

Western University
Faculty of Science
Department of Computer Science

General Course Information

Course Information:

Computer Science 1032a (Section 650 – Distance Studies)
Information Systems and Design
Course Outline – **Fall Term 2019**

Calendar Description:

Techniques used for determining technological needs of businesses; building and managing systems to meet those needs; development roles of individuals and organizations; planning and management of concepts, personnel and processes; related software tools (spreadsheets, databases).

This course satisfies the Information Technology requirement for a Certified Accountant, a Certified General Accountant or a Certified Management Accountant accreditation. The content of the course has been approved by [The Institute of Chartered Accountants of Ontario](#), [The Certified General Accountants of Ontario](#) and [The Society of Management Accountants of Ontario](#). The materials used in this course for the introduction to Microsoft applications software have been approved by Microsoft for use in the preparation for the [Microsoft Office Specialist Certification](#) exams.

Prerequisites

None.

Antirequisites

Management and Organizational Studies 1033A/B.

Instructor:

L. Magguilli

Office: Middlesex College 386

Office Hours: By Appointment Only (arranged at least one day prior)

E-Mail: lmagguil@uwo.ca

Required Material:

Textbook:

- *Experiencing MIS, Fifth (5th) Canadian Edition*
D. Kroneke, A. Gemino, P. Tingling (Prentice Hall)

Course Web Page:

The course website is located within OWL (powered by Sakai). To access the website, navigate to <http://owl.uwo.ca> and login with your university personal computer account (user id and password). Lecture notes, assignments and class information will be posted at this site. You are responsible for checking the course site regularly.

Curriculum Schedule:

The following represents the order the course topics will be presented.

Unit	Topic
One	Chapter 5: Data, Databases and Database Management
Two	Entity Relationship Models (ER Diagrams) Database Design (Application Extension 5a)
Three	Chapter 1: Why Information Systems Matter in Business
Four	Chapter 2, Business Processes, Information and Decision Making Chapter 3, Productivity, Innovation and Strategy
Five	Chapter 4, Hardware and Software Chapter 6, The Cloud and Networks and Collaboration
Six	Database Design (Application Extension 5a) Access Forms and Reports
Seven	Chapter 7, Competitive Advantage and Business Processes Chapter 8, Decision Making and Business Intelligence
Eight	Structured Query Language - SQL
Nine	Chapter 9, e-Commerce, Social Networking and Web 2.0 Chapter 10, Information Systems Management
Ten	Excel (Application Extension 3a)
Eleven	Chapter 11, Structure, Governance and Ethics
Twelve	Chapter 12, Managing Information Security & Privacy

Teaching Assistant Consulting:

Consulting will take place in one of the computer labs located in Middlesex College and the schedule will be posted on the course website once it has been established. Questions regarding assignments or lecture materials should be directed to the course Teaching Assistants (TAs) during their consulting hours. Questions requiring further information can be dealt with by contacting the course instructor.

Email Contact:

Occasionally email messages may be sent to the entire class or to students individually. Email will be sent to your UWO email address as assigned to you by Information Technology Services (ITS). It is your responsibility to read this email on a frequent and regular basis.

Email contact with the course instructor is encouraged, by sending brief and appropriate message regarding lecture material or assignments. However, please first check the Forums section in OWL to see if the information has already been posted. If you contact the instructor via email or post a question in OWL, you can expect a response in a timely fashion, but not necessarily an instantaneous response. Please use proper, appropriate and respectful English when sending an email message or posting on the course web site.

NOTE: Email messages **must** be sent from your university account and **MUST** include: “CS 1032 650” in the subject line. (spaces/case do not matter: ex: cs1032650 works)
Email messages without “CS 1032 650” in the subject line will automatically be trapped and deleted by the instructor’s SPAM filter and will **NOT** be available, read or responded to.

Do not use ‘respond to’ for any email originating from OWL (announcements, etc.) – ensure the professor’s email is the in the destination and NOT to: postmaster@owl.uwo.ca

[**this is very important** – please make sure your understand and follow the standards above.]

NOTE: Please also include a title or topic description of the contents of the email in the subject line.

Student Evaluation (tentative dates):

If for any reason the assignment schedule given below cannot be adhered to, the assignment marks will be pro-rated. (The 6 assignments are worth 30% of the overall mark for the course. If an assignment has to be cancelled for any reason, the remaining assignment weights will be scaled to add up to 30%.)

Element	Weight	Due
Assignment 1	2%	Mon. Sept 16
Assignment 2	5%	Wed. Oct. 02
Assignment 3	5%	Wed. Oct. 23
Assignment 4	4%	Wed. Nov. 6
Assignment 5	7%	Wed. Nov. 20
Assignment 6	7%	Wed. Dec. 04
On-Line Quizzes	30%	TBA
Final	40%	TBA

Important:

To be eligible to obtain a passing mark in the course, the student’s final exam grade must be **49%** or higher. There will be **no exceptions** or waiving of this requirement for any reason or circumstance.

The due dates of the assignments are shown in the table above. Please note that all these dates are tentative. The due dates will be confirmed when the assignments are posted on OWL. The dates will coincide with the class progression on subsequent topics.

It is the student's responsibility to ensure that the correct version is submitted to OWL. No excuses will be accepted if an incorrect version is submitted instead. Students can resubmit their assignments until the due date. In this case, only the last version will be marked.

Assignments will not be accepted if submitted to the professor's email instead of OWL and will be deleted immediately and deemed un-submitted.

Every effort will be made to have assignments marked and handed back within 2 weeks of the hand in date.

**** IMPORTANT ** MS Access does NOT run on an Apple computer !**

Students may complete their assignments on their own computer if it is equipped with the proper software or use the computers in the first-year Computer Science labs in Middlesex College or use the university's General Student Computing Labs.

The General Student Computing Labs at the university are currently located in:

- HSB13, HSB14 & HSB16 - Health Sciences Building, rooms 13, 14, and 16
- NCB 105 - North Campus Building, room 105
- NSC 110 - Natural Sciences Centre, room 110
- SH 1310 - Somerville House, room 1310 (lower level)
- SSC1000, SSC1012 & SSC1032 - Social Science Centre, rooms 1000, 1012 and 1032

Late Policy for Assignments:

- Assignment will be accepted up to one (1) day late.
- Assignments submitted after 6:00 PM on the due date but before 6:00 AM on the day after the posted due date will be deducted 10% of the total grade.
- Assignments submitted after 6:00 AM on the day after the due date but before 6:00 PM on the day after the due date will be deducted 25% of the total grade.
- Assignments submission will be closed at 6:00 PM on the day after the posted assignment due date.
- No assignments can be submitted to OWL after 6:00 PM on the day after the posted assignment due date.

- An assignment that is more than one (1) day late will not be accepted.

- No extensions will be given for assignments. However, in the event of serious medical or compassionate grounds, a student must follow the procedure for Academic Accommodation for Medical Illness as given above. If an academic accommodation is approved by the Dean's office, the weight of the assignment will be moved to one of the two exams.

Late assignments will have a penalty of 10% or 25% of the maximum mark for the assignment deducted based on time of submission as listed in OWL. Thus, if a student would have received 90% on an assignment, if it was submitted three hours late the student would receive 80%, if it was submitted twenty hours late the student would receive 65%

Final Exam:

No electronic devices are allowed during exams (no iPods, laptops, etc)

Cell Phones are **NOT** permitted to be visible or accessible during any part of the examination period.

The use of a calculator is not allowed.

Reference notes or Dictionaries of any kind are not allowed.

Note: Computer-marked multiple-choice exams may be subject to submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating.

- The date, time and location of final exam will be announced by the Registrar's Office. The final exam will be held during the university final examination period.
- Students requesting a deferred final exam prior to the final exam must supply their Dean's Office with written documentation at **least 2 weeks prior** to the Final Exam.
- In the event of serious medical or compassionate grounds, a student must follow the procedure for Academic Accommodation for Medical Illness as given above.
- A "Recommendation of Special Examination" form must be obtained from the Dean's office, to be eligible to write the deferred final exam.

Support Services:

Please contact the course instructor if you require lecture or printed material in an alternate format or if any other arrangements can make this course more accessible to you. You may also wish to contact Student Accessibility Services (SAS) at 661-2147 if you have any questions regarding accommodations.

The policy on Accommodation for Students with Disabilities can be found here:

https://www.uwo.ca/univsec/pdf/academic_policies/appeals/Academic%20Accommodation_disabilities.pdf

The policy on Accommodation for Religious Holidays can be found here:

http://www.uwo.ca/univsec/pdf/academic_policies/appeals/accommodation_religious.pdf

Learning-skills counsellors at the Student Development Centre (<http://www.sdc.uwo.ca>) are ready to help you improve your learning skills. They offer presentations on strategies for improving time management, multiple-choice exam preparation/writing, textbook reading, and more. Individual support is offered throughout the Fall/Winter terms in the drop-in Learning Help Centre, and year-round through individual counselling.

Students who are in emotional/mental distress should refer to Mental Health@Western (http://www.health.uwo.ca/mental_health) for a complete list of options about how to obtain help.

Additional student-run support services are offered by the USC, <http://westernusc.ca/services>.

Academic Accommodation for Medical Illness

If you are unable to meet the course requirement due to illness or other serious circumstances, you must provide valid medical or other supporting documentation to your Dean's office as soon as possible and contact the instructor immediately. It is the student's responsibility to make alternative arrangements with the instructor once the accommodation has been approved and the instructor has been informed. For further information please see:

http://www.uwo.ca/univsec/pdf/academic_policies/appeals/accommodation_medical.pdf.

A student requiring academic accommodation due to illness should use the Student Medical Certificate when visiting off-campus medical facility or request a Record's Release Form (located in the Dean's Office) for visits to Student Health Services. The form can be found at:

https://studentservices.uwo.ca/secure/medical_document.pdf.

Students who are in emotional/mental distress should refer to Mental Health@Western

http://www.health.uwo.ca/mental_health/ for a complete list of options about how to obtain help.

Accessibility

Please contact the course instructor if you require material in an alternate format or if you require any other arrangements to make this course more accessible to you. You may also wish to contact Services for Students with Disabilities (SSD) at 661-2111 x 82147 for any specific question regarding an accommodation.

UWO Contact Information:

Link to the website for Registrarial Services: <http://www.registrar.uwo.ca>

Link to services provided by the University Students' Council: <http://westernusc.ca/services/>

Ethical Conduct

Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at the following Web site:

http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf

Plagiarism: Students must complete their assignments in their own words. Whenever students take an idea, or a passage from another author, they must acknowledge their debt both by using quotation marks where appropriate and by proper referencing such as footnotes or citations. Plagiarism is a major academic offence (see Scholastic Offence Policy in the Western Academic Calendar). The University of Western Ontario uses software for plagiarism checking. Students will be required to submit their programs in electronic form for plagiarism checking.

All assignments are individual assignments. You may discuss approaches to problems among yourselves; however, the actual details of the work must be an individual effort.

The role of tutoring is to help students understand course material. Tutors should not write part or all of an assignment for the students who hire them. Having employed the same tutor as another student is not a legitimate defense against an accusation of collusion, should two students hand in assignments judged similar beyond the possibility of coincidence.

Academic dishonesty in assignments and quizzes includes (but is not limited to):

- unacceptable collaboration
 - What is unacceptable? There is a difference between discussing assignments and solutions with fellow students, and working together on the solutions to the point where the work submitted is clearly not individual work. If in doubt, ask your instructor.
- **copying** of another student's assignment
- **allowing** another student to copy your work ← this is also an **Academic Offense**
- using code from an external source (text, instructor, course website) where a student's own code is expected (if in doubt, ask your instructor)

Assignments that are judged to be the result of **academic dishonesty** will, for the student's first offence, be:

- **given a mark of zero for the assignment,**
with an
- **additional penalty equal to the weight of the assignment also being applied.**

You are responsible for reading and respecting the Computer Science Department's policy on:

Scholastic Offences

http://www.csd.uwo.ca/current_students/undergraduate_students/scholastic_offences.html

and

Rules of Ethical Conduct

<http://www.csd.uwo.ca/UnderGrad/ethical.shtml>