIMNet: Microsoft Access	Ch 08
12	29 Mar	Enterprise Applications (ERP II: SCM, CRM) SIMNet: Microsoft Access	Ch 08
13	5 Apr	*Systems Development & Project Management* *SIMNet: Microsoft Access*	Ch 09
14	12 Apr	*Final Exam Review & SIMNet: Microsoft Access* ***Quiz 03: Weeks 9-12 (10%)***	
15		*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, 7th 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.