

## Computer Science 1032a Section 650, Information Systems and Design Course Outline -- Summer Distance Studies 2020

### Course Description

Computer Science 1032 is an introduction to information systems and the roles played by these systems in business.

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

No prerequisites are required for this course.

**Instructor:** Daniel Servos  
**Office:** Middlesex College 25  
**Office Hours:** Online only (via e-mail or zoom)  
**E-Mail:** dservos5@uwo.ca

### Required Course Material

Experiencing MIS, Fifth (5<sup>th</sup>) 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: servos07802**

## 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](#)
- Other tools allowed, but not supported.

### Remote Backup Service:

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

**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 Topics

- Communications and Network Technology
  - Internet, WWW
  - Markup Languages: HTML, XML
  - Networks: LAN, WAN, VPN
- Database Systems
  - Relational database concepts
  - Database design: Entity Relationship Diagrams
  - Query languages: SQL
  - Creating and using databases: Access
- Information Systems
  - Enterprise Resource Planning systems
  - Reliability, availability, maintainability and integrity
  - Security
  - Systems Development Life Cycle
- Spreadsheet applications
  - Designing and using spreadsheets: Excel

## Teaching Assistant Consulting

Consulting will take place online. Questions regarding assignments or lecture materials can be directed to a Teaching Assistant (TA) or through the Assignment Discussions in the OWL Forums section on OWL. Questions requiring further information can be dealt with by contacting the course instructor. A list of teaching assistants and their contact information will be posted to OWL once available.

## Student Evaluation

Element	Weight
4 Assignments	35%
2 Online Quizzes	15%
Online Participation	10%
Final Exam	40%

To be eligible to obtain a passing mark in the course, the final exam grade **must** be 46% or higher **AND** the weighted assignment average **must** be 46% or higher. There will be **no exceptions** or waiving of this requirement for any reason or circumstance.

## Assignments

Students are expected to view the lecture materials and complete the online exercises to prepare for the assignments. Once the assignment is completed, all of the parts of the assignment must be submitted on the OWL site. It is the **student's responsibility** to ensure that all parts of each assignment are correctly uploaded and submitted in OWL, to ensure that the assignment can be marked accordingly.

**Note:** Assignments emailed to the instructor or teaching assistant **will not be** accepted, unless there are extenuating circumstances and prior approval from the instructor.

The following is the tentative assignment schedule (subject to change):

Assignment	Weight	Due Date (by 11:55 pm)
1	8%	Friday, May 22, 2020
2	9%	Friday, May 29, 2020
3	9%	Saturday, June 06, 2020
4	9%	Monday, June 15, 2020

**Note:** Where possible, the instructions for each assignment will be posted on the course website at least 1 week in advance of the due date.

If for any reason the assignment schedule given above cannot be adhered to, the assignment marks will be pro-rated. The four (4) assignments are worth 35% of the overall mark for the course. If an assignment must be cancelled for any reason, the remaining assignment weights will be prorated to add up to 35%.

### Assignment Marking:

- Assignments will be marked by a TA within 1 week of the assignment due date where possible.
- Individual marks and a detailed marking scheme will be posted on the OWL website.
- Questions regarding the marking of assignments should first be directed to the teaching assistant that graded your assignment and then the course instructor for further action if your discussion with the teaching assistant was not satisfactory.
- Requests for mark adjustments will only be considered if they are made within **1 week** of receiving the assignment mark and have been first discussed with the teaching assistant who marked the assignment. **Assignment marks will be final after that date.**
- Requests for mark adjustments will only be considered when they are for adjustments of **5 marks or greater.**

### Late Policy for Assignments:

- **It is expected that students budget enough time to properly submit their assignments** via OWL and allow for any unforeseen technological issues. **11:55PM is a hard deadline** and no extensions or relief will be given for assignments that just miss this deadline or miss the deadline due to technological issues. **Students are expected to regularly backup their assignments and submit well before any deadline.**
- Assignment will be accepted **up to one (1) day late.**
- Assignments submitted after 11:55 PM on the due date but before 6:00 AM on the day after the posted due date will be deducted 5% of the total grade.

- Assignments submitted after 6:00 AM on the day after the due date but before 11:55 PM on the day after the due date will be deducted 25% of the total grade.
- Assignments submission will be closed at 11:55 PM on the day after the posted assignment due date.
- No assignments can be submitted to OWL after 11:55 PM on the day after the posted assignment due date.
- An assignment that is more than one (1) day late will not be accepted and receive a grade of 0.
- Late assignments will have a penalty of **5% 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 85%, 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	7.5%	Tuesday, May 19, 2020 @ 10AM to 7PM
2	7.5%	Monday, June 08, 2020 @ 10AM to 7PM

Quizzes must be started in the given time ranges and will be at most 20 minutes in length. 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 quiz mark will be prorated such that the remaining quizzes are still worth 15% of the overall course mark.

## Final Exam

The final exam will be conducted online and cover all course material including assigned readings, tutorials, lecture slides, and materials covered in assignments and MyLab homework.

Due to the ongoing covid-19 pandemic, exact details on the date, time and format of the final exam will be given closer to the end of the course. Students should expect that the final exam will use a remote proctoring service such as [Proctortrack](https://www.proctortrack.com). Therefore, completion of this course will require you to have a device that meets the requirements at:

<https://www.proctortrack.com/tech-requirements>

By taking this course, you are consenting to the use of this software and to be monitored during tests and examinations. You will be required to complete a video face scan and show photo identification. The video and desktop screen are recorded and uploaded to Proctortrack servers and your instructor may review the recording. More information about this remote proctoring service will be available closer to the final exam. You are declaring that you have a reliable internet connection with sufficient capacity to support video proctoring.

The final exam is to be completed individually, with no assistance or contact with others. Violation of this rule, any other exam rule, or cheating of any kind will result in a 0% grade for the final exam and the possibility of additional penalties as deemed appropriate by the course instructor, department or university including but not limited to a failing grade being entered for the course.

## Online Participation

Students are given three options (displayed below) to earn their online participation grade. Before the end of the course, students will be asked to officially select the option used to calculate their grade (more details will be given on this process closer to the end of the course).

Homework Option	Forums Option	Hybrid Option
<p>For this option, a student will be given a full participation grade (10% of their final grade) for <b>attempting</b> the assigned MyLab MIS homework. Successfully attempting the homework will be considered receiving a grade <b>greater than 70%</b> on an assigned item (MyLab quizzes, Excel problems and Access problems). The grade received on each homework item will not impact the participation grade so long as it is over 70%.</p> <p>For full marks in this option, at least <b>10 MyLab quizzes, 4 Excel problems, and 4 Access problems</b> must be attempted (&gt;70% grade).</p>	<p>For this option, a student will be given a full participation grade (10% of their final grade) for <b>meaningful contributions</b> to the OWL forums. A meaningful contribution is:</p> <ul style="list-style-type: none"> <li>• Answering <b>unanswered</b> questions asked by other students in enough detail to not only aid the original questioner but others reading the post.</li> <li>• Posting well-thought-out questions that have <b>not yet been asked</b> and <b>do not have clear answers</b> in the course material.</li> <li>• Posting <b>your own</b> tutorial, tips or guides relating to the software used in the course (namely Excel, Access, XML, SQL, and ERD) that describes how to accomplish a task that is not covered in the course material.</li> <li>• Providing links and references to high quality resources created by others that cover topics and software used in the course. Such posts should <b>include multiple recourses</b> and <b>your own</b> descriptions of each and should not include resources that have already been posted.</li> </ul> <p>For full marks in this option, at least <b>six (6)</b> meaningful contributions must be made on the OWL forums.</p>	<p>For this option, a student will be given a full participation grade (10% of their final grade) for both <b>attempting</b> MyLab homework and making <b>meaningful contributions</b> to the OWL forums. However, fewer homework items and contributions are required (read the other options for descriptions of each).</p> <p>For full marks in this option, at least <b>three (3) meaningful contributions</b> must be made on the OWL forums <b>AND</b> at least <b>5 MyLab quizzes, 2 Excel problems, and 2 Access problems</b> must be attempted (&gt;70% grade).</p>

No activities after June 17<sup>th</sup>, 2020 @ 11:55PM will be counted towards participation.

Completing only part of the requirements of an option will result in a partial participation grade based on the number of components completed. No more than 10% of your final grade can be earned via participation (i.e. bonus marks will **NOT** be given for going beyond the requirements).

The final subjective decision of what constitutes a “*meaningful contribution*” is at the sole discretion of the course instructor. **Quantity of posts is not a substitute for quality** and multiple low-quality posts do not add up to one meaningful contribution.

## 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 tutorials may be posted each week on OWL to supplement the following.

Week	Date	Topics	Textbook Chapter
1	May 4 <sup>th</sup>	Introduction, MIS, Excel, and Productivity	<b>CH1:</b> The Importance of MIS <b>CH3:</b> Productivity, Innovation, and Strategy <b>KE4:</b> Introduction to Microsoft Excel 2016
2	May 11 <sup>th</sup>	ERD, Databases, Hardware/Software	<b>CH4:</b> Hardware and Software <b>CH5:</b> Database and Content Management <b>KE6:</b> Database Design
3	May 18 <sup>th</sup>	Access, The Cloud, and Networks	<b>KE7:</b> Using Microsoft Access 2016 <b>CH6:</b> The Cloud <b>KE9:</b> Network and Cloud Technology
4	May 25 <sup>th</sup>	XML, Web 2.0, and Organizations	<b>CH7:</b> Organizations and Information Systems <b>CH9:</b> Social Networking, Ecommerce, and the Web
5	June 1 <sup>st</sup>	<b>Summer Break</b>	
6	June 8 <sup>th</sup>	SQL, Security, and Ethics	<b>CH11:</b> Structure, Governance, and Ethics <b>CH12:</b> Managing Information Security and Privacy
7	June 15 <sup>th</sup>	Processes, Decision Making, and Final Exam Review	<b>CH2:</b> Business Processes and Decision Making <b>CH8:</b> Decision Making and Business Intelligence <b>CH10:</b> Acquiring Information Systems Through Projects

## Academic Accommodation for Medical Illness

If you are unable to meet a course requirement due to illness or other serious circumstances, you must seek approval for the absence as soon as possible. During the COVID-19 pandemic, medical notes are not required. Medical absence can be reported through the Student Illness Reporting Tool at:

[https://www.registrar.uwo.ca/academics/academic\\_considerations/index.html](https://www.registrar.uwo.ca/academics/academic_considerations/index.html)

If this portal is not available (i.e., if the COVID-19 pandemic has lifted before the end of the course), or if you have missed (or will be missing coursework) for a non-medical reason beyond your control,

approval can be granted either through a Self-reported Absence (if the portal is available) or via the Dean's Office/Academic Counselling unit of your Home Faculty. Non-medical reasons must be accompanied by supporting documentation. If you are a Science student, contact information for the Academic Counselling Office for the Faculty of Science is available at

<https://www.uwo.ca/sci/counselling/>

In all cases, **you must contact your instructor as soon as possible, and no later than 24 hours after the period covered**, to clarify how you will be expected to fulfil the academic expectations you have missed (unless other instructions are indicated in this Course Outline). For further information, please consult the University's policy on academic consideration for student absences:

[https://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/accommodation\\_illness.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/accommodation_illness.pdf)

If you miss the Final Exam, please contact your faculty's Academic Counselling Office as soon as you are able to do so. They will assess your eligibility to write the Special Exam (the name given by the university to a makeup Final Exam).

### **Assignment Accommodations:**

- Absence/medical illness accommodations for assignments will only be given for absences/illnesses lasting long enough to reasonably effect the student's ability to complete the assignment (>48 hours) **OR** their ability to submit the assignment online (e.g. an absence conflicting with the due date). It is expected that students' complete assignments with enough time remaining ahead of a deadline to allow for minor unforeseen absences/illnesses (<48 hours).
- Any request for accommodation due to absence or medical illness must be made as soon as possible. You must contact your instructor **within 24 hours** of the end of the documented absence/illness via e-mail to begin making alternative arrangements. Requests after this point, or failing to contact the course instructor via e-mail, will not be approved.
- Assignment extensions for **approved** absences will only be given for up to **3 days** after the original due date. After this point the weight of the assignment will be placed on the final exam. The length of the extension will be determined on a case by case basis and be proportional (but not necessarily equal) to the length of the absence. If an extension is given and the new due date missed, a grade of 0 will be given for the assignment.
- No extensions or accommodations will be given for technological issues. It is the student's responsibility to ensure their assignments are backed up, submitted properly, and submitted well enough in advance to account for any unforeseen issues.

### **Quiz Accommodations:**

- The weight of any quiz missed due to an **approved** absence will be placed on the final exam.
- No extensions or makeup quizzes will be given.
- Quizzes missed due to technological issues (internet outage, OWL downtime, etc.) will only be accommodated if they are accompanied by detailed proof of the issue (screenshots of the error, statements by the internet service provider, etc.) and reported to the course instructor immediately.
- Special accommodations not relating to absence (e.g. additional time, alternate format, etc.) must be made with the course instructor at least 1 week prior to the quiz and be approved by Student Accessibility Services.



## **Final Exam Accommodations:**

- 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.
- Special accommodations not relating to absence (e.g. additional time, alternate format, etc.) must be made with Student Accessibility Services and discussed with the course instructor at least 10 days prior to the exam date.

## **Support Services**

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 counseling.

Students who are in emotional/mental distress should refer to Mental Health@Western ([http://www.health.uwo.ca/mental\\_health](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>.

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

## **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.

## **Email Contact & Online Conduct**

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 check and read this email on a frequent and regular basis. You may wish to have this email forwarded to an alternative email address; see the ITS website for instructions on forwarding email.

You should note that email at the university and thru other providers have quotas or limits on the amount of space that is dedicated to each account. Unchecked email may accumulate beyond those limits and you may be unable to retrieve important messages from the university. Losing email is not an acceptable excuse for not knowing about the information that was sent.

Email contact with the course instructor is encouraged, by sending brief and appropriate messages regarding lecture material or assignments. However, please first check the course discussion area in OWL to see if the information has already been posted. If you contact the instructor via email or post

a question on the OWL discussion area, you can expect a response in a timely fashion (within 24 hours on weekdays), but not necessarily an instantaneous response. Please use proper, appropriate and respectful English when sending an email message or posting on the OWL discussion area. Inappropriate, offensive, or otherwise unprofessional posts will be removed without warning and may negatively impact the student's online participation grade (regardless of participation option selected).

**NOTE:** Email messages **must** be sent from your university account and **MUST** include: "CS1032" in the subject line.

Email messages without **CS1032** in the subject line may automatically be trapped by the instructor's SPAM filter **and will NOT be available, read or responded to.**

emails are generally responded to within 24 hours on weekdays (48 hours on weekends).

IF YOU HAVE NOT RECEIVED A RESPONSE – please check the subject line.

It is the student's responsibility to ensure to include **CS1032** in the subject line.

**NOTE:** Please also include a title or topic description of the contents of the email in the subject line and when possible send e-mails from your @uwo.ca e-mail account. The instructor will be unable to respond to questions about your personal grades, assignment, etc. if they are not sent via a known @uwo.ca e-mail account for security and privacy reasons.

**NOTE:** Do **NOT** use 'Respond To' from any email or announcement message from OWL. You **MUST** type in the instructor's email in the destination. Please check the destination before sending an email to ensure it is addressed to the instructor and **NOT** to: **postmaster@owl.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](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf).

## Plagiarism

Students must write their essays and 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 work 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 (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 your 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 46% 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](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](https://www.csd.uwo.ca/undergraduate/current/policies/ethical_conduct.html)