BUS 370 *Management Information Systems* (3 credit hours)
Fall 2010

Class Schedule
Time: Wednesdays 6:30 – 9:30 pm
Location: Room L2100
Moodle enrolment code: "daveiscool"

Instructor Information
David Adams, BBA, MBA, CA, CPA, CMA (Hon.)
Office: L2055
Office Phone: 410-2000 ext. 6912
Email Address: dadams@ambrose.edu
Office hours: Tuesday & Wednesday 9:30 PM -10:30 PM (or 1 hour after class) or by appointment

Course Description & Objectives

This course provides an introduction and understanding of the value and uses of information systems for business operation and managerial decision-making. It concentrates on providing an understanding of the tools and terminology needed to understand information systems and their role in the business environment. Topics include information systems concepts, a review of information technology concepts, the fundamentals of e-business, planning and development of information systems, and the implementation and management of these systems.

By the end of this course, students should:

- Recognize and evaluate the strategic implications and applications of information systems for business organizations;
- Develop a holistic view of information systems by applying a system's approach and by generating an understanding of general systems concepts as a means of identifying the information needs for a business organization;
- Understand the need for a planned organizational information technology infrastructure and be familiar with alternative network, data, applications, and management and control architectures for providing this infrastructure.
- Identify the international, ethical, privacy and behavioural aspects of information systems and technology;
- Understand the trend towards electronic business/commerce and be able to assess and plan for its impact on the organization;

- Analyze business problems using a systems and business processes approach
- Discuss MIS concepts and identify techniques which can be used in the planning, developing and controlling of an organization's information system;
- Demonstrate a sound understanding of basic information technology topics (hardware devices, data, software, etc.);
- Explain how functional area information systems can be used to support business decisions and productivity at all levels of the organization.

Course Text & Materials
Business Driven Information Systems, Canadian Edition, Baltzan, Phillips, Detlor, McGraw-Hill Ryerson, 2008.

Students are also expected to utilize the various features of the text website:
http://highered.mcgraw-hill.com/sites/007078051x/student_view0/index.html

The "Cohesion Case" will also be used for several of the case projects. It can be accessed at:
www.cohesioncase.com

In addition to readings, audio visual presentations and guest speakers may also be used occasionally to supplement lectures and course materials.

Course Requirements & Evaluation
Course grading and evaluation will be conducted according to the following:

Chapter Projects/Cases (8 @ 6.25 mks each)	50%
Quarterly Quizzes (4 @ 10 mks each)	40%
Class Participation	10%

Chapter Cases/Projects:
At the end of each chapter, students may choose one of several project or case assignments to be written up and handed in at the start of the following class. (see list at end of syllabus) There are 12 chapters in the text, meaning students may choose not to do a project/case for 4 chapters or may choose to have the lowest chapter project/cases dropped from their grade calculation for any projects above the 8 required. **NOTE: Students must do at least 2 projects for each section of three chapters.** Up to three of the projects may be "Tech Projects" which are focused on an Excel problem. Written cases/projects should be no longer than 4 pages and should always be at least 1 page. For "Tech Projects", students should submit the corresponding Excel file via email or Moodle upload.

Quarterly Quizzes:
The quarterly quizzes are held the class following the completion of three chapters and will only cover material from those three chapters.

<u>Class Participation:</u>
Another component of your grade is participation during class time. Students are expected to attend all classes, having prepared for class by reading the assigned text chapters ahead of time, and actively participating in group discussions. If external circumstances or illness prevent you from attending or adequately preparing for a class, please let the professor know so that this can be taken into account, as repeated absences from class will negatively impact a student's individual participation grade.

Grading
The available letters for course grades are as follows:

% Grade	*Letter Grade*	*Description*
95% to 100%	A+	
90% to 94%	A	Excellent
85% to 89%	A-	
80% to 84%	B+	
76% to 79%	B	Good
72% to 75%	B-	
68% to 71%	C+	
64% to 67%	C	Satisfactory
60% to 63%	C-	
55% to 59%	D+	
50% to 54%	D	Minimal Pass
0% to 49%	F	Failure

All hand-in assignments and quizzes must include the student's name and ID number.

Please note that final grades will be available on your student portal. Printed grade sheets are no longer mailed out.

Important Dates for Registration, Withdrawal, and Course Auditing
<u>September 17th, 2010</u>, is the last day to enter a course without permission or to withdraw from a course without incurring a financial penalty in terms of tuition refund.

<u>November 12th, 2010</u>, is the last day to voluntarily withdraw from a course or change to audit without academic penalty.

Course withdrawal forms are available from the Registrar. Students who do not follow the proper withdrawal procedures will be recorded as having failed the course.

In-class Use of Electronic Devices

The use of personal electronic devices by students in-class is purely at the discretion of the instructor. The use of music players, earphones, cell phones, PDAs, or any other personal entertainment devices will not be allowed in-class at any time. Typically, laptop or notebook computers may be utilized <u>only for taking notes or reviewing course materials</u> if necessary. However, if laptop use becomes a distraction for other students in the class, or is used for activities that are not class-related (i.e. Internet browsing, playing games, watching videos, emailing, chatting, etc.), the instructor will ask the student to stop using the laptop and put it away, and make a deduction to the student's course participation grade – 20% deduction for first instances; additional 40% deduction and loss of laptop use for the remainder of the semester for any repeat instances.

Audio or video recording of class lectures is strictly prohibited without the prior expressed consent of the instructor.

Important Notes

Students are advised to retain this syllabus for their records. It is the responsibility of all students to become familiar with and adhere to academic policies as stated in the Student Handbook and Academic Calendar. Personal information, that is information about an individual that may be used to identify that individual, may be collected as a requirement as part of taking this class. Any information collected will only be used and disclosed for the purpose for which the collection was intended. For further information contact the Privacy Compliance Officer at privacy@ambrose.edu.

Although extensions to coursework in the semester are at the discretion of the instructor, students may not turn in coursework for evaluation after the last day of the scheduled final examination period unless they have received permission for a "Course Extension" from the Registrar's Office. Requests for course extensions or alternative examination time must be submitted to the Registrar's Office by the appropriate deadline (as listed in the Academic Calendar http://www.ambrose.edu/publications/academiccalendar). Course extensions are only granted for serious issues that arise "due to circumstances beyond the student's control."

Academic dishonesty is taken seriously at Ambrose University College as it undermines our academic standards and affects the integrity of each member of our learning community. Any attempt to obtain credit for academic work through fraudulent, deceptive, or dishonest means is academic dishonesty. Plagiarism involves presenting someone else's ideas, words, or work as one's own. Plagiarism is fraud and theft, but plagiarism can also occur by accident when a student fails or forgets to give credit to another person's ideas or words. Plagiarism and cheating can result in a failing grade for an assignment, for the course, or immediate dismissal from Ambrose. Students are expected to be

familiar with the policy statements in the current academic calendar and the student handbook that deal with plagiarism, cheating, and the penalties and procedures for dealing with these matters. All cases of academic dishonesty are reported to the Academic Dean and become part of the student's permanent record.

Course changes, including adding or dropping a course, may be made during the Registration Revision period, as outlined in the Calendar of Events. All course changes must be recorded on a Registration form, available from the Office of the Registrar. Due to circumstances such as class size, prerequisites or academic policy, the submission of a Registration form does not guarantee that a course will be added or removed from a student's registration. Students may change the designation of any class from credit to audit up to the date specified in the Calendar of Events, although students are not entitled to a tuition adjustment or refund after the Registration Revision period.

Withdrawal from courses after the Registration Revision period will not be eligible for tuition refund. Students intending to withdraw from some or all of their courses must submit a completed Registration form to the Registrar's office. The dates by which students may voluntarily withdraw from a course without penalty are listed in the Calendar of Events. A grade of 'W' will be recorded on the student's transcript for
any withdrawals from courses made after the end of the Registration Revision period and before the Withdrawal Deadline (also listed in the Calendar of Events). 'W' grades are not included in grade point average calculations. A limit on the number of courses from which Academic a student is permitted to withdraw may be imposed. Students wishing to withdraw from a course, but who fail to do so by the applicable date, will receive the grade earned in accordance with the course syllabus. A student obliged to
withdraw from a course after the Withdrawal Deadline because of health or other reasons may apply to the Registrar for special consideration.

An appeal for change of grade on any course work must be made to the course instructor within one week of receiving notification of the grade. An appeal for change of final grade must be submitted to the Office of the Registrar in writing within 30 days of receiving notification of the final grade, providing the basis for appeal. A review fee of $50.00 must accompany the appeal to review final grades. If the appeal is sustained, the fee will be refunded.

BUS 370 – Management Information Systems
Weekly Schedule

Date	Class Topic	Text chapters
Sept 8th	Introduction and course overview; Information Systems in Business	1
Sept 15th	E-business	2
Sept 22nd	Strategic Decision Making	3
Sept 29th	**QUIZZ #1** (Chps 1 - 3); Supply Chain Management	4
Oct 6th	Customer Relationship Management ; Tech Plug In #2	5
Oct 13th	Enterprise Resource Planning; Tech Plug In #3	6
Oct 20th	**No class** – Ambrose Community Day	
Oct 27th	**QUIZZ #2** (Chps 4 - 6); Databases & Data Warehouses	7
Nov 3rd	Accessing, Sharing and Using Information; Tech Plug In #4	8
Nov 10th	Ethics, Privacy and Security	9
Nov 17th	**QUIZZ #3** (Chps 7 - 9); Systems Development	10
Nov 24th	Networks, Telecommunications and Wireless Computing	11
Dec 1st	IT Architectures	12
Dec 8th	**QUIZZ #4** (Chps 10 -12)	

Note: The dates and order of topics outlined in this schedule may be subject to change at the instructor's discretion throughout the term. Any changes will be communicated in advance.

List of Projects/Cases for Each Chapter:

Chapter	Project or Case Assignments
1	AYK#1, AYK#2, AYK#3, CC "Competitive Advantage" - Business Dilemma, CC "Competitive Advantage" - Making Business Decisions 1
2	AYK#16, AYK#17, CC "E-Business" – Making Business Decisions 1, CC "E-Business" – Apply Your Knowledge
3	AYK#14, CC "Business Intelligence" – Business Dilemma, Closing Case #3 p. 96., Making Business Decisions Prob 4 p.99
4	AYK#11, CC "SCM" – Business Dilemma, CC "SCM" – Making Business Decisions 1, Making Business Decisions Prob 1 p.128
5	AYK#9, AYK#10, CC "CRM" - Making Business Decisions 2, AYK#38 (T), CC "CRM" – Apply Your Knowledge (T), Making Business Decisions Prob 7 p.157
6	CC "ERP" - Business Dilemma, CC "ERP" – Making Business Decisions (T), Making Business Decisions Prob 2 p.182, Making Business Decisions Prob 5 p.182
7	AYK#23, AYK#46, AYK#47, Making Business Decisions Prob 6 p. 221, Making Business Decisions Prob 8 p. 222
8	CC "Collaboration" – Business Dilemma, CC "Collaboration" – Making Business Decisions 1, CC ""Collaboration" – Making Business Decisions 2, "Collaboration" – Apply Your Knowledge, AYK#13
9	CC "Security" - Making Business Decisions 1, CC "Security" - Making Business Decisions 2, CC "Ethics" - Making Business Decisions 1, CC "Ethics" - Making Business Decisions 2, CC "Ethics" – Apply Your Knowledge
10	CC "Systems Development" – Business Dilemma, CC "Systems Development" – Making Business Decisions 1, CC "Systems Development" – Making Business Decisions 2, AYK#22
11	CC "Networks, Telecommunications, & Wireless" – Business Dilemma, CC "Networks, Telecommunications, & Wireless" – Making Business Decisions 1, CC "Networks, Telecommunications, & Wireless" – Making Business Decisions 2, CC "Networks, Telecommunications, & Wireless" – Apply Your knowledge
12	CC "Enterprise Architectures" – Making Business Decisions 1, CC "Enterprise Architectures" – Making Business Decisions 2, CC "Enterprise Architectures" – Apply Your Knowledge

The "Applying Your Knowledge" (AYK) projects may be found at:

http://highered.mcgraw-hill.com/sites/dl/free/007078051x/576220/AYK_Project.pdf

Note: Those projects designated as "Tech" have a "T" at the end of the project. You may only do three projects of this type.

The "Cohesion Case" (CC) questions may be found at:

http://www.cohesioncase.com/cc_diagram.html