

# Business Administration

Course Number:	<b>BUAD 283</b>
Course Title:	<b>MANAGEMENT INFORMATION SYSTEMS</b>
Credits:	3
Calendar Description:	This course is an introduction to computer systems and to the analysis, design and implementation of computer-based management information. Specific technologies will be explored, including databases, decision support systems, networks, electronic commerce and emerging technologies. Computer software will be used to illustrate MIS (Management Information Systems) concepts. <i>(also offered by Distance Education)</i>
Semester and Year:	<b>Fall 2017</b>
Prerequisite(s):	BUAD 128
Corequisite(s):	No
Prerequisite to:	No
Final Exam:	Yes
Hours per week:	3
Graduation Requirement:	BBA, Management Specialty – Elective Diploma, Management and Accounting Options - Elective
Substitutable Courses:	No
Transfer Credit:	CPA credit
Special Notes:	

Originally Developed:



**Evaluation Procedure**

Term Work	10%
Assignments	30%
Mid-term Exam	25%
Final Exam (Comprehensive)	35%
<b>Total</b>	<b>100%</b>

**Notes**

<p><b>Term Work</b>                  This grade may be based on any or all of the following: quizzes; weekly exercises; attendance; preparation; professional behaviour in class and in communication with the professor and your fellow students; participation in discussions; and other relevant activities.</p>
<p><b>Missed Quizzes, Exercises, and Activities</b>                  There are no “make-ups” or re-scheduling for missed quizzes, exercises, and/or activities.</p>
<p><b>Assignments</b>                  Most assignments may be done either individually or with a partner, as detailed by your instructor. <i>Note:</i> Take responsibility for your own learning. Working with a partner will not help you if you don’t learn the skills and concepts needed to pass the mid-term and final exams.</p>
<p><b>Late Assignments</b>                  Unless there is both a valid reason and prior approval from your instructor, late assignments will be penalized as follows:                  Assignments turned in late on the due date lose 10% immediately.                  Assignments are then penalized an additional 20% per day.                  After five (5) days, assignments will not be graded or feedback provided.</p>

**Mid-term Exam**

The mid-term exam follows the rules and regulations of all c(atio)3(ns o)10(W\*nBT/F2 11.0(W\*r

**Course Schedule: Sep 06 Dec 05**

## **SKILLS ACROSS THE BUSINESS CURRICULUM**

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The Okanagan School of Business promotes core skills across the curriculum. These skills include reading, written and oral communications, computers, small business, and academic standards of ethics, honesty and integrity.

## **STUDENT CONDUCT AND ACADEMIC HONESTY**

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### **What is the Disruption of Instructional Activities?**

At Okanagan College (OC), disruption of instructional activities includes student “conduct which interferes with examinations, lectures, seminars, tutorials, group meetings, other related activities, and with students using the study facilities of OC”, as well as conduct that leads to property damage, assault, discrimination, harassment and fraud. Penalties for disruption of instructional activities include a range of sanctions from a warning and/or a failing grade on an assignment, examination or course to suspension from OC.

### **What is Cheating?**

“Cheating includes but is not limited to dishonest or attempted dishonest conduct during tests or examinations in which the use is made of books, notes, diagrams or other aids excluding those authorized by the examiner. It includes communicating with others for the purpose of obtaining information, copying from the work of others and purposely exposing or conveying information to other students who are taking the test or examination.”

Students must submit independently written work. Students may not write joint or collaborative assignments with other students unless the instructor approves it in advance as a group/team project. Students who share their work with other students are equally involved in cheating.

### **What is Plagiarism?**

Plagiarism is defined as “the presentation of another person’s work or ideas without proper or complete acknowledgement.” It is the serious academic offence of reproducing someone else’s work, including words, ideas and media, without permission for course credit towards a certificate, diploma, degree and/or professional designation. The defining characteristic is that the work is not yours.

“Intentional plagiarism is the deliberate presentation of another’s work or ideas as one’s own.” Intentional plagiarism can be a copy of material from a journal article, a book chapter, data from the Internet, another student, work submitted for credit in another course or from other sources.

“Unintentional plagiarism is the inadvertent presentation of another’s work or ideas without proper acknowledgement because of poor or inadequate practices. Unintentional plagiarism is a failure of scholarship; intentional plagiarism is an act of deceit.”

Students have a responsibility to read the OC Plagiarism Policy and Procedures outlined in the OC calendar, which is available in online format [www.okanagan.bc.ca](http://www.okanagan.bc.ca). Students must acknowledge the sources of information used on all their assignments. This usually involves putting the authors’ name and the year of publication in parentheses after the sentence in which you used the material, then at the end of your paper, writing out the complete references in a Reference section.

“Students are responsible for learning and applying the proper scholarly practices for acknowledging the work and ideas of others. Students who are unsure of what constitutes plagiarism should refer to the UBC publication “*Plagiarism Avoided; Taking Responsibility for your Work*”. This guide is available in OC bookstores and libraries.

Students are expected to understand research and writing techniques and documentation styles. The Okanagan School of Business requires the use of the APA or MLA style, but suggests that students cite references using the APA guidelines (see Publication Manual of the American Psychological Association, 6<sup>th</sup> edition (2009)). A copy of the APA manual is available in the reference section and also available for circulation from OC libraries. The library website has access to these two major citing styles.

### **What are the Penalties for Plagiarism and Cheating?**

The Okanagan School of Business does not tolerate plagiarism or cheating. 6 Tf1 (m)-21(j-9(bl)-4(i)5(c)-5(at)-8(i)5(on)-7( )73(Ma)-8