



THE UNIVERSITY OF WINNIPEG

APPLIED COMPUTER SCIENCE

Course Number: ACS-1803-001
Course Name: Introduction to Information Systems
Course Webpage: <https://nexus.uwinnipeg.ca/d2l/home/33311>

Instructor Information

Instructor: Victor Balogun
E-mail: vi.balogun@uwinnipeg.ca
Office Hours: Thursday 1:00pm – 2:00 pm 3D18
Class meeting time: Tue/Thu 11:30 AM - 12:45 PM 4C40

Important Dates

1. First Class: Tuesday, September 5, 2023
2. Reading Week (no classes): October 8-14, 2023
3. Midterm Exam: Tuesday, October 17, 2023
4. Final Withdrawal Date w/o academic penalty*: Monday, November 13, 2023
5. Last Class: Thursday, November 30, 2023
6. Final Exam (Comprehensive): Date **TBD**
7. University closures: Truth and Reconciliation Day September 30, 2023
Thanksgiving Monday, October 9, 2023
Remembrance Day November 11, 2023

*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.

Course Objectives / Learning Outcomes

The course provides students with a basic conceptual understanding of Information Systems and computers as a tool, including 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 a thorough overview of the different ways computers can be used in organizational management and operations.

Evaluation Criteria

1. Assignments (18%)

- There will be 3 Assignments, worth 6% each
- Individual due dates of assignments will be posted on Nexus

Assignments Submission:

All assignments are due 11:59pm on the due date and are to be submitted electronically via Nexus. As a rule, you **WILL NOT** be able to submit your assignments **LATE** on Nexus, unless you have received an approval to do so before the due date due to documented extenuating circumstances, such as a medical situation, that prevented the timely completion of the work. You can upload your assignments as either a **PDF** file or in **Microsoft Word** format. Further details and submission procedure will be posted on Nexus.

2. Midterm Exam (25%) – Tuesday, October 17, 2023

- 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.

3. Group Discussion and Reflection (12%):

- Students will be expected to read the textbook, lesson notes, study the Review Questions and watch posted videos/links (if any) ahead of the class.
- During class, students will be randomly distributed into 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 **10 minutes**
- Students will be given limited time during class to write down their reflections/thoughts based on the discussion in the group discussion forum on Nexus.
- Each group might be required to appoint a representative to summarize/debrief each group's findings.
- Students will receive a maximum of **2 marks** each week based on their group participation and reflection activities.

4. Final Exam (45%) - Date TBD

- Cumulative

- 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 mid-term exam and the final exam. Students must be prepared to present their student ID.
- Midterm might be delivered via Nexus and proctored via Respondus. Students must have video capability and video must be turned on for the duration of the exam for proctoring.
- The final exam will be delivered in-person at an examination venue to be determined.
- Midterm and final exams are **Closed** book.
- 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>
- Since Respondus Proctoring tool products might be used to Proctor Nexus mid-term, please visit the following links for more information on Respondus:

<https://web.respondus.com/he/lockdownbrowser/>
<https://web.respondus.com/he/monitor/>

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.

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|----|-----------|----|----------|---|----------|
| 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 / Reading List

- 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 on Nexus.

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 basic knowledge on computer usage including the internet, electronic files, and word processing applications.
- Students who require an introduction to personal computers and productivity software should take ACS-1453(3).

Student Wellness

The University of Winnipeg affirms the importance of student mental health and our commitment to providing accessible, culturally appropriate, and effective services for students. Students who are seeking mental health supports are encouraged to reach out to the Wellness Centre at studentwellness@uwinnipeg.ca or 204.988.7611. For community-based mental health resources and supports, students are encouraged to dial 2-1-1. This program of United Way is available 24/7 in 150 languages.

Regulations, Policies, and Academic Integrity

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).

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

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>
- About Academic Integrity and Misconduct, Resources and FAQs: <https://library.uwinnipeg.ca/use-the-library/help-with-research/academic-integrity.html>

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.

Academic Integrity and AI Text-generating Tools: Students must follow principles of academic integrity (e.g., honesty, respect, fairness, and responsibility) in their use of material obtained through AI text-generating tools (e.g., ChatGPT, Bing, Notion AI). If an instructor prohibits the use of AI tools in a course, students may face an allegation of academic misconduct if using them to do assignments. If AI tools are permitted, students must cite them. According to the MLA (<https://style.mla.org/citing-generative-ai/>), writers should

- cite a generative AI tool whenever you paraphrase, quote, or incorporate into your own work any content (whether text, image, data, or other) that was created by it
- acknowledge all functional uses of the tool (like editing your prose or translating words) in a note, your text, or another suitable location
- take care to vet the secondary sources it cites

If students are not sure whether or not they can use AI tools, they should ask their professors.

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/basics/copyright-policy.html>

Privacy

Students have rights in relation of the collecting of personal data the University of Winnipeg

- Student Privacy: <https://www.uwinnipeg.ca/privacy/admissions-privacy-notice.html>
- Zoom Privacy: <https://www.uwinnipeg.ca/privacy/zoom-privacy-notice.html>

Respondus Privacy and Security

The University of Winnipeg Information and Privacy Office has reviewed Respondus' privacy and security information. The Respondus Privacy Notice is posted on the University's website and can be viewed at: <https://www.uwinnipeg.ca/privacy/respondus-privacy-notice.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 the 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)

1. Definition of Data, information, and Information Systems
2. Database concepts; database modeling, data warehousing and mining. Database Management Systems.
3. Information needs at different levels in the organization. Operational, Tactical and Executive information Systems. Information Processing modes (Batch, 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. Functional Area Systems: - Accounting, HR, Marketing, Operations
6. Enterprise Systems: Customer Relationship Management (CRM) Systems, Supply Chain, Product Lifecycle Management (PLM), Enterprise Resource Planning, Value Chain
7. Decision Support Systems,
8. Expert Systems, Knowledge Management Systems, AI
9. Hardware and Software
10. Telecommunications, the web
11. eCommerce
12. 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.
13. System Acquisition and Development

14. Social Impact of IS

15. Careers in Information Systems

***Note:** 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.*