



**Professors**

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**Learning Outcomes**

Upon completion of this course students will be able to

describe the hardware, software, and networking requirements of typical computer-based information systems being used by small-to-large enterprises.

evaluate new and emerging information systems and technologies to determine their impact on business.

perform several job functions of a business analyst, including evaluating business processes, mapping an information system to user requirements, and applying decision support tools such as Microsoft Excel.

design and create database systems using entity-relationship diagrams and relational database management software such as Microsoft Access.

describe the strategic and managerial issues related to information systems projects, including planning, budgeting, managing, auditing, securing, and evaluating such systems.

describe the role of infrastructure, data, and software architecture in the design, management, and evaluation of information systems.

**Course Objectives**

This course will cover the following content:

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## Course Schedule:

<b>2020 Week of:</b>		Wednesday, September 9 First Day of Classes Monday, October 12 Statutory Holiday Wednesday, November 11 Statutory Holiday	
01	Sep-09	Course Introduction <i>Lab: Microsoft Excel</i>	
02	Sep-14	Introduction to Management Information Systems <i>Lab: Microsoft Excel</i>	CH 01
03	Sep-21	Decision-Making & Business Processes <i>Lab: Microsoft Excel &amp; Business Process Mapping</i>	CH 02
04			

## **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?**

examinations, lectures, seminars, tutorials, group meetings, other related activities, and with students using the study , 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?**

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

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?**

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 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.

because of poor or inadequate practices. Unintentional plagiarism is a failure of scholarship; intentional plagiarism is an act

### **What are the Students' Responsibilities to Avoid Plagiarism?**

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 sentence

in which you used the material, then at the end of your paper, writing out the complete references in a Reference section.

*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 673.78 Tm0 004C00 GTmT c sManua