



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. <i>(also offered by Distance Education)</i>
Semester and Year:	Winter 2015
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:	CA, CGA, CMA
Special Notes:	
Originally Developed:	September 1994
EDCO Approval:	February 2003
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 components of a computer-based information system.
- Describe the types of information systems being used by small-to-large enterprises.
- Design computer-based solutions to typical business problems, including the use of mobile technologies, networks, databases, and Internet-based cloud services.
- Document the role of a business analyst in the evaluation of business processes, and in the selection and/or development of an information system.
- Apply decision support tools, such as Microsoft Excel's Solver, or knowledge-based systems, such as expert systems and AI, in solving business and optimization problems.
- Create entity-relationship diagrams that solve database management problems.
- Create database systems using relational database management software, such as Microsoft Access, for storing, retrieving, and reporting on captured data.
- Evaluate emerging information technologies to determine their impact on business.
- Describe strategic and managerial issues related to information systems projects, including planning, budgeting, managing, auditing, and evaluating IT/IS systems.
- Evaluate IT/IS security, backup, and control measures, including disaster preparedness.

Course Objectives

This course will cover the following content including:

- *Please refer to the course schedule and Moodle for weekly topics and course objectives.*

Evaluation Procedure

Quizzes, Exercises, & Participation	15%
Assignments	30%
Mid-Term Exam	20%
Final Exam (Comprehensive)	35%
Total	100%

Notes

<p>Quizzes, Exercises and Participation</p> <p>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 any other activities that arise during the course.</p>
<p>Missed Quizzes, Exercises, and Activities</p> <p>There are no “make-ups” or re-scheduling for missed quizzes, exercises, and/or activities.</p>
<p>Assignments</p> <p>Most assignments may be done either individually or with a partner, as detailed by your instructor. <i>Note:</i> If you choose to work in a group, make sure to take responsibility for your own learning. Working in a group will not help you if you don’t learn the skills and concepts you need to pass the mid-term and final exams.</p>
<p>Late Assignments</p> <p>Unless there is both a valid reason and prior approval from your instructor, late assignments will be penalized as follows:</p> <ul style="list-style-type: none"> • Assignments turned in late on the due date lose 20% immediately. • Assignments then lose an additional 20% per day (24-hour period).
<p>Mid-Term Exam</p> <p>The mid-term exam follows the rules and regulations of all college exams, including the requirement of having a documented emergency in order to sit the exam at a later date.</p>

Required Texts/Resources

<p>Title: Business Driven Information Systems, 3rd Canadian Edition, by Baltzan, Detlor, & Welsh Publisher: McGraw-Hill Ryerson Canada, Copyright 2012 Package ISBN with SimNet: 978-1-25-910563-0, which includes the textbook (ISBN: 978-007-089090-9) and SimNet registration code.</p>
<p>McGraw-Hill’s SimNet will be used for the online Microsoft Access training and assessment. While this access or registration code is required, you may purchase it separately online or access the trial edition of the software for a limited time period. This code is not needed until after the mid-term exam, and will be discussed further by your instructor at that time.</p>

Course Schedule

Date		Topic	Textbook
Week of:		Mon. Jan 5 Classes begin Family Day Feb 9 & Feb 10 to 13 Reading Break – no classes Good Fri. Apr 3 & Easter Mon. Apr 6 – no classes Tues. Apr 14 Last day of regularly scheduled classes	
Jan	5	Course Introduction Information Systems and Business Strategy	Ch 01
	12	Decision-Making and Business Processes <i>Lab: Business Process Mapping</i>	Ch 02
	19	The Internet and E-Business <i>Lab: Excel Solver</i>	Ch 03
	26	Hardware, Software, and Network Communications <i>Lab: Excel Solver</i>	App. A Ch 12
Feb	2	Systems Development & Project Management <i>Lab: Excel Solver</i>	Ch 10
	9 - 13	READING BREAK (<i>Feb 9 to 13 – no classes</i>)	
	16	Enterprise Architectures <i>Lab: Mid-Term Review</i>	Ch 11
	23	Mid-term Exam (20%) <i>Lab: Database Design & E-R Diagramming</i>	
Mar	2	Databases & Database Warehouses <i>Lab: E-R Diagramming</i>	Ch 07
	9	Enterprise Resource Planning (ERP) <i>Lab: Microsoft Access</i>	Ch 04
	16	Operations and Supply Chain Management (SCM) <i>Lab: Microsoft Access</i>	Ch 05
	23	Customer Relationship Management (CRM) <i>Lab: Microsoft Access</i>	Ch 06
	30	Knowledge Management (KM) & Enterprise Portals <i>Lab: Microsoft Access</i>	Ch 08
Apr	6	Easter Monday (<i>no classes</i>)	
	13	Information Ethics, Privacy, and Security <i>Lab: Final Exam Review</i>	Ch 09
	17 - 25	Final Exam Period	

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, 6th edition (2009). 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.