COURSE SYLLABUS

COURSE TITLE: Bus241 – Management Information Systems

CLASS SECTION: D01

TERM: Winter 2025

COURSE CREDITS: 3.0

DELIVERY METHOD(S): Online Asynchronous

INSTRUCTOR DETAILS

NAME: Rob Sorensen

EMAIL: sorensen@camosun.ca (please note the spelling of my last name)

OFFICE: CBA270

HOURS: See D2L for office hours

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):   C in Bus 145 OR 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

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.

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

Exams in this course will be online, invigilated live 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.

Please see Camosun's Online Learning requirements at http://camosun.ca/services/orientation/online-learning.html.

Please contact the library early in the semester if you need a loaner laptop or a wireless Internet hotspot.

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	ACTIVITY or TOPIC	OTHER NOTES
1: Jan 6-12	Course Welcome and Setup	
2: Jan 13-19	Unit 1: The Importance of MIS	Chapter 1
3: Jan 20-26	Unit 2: Competitive Advantage & IS	Chapter 2
4: Jan 27-Feb 2	Unit 3: Hardware, Software, Networks	Chapters 3, 4, 6
5: Feb 3-9	Unit 4: Data Management	Chapter 5
6: Feb 10-16	**Midterm Exam #1: Units 1-4 (Saturday 9:00am, 90 minutes)**	
7: Feb 17-23	*Reading Break – No Classes*	
8: Feb 24-Mar 2	Unit 5: Acquiring Systems	Chapter 7
9: Mar 3-9	Unit 6: Security & Control	Chapter 8
10: Mar 10-16	Unit 7: Ethics, Green IT, Governance	Chapter 9
11: Mar 17-23	**Midterm Exam #2: Units 5, 6, 7 (Saturday 9:00am, 90 minutes)**	
12: Mar 24-30	Unit 8: Process Improvement	Chapter 11.1-11.4
13: Mar 31-Apr 6	Unit 9: Enterprise Systems	Chapter 11.5-11.6
14: Apr 7-13	Unit 10: Data Analytics	Chapter 12
	Final Exam – TBA During the exam period April 14 – 25th	

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 scan be reviewed on the CAL exams page. http://camosun.ca/services/accessible-learning/exams.html

DESCRIPTION		WEIGHTING
Learning Portfolio (best 8 of 10)		40%
Midterm Exam #1 (Units 1-4, 90 minutes)		15%
Midterm Exam #2 (Units 5-7, 90 minutes)		15%
Final Exam (material from the entire course, 3 hours)		30%
	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. https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf

COURSE GUIDELINES & EXPECATIONS

At this point in your academic career, it is expected that you will exhibit a high level of responsibility for your learning. This includes watching the online lecture videos, reading the textbook, and managing your time well.

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

SCHOOL OR DEPARTMENTAL INFORMATION

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

❑ Where required by your instructor, submit all assignments into the D2L assignments by your last name.
❑ 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 Student Conduct Policy. See Camosun College (2003) Student Conduct Policy from: http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf.

Learning Portfolio: The learning portfolio is a collection of your learning materials from each of the 10 course units. Details of what to include will be posted in D2L each week (generally in-class notes, reading notes, short exercises, etc.). Your best 8 out of the 10 units will count toward your grade. Submissions are due on Sunday evenings. If needed, you may occasionally hand in your work on Monday. There is no need to ask for permission, I trust that you can manage your time well but may occasionally have something come up where you need an extra day.

Please take responsibility for completing your course work in a timely manner. I cannot provide make-up assignments or opportunities to improve your grade if you miss work along the way.

Exams: In our schedule, you will see the dates for our midterm exams. Please understand that exam dates are firm and cannot be rescheduled (except as noted below). If you miss an exam, you will receive a zero grade.

A final exam for this course will be scheduled sometime during April 14th – 25th. Do not schedule holiday/vacation trips during this time as Exam dates are not at the discretion of the instructor and may occur

at any date and time within the exam period set out by the College. There are no options for online midterm or final exam writing for in-person courses.

In emergency circumstances, alternate arrangements may be made if the student would otherwise be unable to complete the program or course. Exceptions due to emergency circumstances, such as unavoidable employment commitments, health problems, or unavoidable family crises, require the approval of the appropriate instructor. Holidays or scheduled flights are not considered emergencies. The student may be required to provide verification of the emergency circumstance. See Camosun College (2018) Final Examinations from: http://camosun.ca/learn/calendar/current/procedures.html#academic.

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.

Generative AI (Including ChatGPT, Claude, Copilot, Gemini, etc.) Not Permitted
Any work submitted must be your own original work unless specifically noted in the instructions by your instructor. Any unpermitted use of generative artificial intelligence (AI), including ChatGPT, Claude, Copilot, Gemini, etc. is prohibited and constitutes academic misconduct. Any student suspected of submitting work that includes AI generated content may be asked for preliminary work or other materials to evidence the student's original and unaided authorship. The student may also be asked to separately explain or support their work. AI identification methods may also be employed by the instructor. After review, if it is determined by the instructor that submitted work likely contains AI generated content, the work may receive a zero and may be subject to further misconduct measures set out in the See Camosun College (2021) Academic Integrity Policy. https://camosun.ca/sites/default/files/2021-09/e-1.13.pdf

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

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.

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 Integrity

Students are expected to comply with all College policy regarding academic integrity; which is about honest and ethical behaviour in your education journey. The following guide is designed to help you understand your responsibilities: https://camosun.libguides.com/academicintegrity/welcome
Please visit https://camosun.ca/sites/default/files/2021-05/e-1.13.pdf for Camosun's Academic Integrity policy and details for addressing and resolving matters of academic misconduct.

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.