THE UNIVERSITY OF WINNIPEG

APPLIED COMPUTER SCIENCE

Course Number: ACS-1803-054
Course Name: **Introduction to information Systems**
Course Webpage: https://courses.acs.uwinnipeg.ca/1803-054/ & https://nexus.uwinnipeg.ca/d2l/home/34271

Instructor Information

Instructor:	Trevor Nadeau		
E-mail:	t.nadeau@uwinnipeg.ca		
Office Hours:	Thursday,	5:00PM-6:00PM – by appointment	via Zoom
Class meeting time:	Thursday,	6:00PM-9:00 PM	via Zoom

Important Dates

1.	First Class:		Thursday, January 7, 2021
2.	Midterm Test:		Thursday, February 25, 2021
3.	Reading Week (no classes):		February 14-20, 2021
4.	Final Withdrawal Date w/o academic penalty*:		Tuesday, March 16, 2021
5.	Last Class:		Thursday, April 1, 2021
6.	Final Exam (Comprehensive):		TBD
7.	University closures:	Louis Riel Day	Monday, February 15, 2021
		Good Friday	Friday, April 2, 2021

*A minimum of 20% of the work on which the final grade is based will be evaluated and available to the student before the voluntary withdrawal date. It is recommended that you talk to your lecturer before making the decision to withdraw from the course.

Course Objectives / Learning Outcomes

The course provides students with a basic conceptual understanding of computers and the basics of database and telecommunication technology. The course also addresses the question: "how can computers help a business (or other organization)?" Highlights of business application systems that support the functions of accounting, finance, marketing, human resource management and manufacturing will be provided.

Enterprise Resource Planning Systems, Customer Relationship Management Systems, Executive Information Systems, Decision Support Systems and Expert Systems are also covered. Further, topics of eBusiness and eCommerce are covered. The final section of the course introduces the student to the process of developing a customized computer-based information system, presenting the system development life cycle and outlining the work of a systems analyst.

In this course students will develop information system literacy as it differs from computer literacy. They will develop a thorough overview of the different way's computers can be used in organizational management and operations.

Remote Learning

All course material including lecture notes, slides, videos, and assignments details will be available on Nexus. Class times are reserved for further discussion and Q&A. Therefore, students are encouraged to read posted lectures notes/slides ahead of the class so as to be able to participate in meaningful discussion during class meetings.

Students must be available via Zoom during the lecture times.

- Students must display their real/full name
- Use of Video is optional, but students might be required to turn on video when necessary.
- Participants must be muted when not speaking
- Students may interact via chat, voice or gestures

Students can find answers to frequently asked questions related to remote learning here: https://www.uwinnipeg.ca/covid-19/remote-learning-faq.html.

A permitted or necessary change in mode of delivery may require adjustments to important aspects of course outlines, like class schedule and the number, nature, and weighting of assignments and/or exams.

Evaluation Criteria

1. **Assignments (18%)**
   - Assignment 1 due *Jan 28, 2021 (4.5%)*
   - Assignment 2 due *Feb 25, 2021 (4.5%)*
   - Assignment 3 due *Mar 11, 2021 (4.5%)*
   - Assignment 4 due *Apr 1, 2021 (4.5%)*

Assignment Submission:
All assignments are due 11:59pm on the due date and are to be submitted electronically via Nexus. As a rule, students **WILL NOT** be able to submit their assignments **LATE** on Nexus, unless they have received an approval to do so before the due date. Students are required to submit documented extenuating circumstances, such as a medical situation, that prevented the timely completion of their

work. Students can upload their assignments as either **PDF** file or in **Microsoft Word** format. Further details and submission procedures will be posted Nexus.

2. **Online Participation/Group Discussion (12%)**
   - Students will be expected to read the Lesson notes ahead of the class.
   - During class, students will be randomly distributed into virtual groups.
   - The instructor will provide a relevant topic or guiding questions for students to discuss relating to the lesson of the day.
   - Students will discuss the topic/question in their groups for about **12 minutes**
   - Students will be given about **5 - 7 minutes** to write down their reflections/thoughts based on the discussion in the group discussion forum on Nexus. Students can also comment on other students' submissions.
   - Each group will appoint a representative to summarize each group findings (**Total Time: 15 minutes**)
   - The instructor will summarize the topic, clarify misconceptions and answer any resulting question.
   - There will be an average of 1-2 group discussion questions per class.
   - Students will receive maximum of **1% mark** each week based on their participation in the online activities.

3. **Midterm Exam (30%) – Feb 25th, 2021**
   - During the regular class time
   - Missed exam will receive a mark of zero, unless a medical certificate is provided, no accommodation is made for missed exams.

4. **Final Exam (40%) – TBD**
   - Students should contact the instructor as soon as possible if extenuating circumstances require missing an assignment, test or examination. A medical certificate from a practicing physician may be required before any accommodation is considered.
   - Students are responsible for backing up and protecting their assignments.
   - Keep a backup copy of all class work in case there is an error in recording of marks by the instructor.

Test / Exam Requirements

- Photo ID is required for the final exam.
- Midterm and final exams will be delivered via Nexus. Students must have video capability and be prepared to present their student ID.
- Midterm and final exams are **Closed** book.
- Students may contact the instructor to ask questions.

- Communication with others (except the instructor) is NOT PERMITTED.
- All work must be entirely the students' own. Collaboration or sharing of work is NOT PERMITTED.

Students with documented disabilities, temporary or chronic medical conditions, requiring academic accommodations for tests/exams (e.g., private space) or during lectures (e.g., note-takers) are encouraged to contact Accessibility Services (AS) at 204-786-9771 or accessibilityservices@uwinnipeg.ca to discuss appropriate options. All information about a student's disability or medical condition remains confidential. For further information, please visit https://www.uwinnipeg.ca/accessibility-services.

Students may choose not to attend classes or write examinations on holy days of their religion, but they must notify their instructors at least two weeks in advance. Instructors will then provide opportunity for students to make up work examinations without penalty. A list of religious holidays can be found in the 2019-20 Undergraduate Academic Calendar online at http://uwinnipeg.ca/academics/calendar/docs/important-notes.pdf

Final Letter Grade Assignment

Historically, numerical percentages have been converted to letter grades using the following scale. However, instructors can deviate from these values based on pedagogical nuances of a particular class, and final grades are subject to approval by the Department Review Committee.

A+	90 – 100%	B+	75 – 79%	C	60 – 64%
A	85 – 89 %	B	70 – 74%	D	50 – 59%
A-	80 – 84%	C+	65 – 69%	F	below 50%

Required Text Book(s)/Reading List

- Fundamentals of Information Systems (8th edition), by Stair and Reynolds; Course Technology, ISBN13: 978-1-305-08216-8 **or**
- Fundamentals of Information Systems (9th edition), by Stair and Reynolds; Course Technology, ISBN13: 978-1-337-09753-6
- Additional Readings and Class Notes will be made available through the course website and\or Nexus.

Lecture notes will be posted on the course website on the day of class. Recommended readings from the books should be completed before the next class and questions may be posted via email on at the start of the next class.

Prerequisite Information* (This information can be found in the UW Undergraduate Academic calendar)

There are no formal pre-requisites listed in the calendar. However, it is assumed that students have a basic computer orientation.

Regulations, Policies, and Academic Integrity

Academic dishonesty is a very serious offense and will be dealt in accordance with the University's policies.

Avoiding Academic Misconduct: Students are encouraged to familiarize themselves with the Academic Regulations and Policies found in the University Academic Calendar at: https://uwinnipeg.ca/academics/calendar/docs/regulationsandpolicies.pdf

Particular attention should be given to subsections 8 (Student Discipline), 9 (Senate Appeals) and 10 (Grade Appeals). Please note, in particular, the subsection of Student Discipline pertaining to plagiarism and other forms of cheating.

Detailed information can be found at the following:

- Academic Misconduct Policy and Procedures: https://www.uwinnipeg.ca/institutional-analysis/docs/policies/academic-misconduct-policy.pdf and https://www.uwinnipeg.ca/institutional-analysis/docs/policies/academic-misconduct-procedures.pdf
- UW Library video tutorial "Avoiding Plagiarism" https://www.youtube.com/watch?v=UvFdxRU9a8g

Uploading essays and other assignments to essay vendor or trader sites (filesharing sites that are known providers of essays for use by others who submit them to instructors as their own work) involves "aiding and abetting" plagiarism. Students who do this can be charged with Academic Misconduct.

Non-academic misconduct. Students are expected to conduct themselves in a respectful manner on campus and in the learning environment irrespective of platform being used. Behaviour, communication, or acts that are inconsistent with a number of UW policies could be considered "non-academic" misconduct. More detailed information can be found here:

- Respectful Working and Learning Environment Policy https://www.uwinnipeg.ca/respect/respect-policy.html,
- Acceptable Use of Information Technology Policy https://www.uwinnipeg.ca/institutional-analysis/docs/policies/acceptable-use-of-information-technology-policy.pdf
- Non-Academic Misconduct Policy and Procedures: https://www.uwinnipeg.ca/institutional-analysis/docs/student-non-academic-misconduct-policy.pdf and https://www.uwinnipeg.ca/institutional-analysis/docs/student-non-academic-misconduct-procedures.pdf.

Copyright and Intellectual Property. Course materials are the property of the instructor who developed them. Examples of such materials are course outlines, assignment descriptions, lecture notes, test questions, and presentation slides—irrespective of format. Students who

upload these materials to filesharing sites, or in any other way share these materials with others outside the class without prior permission of the instructor/presenter, are in violation of copyright law and University policy. Students must also seek prior permission of the instructor/presenter before, for example, photographing, recording, or taking screenshots of slides, presentations, lectures, and notes on the board. Students found to be in violation of an instructor's intellectual property rights could face serious consequences pursuant to the Academic Misconduct or Non-Academic Misconduct Policy; such consequences could possibly involve legal sanction under the Copyright Policy
https://copyright.uwinnipeg.ca/docs/copyright_policy_2017.pdf

Privacy

Students have rights in relation of the collecting of personal data the University of Winnipeg: https://www.uwinnipeg.ca/privacy/admissions-privacy-notice.html.

More information:

- Zoom and Privacy: https://www.uwinnipeg.ca/privacy/zoom-privacy-notice.html
- Testing/Proctoring: https://www.uwinnipeg.ca/privacy/zoom-test-and-exam-proctoring.html.

Class Cancellation, Correspondence with Students and Withdrawing from Course

When it is necessary to cancel a class due to exceptional circumstances, the course instructor will make every effort to inform students via uwinnipeg email and Nexus.

Students are reminded that they have a responsibility to regularly check their uwinnipeg e-mail addresses to ensure timely receipt of correspondence from the University and/or the course instructor**.**

Please let course instructor know if you plan on withdrawing from the course.
Note that withdrawing before the VW date does not necessarily result in a fee refund.

Topics to be covered (tentative list).

The topics listed below relate to the overall course, where relevance in todays IMS environment is becoming of little value some subjects may not be covered.

1. Definition of Data, information, and Information Systems
2. Database concepts; database modeling, data warehousing and mining. Data integrity, privacy, security principles. Database Management Systems.

3. Information needs at different levels in the organization. Operational, Tactical and Executive information Systems. Information Processing modes 9Batch, Online, etc.)
4. Basic transaction processing and management reporting systems in: accounting, finance, marketing, human resources, manufacturing and supply chain management. Electronic Data Interchange, Enterprise Resource Planning systems.
5. Other types of business systems: Customer Relationship Management (CRM) Systems, Decision Support Systems, Geographic Information Systems, Expert Systems, Knowledge Management Systems, Global Information Systems, Vertical Area Systems, Office Automation Systems; Web-based information systems.
6. Using information systems for competitive advantage. The Web and electronic commerce; mobile commerce; Internet business models. Internet security related to monetary transactions.
7. Basic orientation to computer technology: hardware, programming languages and non-procedural software. System and application software. Operating systems.
8. Telecommunication / networking basics. Internet fundamentals; intranets, extranets.
9. Security, ethics and internal control in organizational information systems. System security components. Access controls, application controls, system controls. Information system auditing. Trust Services (e.g., WebTrust) and seals.
10. Developing a customized information system: strategic considerations in systems development; the system development life cycle: investigation, analysis, design, development, implementation, post implementation review.
11. Assessment and acquisition of information systems; proprietary, open source software; end-user development; in-house applications, cloud computing.
12. The work of a systems analyst; the Information Systems Department and its interaction with business departments.