COURSE SYLLABUS

COURSE TITLE: BUS 241 Management Information Systems

CLASS SECTION: D01

TERM: Summer 2024

COURSE CREDITS: 3

DELIVERY METHOD(S):   Virtual synchronous M/W 6:00-8:50 pm on Zoom

INSTRUCTOR DETAILS

NAME: Amy Hoggard MS, CPA,CA, CFE, CIA

EMAIL: hoggarda@camosun.ca. You can also email me via the D2L course webpage (recommended)

OFFICE: CBA224

HOURS: by appointment through Zoom

As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.

CALENDAR DESCRIPTION

This course focuses on information technology, information systems and information management. Trends in globalization, outsourcing, and rapid advances in the information and communication technology fields are contributing towards many new opportunities and threats alike, across most industrial sectors. Organizations that can successfully navigate through this new reality can achieve significant strategic advantage over their competitors. Students will explore the issues and apply the tools necessary for implementing successful information systems.

PREREQUISITE(S):

One of:
- C in Bus 145
- Bachelor degree from a recognized post-secondary institution

COURSE LEARNING OUTCOMES / OBJECTIVES

Upon successful completion of this course, the learners will have acquired knowledge and skills to:

- Evaluate the impact of information systems on organizations.
- Analyze how information systems support various business strategies for competitive advantage.

- Evaluate appropriate alternatives including cloud based systems, open-source based and custom developed solutions for the purpose of acquiring information systems capability.
- Assess the opportunities and risks associated with business process outsourcing alternatives.
- Assess the business value of security and control measures.
- Propose change management strategies for implementing successful IS projects.
- Explain the social, ethical, and moral dilemmas that often confront organizations as they consider deployment of information technology enabled solutions.

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

Computer and software requirements

a. The course will be delivered online using Camosun College's Desire2Learn ("D2L") platform which you can access at **online.camosun.ca**. For instructions for how to first access D2L, please see https://legacy.camosun.ca/services/its/student-accounts.html#domain_account

b. As a Camosun student, you qualify for a free Office 365 subscription. Please see details at http://camosun.ca/services/its/other-services.html. If you need to borrow a laptop, there is a limited supply that are loaned to students by Camosun College at the beginning of the term as well as short-term 4 hour loans are available. Please see details at https://camosun.ca/services/library/borrow

c. Your computer hardware and software need to meet the minimum standards set by Camosun http://camosun.ca/services/orientation/online-learning.html. For D2L, it is recommended that you use Chrome as your browser. Exams in this course will be online, invigilated through monitoring software using a microphone and webcam. You will require a reliable computer with a microphone and webcam along with a strong Internet connection, the ability to install examination lockdown software, and a private space to write your exams.

d. The midterm and final exam will be written via D2L through Integrity Advocate.

Textbook and other materials

Text: **Information Systems for Business and Beyond** – Shauna Roch, et al. First Canadian Edition, 2022.

Other: D2L will be used to provide additional online materials and coursework.

COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor.

WEEK or DATE RANGE	ACTIVITY or TOPIC	ACTIVITY/DISCUSSION DUE DATES
Class 1 May 6	Course Welcome and Unit 1: The Importance of MIS (Chapter 1)	
Class 2 May 8	Unit 2: Competitive Advantage and IS (Chapter 2)	Assignment #1 Due Sunday May 12 at 11:59 PM
Class 3 May 13	Unit 3: Hardware, Software, Networks (Chapter 3, 4, 6)	
Class 4 May 15	Unit 4: Data Management (Chapter 5)	Assignment #2 Due Monday May 20 at 11:59pm
Class 5 May 20	Victoria Day – no class	
Class 6 May 22	Unit 5: Acquiring Systems (Chapter 7)	Assignment #3 Due Sunday May 26 at 11:59 PM
Class 7 May 27	Unit 6: Security & Control (Chapter 8)	
Class 8 May 29	Midterm (Units 1-7) -online using Integrity Advocate	Midterm Wednesday May 29 at 6pm
Class 9 June 3	Unit 7: Ethics, Green IT, Governance (Chapter 9)	
Class 10 June 5	Unit 8: Process Improvement (Chapter 11.1-11.4)	Assignment #4 Due Sunday June 9 at 11:59 PM
Class 11 June 10	Unit 9: Enterprise Systems (Chapter 11.5-11.6)	
Class 12 June 12	Unit 10: Data Analytics (Chapter 12)	Assignment #5 Due Sunday June 16 at 11:59 PM
Class 13 June 17	Unit 11: Emerging Technologies (Chapter 13)	
Class 14 June 19	Wrap-up of course	Assignment #6 Due Friday June 21 at 11:59 PM

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced noticed is required. Deadlines can be reviewed on the CAL exams page. https://camosun.ca/services/academic-supports/accessible-learning/academic-accommodations-exams

EVALUATION OF LEARNING

DESCRIPTION	WEIGHTING
Assignments (6 in total)	27%
D2L Quizzes (10 in total lowest 2 dropped)	8%
Midterm Exam (approximately 90 minutes)	30%
Final Exam (approximately 120-150 minutes)	35%
TOTAL	100%

If you have a concern about a grade you have received for an evaluation, please come and see me as soon as possible. Refer to the Grade Review and Appeals policy for more information. http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf

COURSE GUIDELINES & EXPECTATIONS

At this point in your academic career, it is expected that you will exhibit a high level of responsibility for your learning. This includes preparing fully for class, arriving on time and ready to work, contributing to the class learning activities, and participating in group work.

Students are also expected to be proficient in various Microsoft Office applications including Word, Excel and PowerPoint.

All submitted work in this course for assessment is to be your own work. Please see the College-Wide Academic Integrity policy below regarding academic expectations and implications. Examinations are closed-book and held at the time and date scheduled. Please see the School of Business policy below regarding missed examinations and assignments.

The **evening version** of this course includes two hours and fifty minutes of synchronous and asynchronous online instruction. In addition to virtual attendance, students are expected to access online materials available on the course D2L site and ensure that sufficient homework is completed to make up the additional 50 minutes of day class coverage.

Mandatory Attendance for First Class Meeting of Each Course: This section of BUS 241 requires mandatory attendance for the first class meeting of the course. If you do not attend, and do not provide your instructor with a reasonable explanation in advance, you will be removed from the course and the space offered to the next waitlisted student. For more information, please see the "Attendance" section under **"Registration Policies for Students"** Registration Policies for Students | Camosun College

Chat GPT and other AI tools. During this course, you are going to be required to complete a number of written assignments. Can you use AI to complete this!? Maybe! If you choose to use AI for one of your written assignments, you must DISCLOSE that you have used it and indicate which portion of the text was prepared by AI versus prepared by you. Within your report, you must include a discussion on WHY you used chat GPT, how it helped you, and what areas it left out. Did you make any edits to what it gave you? **If I find that chat GPT has been used and not disclosed, even when permitted, academic integrity penalties will be applied. AI is not appropriate in response to debrief questions or reflections on self-learning, and cannot be used in exams.**

Assignment formatting. The School of Business uses APA style for formatting assignments and citing references. Proper citations and formatting using APA style will be required. See Camosun College (2018) Library Citation Guides retrieved from: http://camosun.ca.libguides.com/apa7.

- ❑ In text citations for quotes, paraphrasing, and references must be consistent with APA standards.
- ❑ Grammar, spelling, style and APA formatting, citations and referencing will be assessed in your mark.
- ❑ All submitted work must be properly referenced to sources where required by your instructor.

- ❑ Unless otherwise specified, you are to submit your own work, any work collaborated (unless permitted by the course) will be considered in violation of the college's Academic Integrity policy. See Camosun College (2021) Academic Integrity Policy

Deadlines and exams. You must submit your various assessments on the due date or as announced. A grade of zero will be assigned to late submissions. There are no additional assignments or make-up exams of any kind if you performed poorly on an assignment, midterm or final exam.

a) <u>EXAM DATES WILL NOT BE RESCHEDULED</u>. Non-attendance on scheduled exam dates results in a zero grade. Exceptions will be made only for personal emergencies or unforeseeable extenuating circumstances in accordance with the College's Final Exam Reschedule and Repeat Policy https://camosun.ca/sites/default/files/2022-11/e-1.17.pdf
b) Students registered through the **Centre for Accessible Learning (CAL)** should discuss timelines with their instructors at the beginning of each semester.
c) Medical notes must be dated, signed, and be written on letterhead or prescription paper imprinted with the physician's name and address. Notes are accepted from Physician (GP or medical specialist), Nurse Practitioner, Psychiatrist, Psychologist, Counsellor and Aboriginal Elder. Electronic notes will not be accepted. Medical documentation must be received as soon as reasonably possible.

Academic Integrity. The School of Business is committed to promoting competence, professionalism and integrity in our students and developing their core skills to succeed throughout their academic programs and in their careers. The purpose of the Academic Integrity policy is to provide clear expectations of appropriate academic conduct and to establish processes for discipline in appropriate circumstances. It is your responsibility to become familiar with the content and the consequences of academic dishonesty.

- ❑ See Camosun College (2021) Academic Integrity Policy: "Students' Rights and Responsibilities".

Acts of academic dishonesty include, but are not limited to:
- ❑ Using the exact words of a published or unpublished author without quotation marks and without referencing the source of these words.
- ❑ Duplicating a table, graph, or diagram, in whole or in part, without referencing the source.
- ❑ Paraphrasing the ideas of another person, whether written or verbal, without referencing the source.
- ❑ Providing answers to another student in any test, examination, or take-home assignment.
- ❑ Taking any unauthorized materials into an examination or test.
- ❑ Submitting the same paper or portions thereof for more than one assignment in different courses without the instructor's permission.

If you are uncertain or have any questions regarding academic integrity, please do not hesitate to discuss these with your instructor.

STUDENT RESPONSIBILITY

Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

SUPPORTS AND SERVICES FOR STUDENTS

Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit camosun.ca/services.

Support Service	Website
Academic Advising	camosun.ca/services/academic-supports/academic-advising
Accessible Learning	camosun.ca/services/academic-supports/accessible-learning
Counselling	camosun.ca/services/health-and-wellness/counselling-centre
Career Services	camosun.ca/services/co-operative-education-and-career-services
Financial Aid and Awards	camosun.ca/registration-records/financial-aid-awards
Help Centres (Math/English/Science)	camosun.ca/services/academic-supports/help-centres
Indigenous Student Support	camosun.ca/programs-courses/iecc/indigenous-student-services
International Student Support	camosun.ca/international
Learning Skills	camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills
Library	camosun.ca/services/library
Office of Student Support	camosun.ca/services/office-student-support
Ombudsperson	camosun.ca/services/ombudsperson
Registration	camosun.ca/registration-records/registration
Technology Support	camosun.ca/services/its
Writing Centre	camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

Academic Accommodations for Students with Disabilities

Camosun College is committed to achieving full accessibility for persons with disabilities. Part of this commitment includes arranging appropriate academic accommodations for students with disabilities to ensure they have an equitable opportunity to participate in all of their academic activities. If you are a student with a documented disability and think you may need accommodations, you are strongly encouraged to contact the Centre for Accessible Learning (CAL) and register as early as possible. Please visit the CAL website for more information about the process of registering with CAL, including important deadlines: https://camosun.ca/cal

Academic Progress

Please visit https://camosun.ca/sites/default/files/2023-02/e-1.1.pdf for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

Course Withdrawals Policy

Please visit https://camosun.ca/sites/default/files/2021-05/e-2.2.pdf for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit https://camosun.ca/registration-records/tuition-fees#deadlines.

Grading Policy

Please visit https://camosun.ca/sites/default/files/2021-05/e-1.5.pdf for further details about grading.

Grade Review and Appeals

Please visit https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf for policy relating to requests for review and appeal of grades.

Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal (see Medical/Compassionate Withdrawals policy). Please visit https://camosun.ca/services/forms#medical to learn more about the process involved in a medical/compassionate withdrawal.

Sexual Violence

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun's Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what

supports are available and their options for next steps. The Office of Student Support respects a student's right to choose what is right for them. For more information see Camosun's Sexualized Violence Policy: https://camosun.ca/sites/default/files/2021-05/e-2.9.pdf and camosun.ca/services/sexual-violence-support-and-education.

To contact the Office of Student Support: oss@camosun.ca or by phone: 250-370-3046 or 250-370-3841

Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College's Student Misconduct Policy at https://camosun.ca/sites/default/files/2021-05/e-2.5.pdf to understand the College's expectations of academic integrity and student behavioural conduct.

Looking for other policies?

The full suite of College policies and directives can be found here: https://camosun.ca/about/camosun-college-policies-and-directives

Changes to this Syllabus: Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.

Accounting and Finance Students

Want to know more about events happening in the Accounting and Finance department, including recruiting and networking events? Check out http://camosun.ca/cpa2b for current events.