

Western University
Faculty of Science
Department of Computer Science

General Course Information

Course Information:

Computer Science 1032a (Distance Studies (Section 650))
Information Systems and Design
Course Outline – **Fall Term 2021**

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:

M. Magguilli (course coordinator)

Office Hours: By appointment only (arranged at least one day prior)

E-Mail: lmagguil@uwo.ca

Required Course Material:

Experiencing MIS, Fifth (5th) Canadian Edition, with MyLab MIS

D. Kroneke, R. J. Boyle, A. Gemino, P. Tingling (2019)

eText and MyLab MIS key available online via the UWO bookstore:

<https://bookstore.uwo.ca/product/cebcodeid25576>

or directly from Pearson:

<http://www.pearsonmylab.com/>

When registering with MyLab MIS, use the following course code and ensure you sign up with your Western e-mail ending in @uwo.ca.

Course Code: magguilli49079

While the textbook (or eText) is required for this course, the online MyLab MIS component is optional but highly recommend for studying purposes. If you have a physical copy of the textbook, you may purchase the optional MyLab MIS component separately from the eTextbook directly from Pearson.

Technology Requirements:

To successfully complete this course, all students **must** have access to a personal computer that meets or exceeds the following requirements:

Operating System: Windows 10, Windows 8.1, Windows 8, or Windows 7 Service Pack 1

Minimum Memory (RAM): 2GB

Minimum Free Disk Space (Hard Disk Size): 6GB

Minimum Monitor Resolution: 1280 x 800

Minimum Processor (CPU): Dual-core 2 GHZ or faster

Browser: Chrome 63 or newer, Firefox 70 or newer, or IE 11

Browser Plug-Ins: Javascript Enabled & Third Party Cookies Enabled

Internet Connection: Reliable high-speed internet connection (*0.5+ Mbps*)

Computer Peripherals: **Webcam** (*can be built into laptop*), **microphone** (*can be built into webcam or laptop*), keyboard, and mouse

**** IMPORTANT ** MS Access does NOT run on an Apple computer !
Other arrangements must be made in advance.**

Software Requirements:

The following software will be used in this course. [Microsoft Office is provided for free to most students enrolled at Western](#), all other software listed is available for free. It is the student's responsibility to ensure the following software is compatible with, installed and working on their home computer.

Microsoft Office 365:

- Excel
- Word
- Access (*Windows only!!*)

Internet Browser:

- [Firefox 70 or newer](#)
- OR [Chrome 63 or newer](#)
- OR IE 11 (*not recommended for MyLab MIS*)

Plain Text Editor:

- [Notepad++](#) (*Windows only*)
- OR [Brackets](#)

E-R Diagram Tool:

- [Dia Diagram Editor](#)

MyVLab:

- [Windows Emulator Environment](#) (*mandatory for Apple Mac O/S users!!*)

Remote Backup Service:

- [OneDrive](#)
- OR [Dropbox](#), other version control, etc.

**** 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

By taking this course, you are declaring that you meet all technology and software requirements, including access to a reliable internet connection, a Windows PC, a webcam, and microphone.

Course Schedule:

This course is offered asynchronously, meaning that there will be no set meetings times.

Instead, you'll determine your own schedule for working through course activities and materials each week so that you can meet the course deadlines. New material will be posted each week including video lectures, tutorials and slides. These can be found in the Course Content tab in the OWL course site. Students are expected to complete all weekly tasks including assigned readings and exercises in the week they are assigned and well in advance of any other stated deadlines.

Tentative Topics and Textbook Reading Schedule:

Tentative topics and reading schedule, dates are when readings will be assigned and should be completed within a week of the assigned date. Additional (not textbook based) readings and videos will be posted each week on OWL to supplement the readings.

Week #	Week of	Topics	Textbook Chapter
0	Sept. 06 th	<ul style="list-style-type: none"> Introduction to CS1032 	
1	Sept. 13 th	<ul style="list-style-type: none"> Introduction to Business Databases 	CH5: Database and Content Management
2	Sept. 20 th	<ul style="list-style-type: none"> ER Diagrams 	KE6: Database Design CH5: Database and Content Management
3	Sept. 27 th	<ul style="list-style-type: none"> Why MIS Business Processes & Decisions 	CH1: The Importance of MIS CH2: Business Processes and Decision Making
4	Oct. 04 th	<ul style="list-style-type: none"> Microsoft Access 	KE7: Using Microsoft Access 2016
5	Oct. 11 th	<ul style="list-style-type: none"> Competitive Strategy IS Management 	CH3: Productivity, Innovation, and Strategy CH10: Acquiring Information Systems Through Projects
6	Oct. 18 th	<ul style="list-style-type: none"> SQL 	KE7: Using Microsoft Access 2016 (revisited)
7	Oct. 25 th	<ul style="list-style-type: none"> Information Technology Networks & The Cloud 	CH4: Hardware and Software CH6: The Cloud KE9: Network and Cloud Technology
Reading Week			
8	Nov. 08 th	<ul style="list-style-type: none"> Microsoft Excel 	KE4: Introduction to Microsoft Excel 2016
9	Nov. 15 th	<ul style="list-style-type: none"> Competitive Advantage Decision Making 	CH7: Organizations and Information Systems CH8: Decision Making and Business Intelligence
10	Nov. 22 nd	<ul style="list-style-type: none"> XML 	
11	Nov. 29 th	<ul style="list-style-type: none"> eCommerce Ethics & Governance Security & Privacy 	CH9: Social Networking, Ecommerce, and the Web CH11: Structure, Governance, and Ethics CH12: Managing Information Security and Privacy
12	Dec. 08 th	<ul style="list-style-type: none"> Review 	
Final Exam Period			

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. Consulting hours will begin approximately two weeks after the start of the term. 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 F21” in the subject line. (spaces/case do not matter: ex: cs1032f21 works)
Email messages without “CS 1032 F21” 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 20
Assignment 2	5%	Mon. Oct. 04
Assignment 3	5%	Mon. Oct. 18
Assignment 4	6%	Mon. Nov. 08
Assignment 5	6%	Mon. Nov. 22
Assignment 6	6%	Fri. Dec. 03
On-Line Quizzes	20%	Fri. Oct. 15 & Fri. Nov. 19 (7:00 pm)
Final	50%	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.

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%.

Online Quizzes:

Up to two (2) quizzes will be given online via the OWL platform. The tentative quiz schedule is as follows (subject to change):

Quiz	Weight	Date & Time
1	10%	Friday - October 15 th , 2021 @ 07:00 PM EDT
2	10%	Friday - November 19 th , 2021 @ 07:00 PM EST

Quizzes must be started at the given date and time. Failing to complete the quiz during the given times will result in a 0 grade being entered for the quiz.

Quizzes are open book but must be done individually and without the assistance of others. Sharing quiz questions/solutions, completing a quiz for or with another person or otherwise cheating on a quiz will result in a 0% quiz grade for ALL quizzes.

If less than two (2) quizzes are given or a quiz must be cancelled for any reason, the weight of the cancelled quiz will be placed on the final exam. **No makeup quizzes will be given.** The weight of a quiz missed due to document and approved medical or compassionate grounds will be placed on the final exam.

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.

Course Web Page:

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

New material will be posted each week including video lectures, tutorials and slides. These can be found in the Course Content tab in the OWL course site. Students are expected to complete all weekly tasks including assigned readings and exercises in the week they are assigned and well in advance of any other stated deadlines.

Key Sessional Dates:

Classes begin: September 8, 2021

Reading Week: November 1–7, 2021

Classes end: December 8, 2021

Contingency plan for an in-person class pivoting to 100% online learning

In the event of a COVID-19 resurgence during the course that necessitates the course delivery moving away from face-to-face interaction, all remaining course content will be delivered entirely online, asynchronously (e.g., posted on OWL for students to view at their convenience). The grading scheme will **not** change. Any remaining assessments will also be conducted online as determined by the course instructor.

Student Absences

Academic Consideration for Student Absences

Students who experience an extenuating circumstance (illness, injury or other extenuating circumstance) sufficiently significant to temporarily render them unable to meet academic requirements may submit a request for academic consideration through the following routes:

- (i) Submitting a Self-Reported Absence (SRA) form provided that the conditions for submission are met. To be eligible for a Self-Reported Absence:
 - an absence must be no more than 48 hours

- the assessments must be worth no more than 30% of the student's final grade
 - no more than two SRAs may be submitted during the Fall/Winter term
- (ii) For medical absences, submitting a Student Medical Certificate (SMC) signed by a licensed medical or mental health practitioner to the Academic Counselling office of their Faculty of Registration.
- (iii) Submitting appropriate documentation for non-medical absences to the Academic Counselling office in their Faculty of Registration.

Note that in all cases, students are required to contact their instructors within 24 hours of the end of the period covered, unless otherwise instructed in the course outline.

Students should also note that individual instructors are not permitted to receive documentation directly from a student, whether in support of an application for consideration on medical grounds, or for other reasons. **All documentation required for absences that are not covered by the Self-Reported Absence Policy must be submitted to the Academic Counselling office of a student's Home Faculty.**

For the policy on Academic Consideration for Student Absences – Undergraduate Students in First Entry Programs, see:

https://www.uwo.ca/univsec/pdf/academic_policies/appeals/accommodation_illness.pdf

and for the Student Medical Certificate (SMC), see:

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

Religious Accommodation

When a course requirement conflicts with a religious holiday that requires an absence from the University or prohibits certain activities, students should request accommodation for their absence in writing at least two weeks prior to the holiday to the course instructor and/or the Academic Counselling office of their Faculty of Registration. Please consult University's list of recognized religious holidays (updated annually) at

<https://multiculturalcalendar.com/ecal/index.php?s=c-univwo>.

Absences from Final Examinations

If you miss the Final Exam, please contact the Academic Counselling office of your Faculty of Registration as soon as you are able to do so. They will assess your eligibility to write the Special Examination (the name given by the University to a makeup Final Exam).

You may also be eligible to write the Special Exam if you are in a "Multiple Exam Situation" (e.g., more than 2 exams in 23-hour period, more than 3 exams in a 47-hour period).

If a student fails to write a scheduled Special Examination, the date of the next Special Examination (if granted) normally will be the scheduled date for the final exam the next time this course is offered. The maximum course load for that term will be reduced by the credit of the course(s) for which the

final examination has been deferred. See the Academic Calendar for details (under [Special Examinations](#)).

Accommodation and Accessibility

Accommodation Policies

Students with disabilities work with Accessible Education (formerly SSD), which provides recommendations for accommodation based on medical documentation or psychological and cognitive testing. The policy on Academic Accommodation for Students with Disabilities can be found at:

https://www.uwo.ca/univsec/pdf/academic_policies/appeals/Academic_Accommodation_disabilities.pdf,

Academic Policies

The website for Registrarial Services is <http://www.registrar.uwo.ca>.

In accordance with policy,

https://www.uwo.ca/univsec/pdf/policies_procedures/section1/mapp113.pdf,

the centrally administered e-mail account provided to students will be considered the individual's official university e-mail address. It is the responsibility of the account holder to ensure that e-mail received from the University at his/her official university address is attended to in a timely manner.

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.

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

Tests and examinations in this course may be conducted using a remote proctoring service. By taking this course, you are consenting to the use of this software and acknowledge that you will be required to provide **personal information** (including some biometric data) and the session will be **recorded**. Completion of this course will require you to have a reliable internet connection and a device that meets the technical requirements for this service. More information about this remote proctoring service, including technical requirements, is available on Western's Remote Proctoring website at:

<https://remoteproctoring.uwo.ca>.

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

All required assignments, quizzes and exams may be subject to submission for textual and metadata similarity review to plagiarism detection software. All assignments, quizzes and exams submitted for such checking may be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of such services are subject to the licensing agreement with The University of Western Ontario. These services and software may include but are not limited to Turnitin (<http://www.turnitin.com>), MOSS, SCANEX, and custom plagiarism detection software developed for the course.

Computer-marked multiple-choice quizzes and exams may be subject to remote proctoring software and submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating. For details on remote proctoring see the final exam section.

Students must write 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).

All assignments are individual assignments. You may discuss approaches to problems among yourselves; however, the actual details of the work (assignment coding, answers to concept questions, etc.) must be an individual effort. All assignments will be subject to both content and metadata plagiarism analysis.

All quizzes and the final exam are to be written individually, the content and questions not shared and provided rules followed.

Tutors and Outside 'Help' on assignments

Students may receive the help of a tutor on assignments, so long as the tutor only identifies errors or demonstrates sample problems that are **not** part of the assignment. If the content of your assignment is significantly different than if you had not received help, then this is an indication you may have crossed the line into cheating. Again, if you are unsure about how much help is too much, ask your instructor.

The role of tutoring is to help students understand course material. Tutors should not write any part or all of an assignment for the students who hire them. Tutors should not 'advise' or 'suggest' what is to be entered into an assignment or the solutions to any portion of the assignments. Any aid beyond what you would have received directly from the instructor will be considered an academic offense. 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 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***
- Sharing your assignment with another student electronically or otherwise ← *this an **Academic Offense** for **both** students.*
- Using another student's assignment or work as a "template" or "starting point" for your own work. ← *this an **Academic Offense** for **both** students*
- Using sites dedicated to sharing assignment solutions or aiding cheating, including but not limited to Course Hero, OneClass, and Chegg.
- Using code from an external source (text, instructor, course website) where a student's own code is expected (**if in doubt, ask your instructor**)

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

- Writing a quiz/exam with the aid of another person ← *this an **Academic Offense** for **both** students.*
- Sharing quiz/exam questions/answers or using ones sent to/obtained by you.
- Having another person write a quiz/exam for you.
- Failing to follow the specific rules given in the quiz/exam.
- Sharing you screen or virtually taking a quiz/exam with others (e.g. being in an online chat of any kind while taking a quiz/exam).

The penalty for academic dishonesty in any course component is receiving 0% for that component **AND** the possibility of additional penalties as deemed appropriate by the course instructor, department or university including but not limited to an additional penalty equal to the course component, or a failing overall grade being entered for the course. Note that receiving 0% on an assignment may make you ineligible for a passing grade due to the 49% requirement given in the Student Evaluation section. Receiving 0% on the final exam, will make you ineligible for a passing grade in this course.

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

https://www.csd.uwo.ca/undergraduate/current/policies/scholastic_offenses.html

and Rules of Ethical Conduct:

https://www.csd.uwo.ca/undergraduate/current/policies/ethical_conduct.html

Support Services

Please visit the Science & Basic Medical Sciences Academic Counselling webpage for information on adding/dropping courses, academic considerations for absences, appeals, exam conflicts, and many other academic related matters: <https://www.uwo.ca/sci/counselling/>.

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 Accessible Education at (519) 661-2147 if you have any questions regarding accommodations.

Western University is committed to a thriving campus as we deliver our courses in the mixed model of both virtual and face-to-face formats. We encourage you to check out the Digital Student Experience website to manage your academics and well-being: <https://www.uwo.ca/se/digital/>.

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/mentalhealth>) 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>.