

Course ID:	Course Title:	Fall 2022
BUS 370	Management Information Systems	Prerequisite: BUS 100 or BUS 305
		Credits: 3

Class Information		Instructor Information		Important Dates	
Delivery:	In Class	Instructor:	Amin Aslani	First Day of Class:	Thu, Sep 8 th
Days:	Thu	Email:	Amin.aslani@ambrose.edu	Last Day to Add/Drop:	Sun, Sep 18 th
Time:	6:45 PM-9:45 PM	Phone:	587-432-8540	Last day to request revised time for a final exam	Tue, Nov 1 st
Room:	A2133	Office:	L2091	Last Day to Withdraw:	Mon, Nov 21 st
Lab/Tutorial:	N/A	Office Hours:	By appointment	Last Day to Apply for Coursework Extension:	Wed, Nov 23 rd
Final Exam:	TBA			Last Day of Class:	Thu, Dec 8 th

Important Dates and Information

For a list of all important dates and information regarding participating in classes at Ambrose University, please refer to the Academic Calendar at <https://ambrose.edu/academic-calendar> .

Course Description

This course provides an introduction and understanding of the value and uses of information systems for business operation and management decision-making. It concentrates on providing an understanding of the tools and basic 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.

Expected Learning Outcomes

It is the aim of the course that students acquire the following skills: 1. Understand the role of Information Systems in an organization 2. See Information Systems as a competitive tool that should be harnessed to increase business success. 3. Understand how Information Systems are changing the management processes and culture of organizations. 4. Be able to have understanding of the design and implementation of Information Systems in an organization.

Textbooks

Experiencing MIS, 9th Edition; David M Kroenke and Randall J Boyle; Pearson

Course Schedule

COURSE SCHEDULE (BUS 371 MANAGEMENT INFORMATION SYSTEMS)	
DATE	DETAILS
September	
8 th	Syllabus review; introduction to Information Systems; why Information Systems should matter to you
15 th	The Five components of Managing Information Systems; Business Process Management
22 nd	Innovation; Competition (Information Systems to rescue) - Assignment 1 due at 12:00 pm
29 th	Real-world discussion: MIS' role in enterprises affected by recent phenomena and changes in business
October	
6 th	Hardware and Software; Open-Source Software; Security
13 th	Databases
20 th	Software tutorial (MS Excel) - Assignment 2 due at 12:00 pm
27 th	Midterm exam
November	
3 rd	Networks; security and other words
10 th	Reading Week- No Classes
17 th	Competitive advantages; decision making
24 th	Warehouses and Marts; Web 2.0 and 3.0 - Assignment 3 due at 12:00 pm
December	
1 st	MIS projects- Final project due
8 th	Structure, governance, and ethics; privacy and security

Deadlines of course components:

- Assignment 1: September 22nd at 12:00 pm
- Assignment 2: October 20th at 12:00 pm
- Assignment 3: November 24th at 12:00 pm
- Final paper: December 1st in class

Requirements:

During the semester, students will be required to do the following:

- Complete three assignments that will address key issues addressed in the textbook and in class lectures
- Complete a mid-term exam
- Complete a final project in the field of management information systems (topic must be approved by instructor)
- Complete a comprehensive final examination

Students are highly recommended to print a physical copy of the PowerPoint slides related to each class (slides will be uploaded on Moodle) before coming to the class. Lectures will be based on the slides, and students can take notes as needed.

Attendance:

Class attendance is not required for this course. However, students are highly recommended to attend all classes. There will be teaching material and discussions that students may need to attend the class to learn best. Moreover, class attendance will facilitate the assignments, exams, and subject selection for projects for students.

Grade Summary:

The available letters for course grades are as follows:

Letter Grade	Description	Percentage
A+	Excellent	97-100
A		93-96
A-		90-92
B+	Good	87-89
B		83-86
B-		80-82
C+	Satisfactory	77-79
C		73-76
C-		70-72
D+	Poor	66-69
D		50-65
F	Failure	50 and below

Because of the nature of the Alpha 4.00 system, there can be no uniform University-wide conversion scale. The relationship between raw scores (e.g. percentages) and the resultant letter grade will depend on the nature of the course and the instructor's assessment of the level of each class, compared to similar classes taught previously.

Please note that final grades will be available on student registration system. Printed grade sheets are not mailed out.

Final Grade Breakdown:

- 3 Assignments: 25%
- Midterm Exam: 25%
- Final Project: 25%
- Final Exam: 25%

Ambrose University Important Information:

Communication

All students have received an Ambrose e-mail account upon registration. It is the student's responsibility to check this account regularly as the Ambrose email system will be the professor's instrument for notifying students of important matters (cancelled class sessions, extensions, requested appointments, etc.) between class sessions.

Exam Scheduling

Students who find a conflict in their exam schedule must submit a *Revised Final Exam Time Application* to the Office of the Registrar by the deadline noted in the Academic Calendar. Requests will be considered for the following reasons only: 1) the scheduled final examination slot conflicts with another exam; or 2) the scheduled final examination slot results in three consecutive examination periods. Travel is not considered a valid excuse for re-scheduling or missing a final exam.

Standards of Behaviour in the Classroom Setting

Learning is an active and interactive process, a joint venture between student and instructor and between student and student. Some topics covered within a class may lead to strong reactions and opinions. It is important that Students understand that they are entitled to hold contradictory beliefs and that they should be encouraged to engage with these topics in a critical manner. Committing to this type of "active learning" significantly increases the learning experience for both teacher and student, and reflects the Christian imperative to pursue truth, which lies at the heart of the Ambrose educational experience. However, active discussion of controversial topics will be undertaken with respect and empathy, which are the foundations of civil discourse in the Classroom Setting. Primary responsibility for managing the classroom rests with the instructor. The instructor may direct a student to leave the class if the student engages in any behaviour that disrupts the classroom setting. If necessary, Ambrose security will be contacted to escort the student from class. Please refer to your professor regarding their electronic etiquette expectations.

Academic Integrity

We are committed to fostering personal integrity and will not overlook breaches of integrity such as plagiarism and cheating. Academic dishonesty is taken seriously at Ambrose University 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 acknowledge 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 the university. Students are expected to be familiar with the policies in the current Academic Calendar 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.

Academic Policies

It is the responsibility of all students to become familiar with and adhere to academic policies as stated in the Academic Calendar. The academic calendar can be found at <https://ambrose.edu/academics/academic-calendar>

Privacy

Personal information (information about an individual that may be used to identify that individual) may be required 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.

Coursework Extensions

Should a request for a time extension on coursework exceed the end of the term, a *Coursework Extension Application* must be completed and submitted to the Office of the Registrar. The extension (if granted) will be recorded on the student record. Extensions are granted at the discretion of the instructor and registrar. Normally, Course Extension Applications will be considered only when all of the following conditions are met:

- the quality of prior course work has been satisfactory;
- circumstances beyond your control, such as an extended illness or death of a family member, make it impossible for you to complete the course work on time; and
- you submit *Coursework Extension Application* to the Office of the Registrar on or before the deadline specified in the Academic Schedule.

If granted, time extensions do not excuse you from a final examination where one has been scheduled for the course. A temporary grade of TX will be assigned until a final grade is submitted in accordance with the new deadline. A final grade of F will apply to:

- all course work submitted after the end of the semester unless a coursework extension has been granted; and all course work submitted after the revised due date provided by an approved extension to coursework.

Academic Success and Supports

Accessibility Services

Academic accommodation is provided to Ambrose students with disabilities in accordance with the Alberta Human Rights Act and the Canadian Charter of Rights and Freedoms. Provision of academic accommodation does not lower the academic standards of the university nor remove the need for evaluation and the need to meet essential learning outcomes. Reasonable accommodations are tailored to the individual student, are flexible, and are determined by considering the barriers within the unique environment of a postsecondary institution. It can take time to organize academic accommodations and funding for disability-related services. Students with a disability who wish to have an academic accommodation are encouraged to contact Accessibility Services as early as possible to ensure appropriate planning for any needs that

may include accommodations. Staff can then meet with students to determine areas to facilitate success, and if accommodations are required, ensure those accommodations are put in place by working with faculty.

Note: Students are strongly advised to retain this syllabus for their records.

Ambrose Writing Services

Ambrose Writing services provides academic support in the four foundational literacy skills—listening, speaking, reading, and writing. It also assists students with critical thinking and the research process. Throughout the academic year, students can meet with a writing tutor for personalized support, or they can attend a variety of workshops offered by Academic Success. These services are free to students enrolled at Ambrose University. Academic Success serves all students in all disciplines and at all levels, from history to biology and from theatre to theology. To learn more, please visit <https://ambrose.edu/sas/writing-services>

Ambrose Tutoring Services

Ambrose Tutoring Services provides support in specific disciplinary knowledge, especially in high-demand areas such as chemistry, philosophy, math and statistics, and religious studies. These tutors also coach students in general study skills, including listening and note-taking. During the academic year, Ambrose Tutoring Services offers drop-in tutoring for courses with high demand; for other courses, students can book a one-to-one appointment with a tutor in their discipline. These services are free to students enrolled at Ambrose University. To learn more, please visit <https://ambrose.edu/tutoring>.

Mental Health Support

All of us need a support system. We encourage students to build mental health supports and to reach out when help is needed.

On Campus:

- Counselling Services: ambrose.edu/counselling
- Peer Supportive Listening: One-to-one support in Student Life office. Hours posted at ambrose.edu/wellness.
- For immediate crisis support, there are staff on campus who are trained in Suicide Intervention and Mental Health First Aid. See <https://ambrose.edu/student-life/crisissupport> for a list of staff members.

Off Campus:

- Distress Centre - 403-266-4357
- Sheldon Chumir Health Care Centre - 403-955-6200
- Emergency - 911

Sexual Violence Support

All staff, faculty, and Residence student leaders have received *Sexual Violence Response to Disclosure* training. We will support you and help you find the resources you need. There is a website with on and off campus supports – ambrose.edu/sexual-violence-response-and-awareness.

Off Campus:

- Clinic: Sheldon Chumir Health Centre - 403-955-6200
- Calgary Communities Against Sexual Abuse - 403-237-5888