



VOTRE LIEN AVEC CE QUI COMPTE — CONNECTS YOU TO WHAT MATTERS

## Applications of Information Technology for Business ADM1370 Q – Winter 2019

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<b>Office Hours</b>	Wednesdays 3:30 pm – 5:00 pm or by appointment
<b>Class Location</b>	DMS 1160
<b>Class Hours</b>	Monday: 1:00 pm to 2:30 pm, and Wednesday: 11:30 am to 1:00 pm
<b>Prerequisite(s)</b>	ADM1100 or ADM1300
<b>Program of study</b>	B.Com Mandatory Course

Components	Responsibility		Deliverables & Due Dates	Weight
	Individual	Team Work		
Web 2.0 Wiki Assignment		●	Web 2.0 Wiki Assignment (February 3 <sup>rd</sup> Midnight)	10%
MS Excel Assignment		●	Excel Assignment Problems (March 10 <sup>th</sup> Midnight)	15%
MS Access Assignment		●	Access Assignments (April 7 <sup>th</sup> Midnight)	12%
Quiz #1	●		In-Class January 30 <sup>th</sup>	7%
Quiz #2	●		In-Class March 6 <sup>th</sup>	7%
Quiz #3	●		In-Class April 3 <sup>rd</sup>	7%
Final Exam	●		Final Exam (As scheduled by the University)	42%
<b>Total = 100%</b>				

## 1. Course Description

Evolving through automation based initiatives, Information systems (IS) and their underlying information and communication technologies (ICTs) have grown to assume a strategic role in creating competitive advantage for organizations. Contemporary IS/ICTs can assist managers in solving problems, making decisions, modeling successful business practices, optimizing business processes, and transforming modern businesses into knowledge-based enterprises. Toward accomplishing these objectives, corporations increasingly expect their employees and personnel to assume the role of knowledge workers and to possess high levels of computer and information literacy (CIL). Providing exposure to various aspects of computer and information literacy in a business context is the primary objective of this course.

This course will introduce contemporary applications of ICTs in the modern enterprise by deliberating a viewpoint on their utilization and administration. Particular attention will be paid to discussing various ICTs that enable efficient data and information management, and consequently facilitate better problem solving and decision making capabilities in the organization.

### Course Contribution to Program Learning Goals

This course contributes to the attainment of the B.Com Learning Goals (LG) as follows:

#### **LG2: Demonstrate Critical Thinking and Decision Making Skills**

This course emphasizes on problem solving using MS Excel and MS Access tools, managing and analyzing data for decision making including ranking, forecasting, queries, and reports. Students learn how process and analyze the data in today's digital world, gain insight into the data, and make a better decision for business and organizations.

#### **LG7: Provide Value to the Business Community in a chosen Area of Specialization**

Businesses in today's digital world benefit from IT in its various forms from collaborative environment (Wikis and Web-based applications) to collecting and analyzing data with tools such as MS Excel, to creating and managing database management systems such as MS Access. Many of these technologies will be explored in this course to develop an understanding of how they can be used towards optimizing business processes and transforming modern businesses into knowledge-based enterprises.

## 2. Course Learning Objectives

This course will be administered through a combination of lectures, tutorials, and labs. After completing this course, students are expected to understand and appreciate the utility and benefits of various ICTs through a conceptual and practical comprehension of the following themes:

- essential concepts in enterprise digitization (global business models, web technology architectures etc.)
- IS/ICTs as enablers of business process efficiencies (enterprise systems, technologies for business processes and workflows etc.)
- Understand social media systems and strategies and their role in managing businesses in the digital era
- IS/ICTs as facilitators for virtual organization and enterprise collaboration (wikis, blogs, social networks etc.)
- fundamental concepts in data and information management (information and design requirements and specifications)
- principle concepts in the practice of business intelligence (reports, dashboards, dimensions, filters etc.)
- basic spreadsheet modeling using MS Excel for problem-solving and decision-making purposes (formulas, functions, operations, heuristics, what-if analysis etc.)
- principles of database management (file organization, schemas, views, data warehouse, data mining, etc.)
- database design using MS Access (tables, relations, forms, views etc.)
- problem solving and decision making using MS. Access (reports, queries, etc.)
- applications of IT in business

### 3. Methods Used to Evaluate Student Performance

#### 3.1 Course Assignments

The course consists of three lab assignments (Web 2.0 Wiki; Excel; and Access). The assignments will be completed in teams of two students. Each assignment aims to instill a basic practical understanding of technology tools and functional software applications that can be used by knowledge workers in their day-to-day tasks. Assignment requirements will be posted on the course website (Brightspace) and/or discussed in class, along with links to relevant sources of information to help complete the tasks outlined for the assignment deliverables.

Help sessions for each lab assignment will be scheduled in the weeks preceding the deadline for each lab. Students are encouraged to avail these help sessions to discuss any questions or resolve any problems they may be experiencing while completing their assignments.

All assignments are submitted electronically via the course Brightspace website. It is the responsibility of all team members to ensure assignments are submitted with their completed work and correct file attachments.

#### 3.2 Team Building

The assignment components of the course will be completed in a **team with 2 students**. Students are expected to form teams within the **first week** of the class, and exchange contact information with their group partners. Once you form a team, you are expected to remain in the same team for the duration of the course. Changes will only be granted in exceptional circumstances (e.g. if one teammate drops the course).

It is your responsibility to form groups. A discussion forum will be created to help students find potential team members. If you cannot find a group partner by the end of the second week of the course, please inform the instructor – in such cases, you may be randomly assigned to form a team with another student who also needs a group.

**Both team members are equally responsible for the deliverables, and will receive the same mark for their assignments.** Poor communication between team members is not an excuse for not getting an assignment submitted on time. Team members should begin to work together on the assignment as soon as possible.

If you cannot find a team member, you must notify the professor AND your TA as soon as possible, and well in advance of assignment due dates. Problems with team setup will not be tolerated as an excuse for tardiness. If you submit an assignment individually, your first assignment will be penalized 30%. Any subsequent individual submissions will result in a score of zero.

#### 3.3 In-Class Quizzes

There will be 3 quizzes scheduled at the end of each module of the course. **The quizzes will be conducted during regular class hours as specified in the weekly schedule.** Each quiz will include **only material covered in each module** of the course. This includes all course topics, assigned course readings, lecture notes, and discussion supplements covered in that specific segment of the course. The quizzes will consist of multiple choice and true/false questions.

**No make-up quizzes will be administered in the course.** In case of exceptional emergencies, and at the discretion of the course professor, a quiz's weight may be allocated to the final exam. **Such situations must be communicated in writing to the appropriate professor well in advance of the quiz date. A valid medical note is required for an excused absence due to any medical issues. Failure to produce a valid medical note will result in a mark of zero for the quiz. Furthermore, the allocation of quiz weight to final exam will be limited to one quiz.**

#### 3.4 Final Exam

The final exam will be conducted during the final exam period announced by the University. The specific time and place of the final exam will be announced by the University. The exam will be comprehensive across all course topics including assigned course readings, lecture notes, discussion supplements, case study takeaways and other supplementary material

covered until and including the last class session. The exam will consist of a combination of multiple choice, true/false and short answer questions. NO QUESTIONS WILL BE ANSWERED DURING THE FINAL EXAM.

Deferred final exams are administrated by the undergraduate office according to the University's rules and regulations.

#### **4. Custom E-Text Coursepack, Tutorial Videos and Brightspace Course Website**

This course will utilize a combination of reference material including a custom e-text coursepack as well as online tutorial videos for various software course topics. The custom coursepack for is published by Wiley in electronic (e-text) format.

- The e-text can be purchased online directly through the Wiley website, or through the University Bookstore. Information and links to the e-text website will be posted on the course website on Brightspace.
- In addition to the coursepack, links to various tutorial videos will also be posted online to help students with using various software resources.

The continuity and flow in course delivery will also be greatly maintained by lecture slides and class discussions. As such, you should utilize the coursepack material in tandem with all other reference material made available by your professors.

Please note that the coursepack was updated in Fall 2017, and only the current version of the coursepack should be used in this offering of the course. Other versions cannot be used as several modules and chapters have been updated in the current version.

**The Virtual Campus - Brightspace** website associated with the course will be utilized as the content, communication and collaboration medium linking the instructor and students. Details about accessing Brightspace will be provided during the first week of class. You are encouraged to use the comments facility on the Brightspace website to discuss course topics and ask questions. The professors and TAs will be monitoring the comments on the Brightspace website on a regular basis. Furthermore, it is your responsibility to check the site regularly for any announcements and/or updates.

#### **5. Key Course Administration Matters**

##### **5.1 Special Needs & Accessible Learning**

Students with disabilities or special needs are advised to contact the University's SASS (Student Academic Success Service) Access Service (e-mail: [adapt@uOttawa.ca](mailto:adapt@uOttawa.ca)) for information regarding its services and resources. Students are encouraged to review the calendar for information regarding all services available on campus.

##### **5.2 Class Attendance & Decorum**

The teaching method in the course includes class lectures, and team works. Students are required to attend and participate in all classes. If you must miss a class, please inform your instructor prior to that session of the class. Also, if the absence means you will miss an assignment deadline, you should make alternative arrangements with your group and also inform your instructor in advance of the class to be missed.

***Your actions in the classroom environment should demonstrate intellectual engagement in the course content, and as well respect for your classmates and for your instructor.*** As such, talking audibly, reading the newspaper, using cell phones and laptops for chatting and messaging, and other similar disruptions to the learning environment will not be tolerated, and failure to comply with this policy can lead to disciplinary action, up to and including referral to university judiciaries.

### 5.3 Deadlines for Deliverables & Statute of Limitations

The dates on which assignments are due will be openly published and you are expected, under normal circumstances, to accept responsibility for organizing your affairs to meet the set deadlines. Penalties for late assignment submission may be imposed using the following scheme:

- One day late submission with a reduction of 20% of the total mark for the assignment
- Two days late submission with a reduction of 40% of the total mark for the assignment
- Three or more days late submission with a mark of zero for the assignment.

Assignments evaluations and marks will be made available online and/or in-class to the appropriate groups. If you believe that errors were made in assessment or marking, please provide your instructor with the original evaluation along with a short explanation of your objections.

The deadline for requesting a re-assessment of your deliverables is **10 days after** the date on which your assignment was made available to you or your group.

### 6. Course Schedule

The following tentative class schedule outlines the lecture discussion themes and pertinent references from the course package. The professors reserve the right to modify the class schedule by adding items, changing items, or deleting items as the pace and environment of the classroom dictates.

Date	Discussion Themes	References	Milestones & Deliverables
<b>Module I</b>			
Jan. 7	<ul style="list-style-type: none"> <li>• Course Introduction</li> <li>• Digital organizations and information systems</li> </ul>	Course Syllabus, Module I – Ch. 1 & 2	
Jan. 9			
Jan. 14			
Jan. 16			
Jan. 21	<ul style="list-style-type: none"> <li>• Managing the social enterprise</li> <li>• Social media strategies and the social enterprise</li> </ul>	Module I – Ch. 2	
Jan. 23			Web 2.0 Wiki Lab Jan. 23
Jan. 28			
Jan. 30			<b><i>In-Class Quiz #1 on Jan. 30<sup>th</sup></i></b>
<b>Web 2.0 Wiki Assignment Due by midnight on Sunday Feb. 3<sup>rd</sup></b>			

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Date	Discussion Themes	References	Milestones & Deliverables
<b>Module II</b>			
Feb. 4	<ul style="list-style-type: none"> <li>Introduction to MS Excel &amp; Spreadsheet Applications</li> </ul>	Module II – Ch. 1 ; Tutorial Videos	
Feb. 6			Excel Lab Feb. 6
Feb. 11	<ul style="list-style-type: none"> <li>Spreadsheet Applications &amp; Data Models</li> <li>Formulas &amp; Functions</li> </ul>	Module II - Ch. 1 & 2; Tutorial Videos	
Feb. 13			Excel Lab Feb. 13
<b>Feb 18 &amp; 20 – Reading Week / No Classes</b>			
Feb. 25	<ul style="list-style-type: none"> <li>Formulas &amp; Functions</li> <li>Dashboards &amp; Visualizations</li> </ul>	Module II - Ch. 2; Tutorial Videos	
Feb. 27	Dashboards & Visualizations	Module II - Ch. 2; Tutorial Videos	Excel Lab Feb. 27
Mar. 4	<ul style="list-style-type: none"> <li>What-If Analysis in Excel</li> <li>Module II Wrap-Up</li> <li>Quiz #2</li> </ul>	Module II – Ch. 2; Tutorial Videos	
Mar. 6			<b><i>In-Class Quiz #2 on March 6<sup>th</sup></i></b>
<b>MS Excel Assignment Due by midnight on Sunday, March 10<sup>th</sup></b>			
<b>Module III</b>			
Mar. 11	<ul style="list-style-type: none"> <li>Database Management Systems (DBMS)</li> </ul>	Module III – Ch. 1; Tutorial Videos	
Mar. 13	<ul style="list-style-type: none"> <li>Introduction to MS Access</li> <li>MS Access: Creating Tables, and Relationships</li> </ul>	Module III – Ch. 2; Tutorial Videos	Access Lab Mar. 13
Mar. 18	<ul style="list-style-type: none"> <li>Data Warehouse, Document Management</li> </ul>	Module III – Ch. 1; Tutorial Videos	
Mar. 20	<ul style="list-style-type: none"> <li>MS Access: Creating Queries</li> </ul>	Module III – Ch. 2; Tutorial Videos	Access Lab Mar. 20
Mar. 25	<ul style="list-style-type: none"> <li>Data Analytics and its Applications in business</li> </ul>	Module III – Ch. 1; Tutorial Videos	
Mar. 27	<ul style="list-style-type: none"> <li>MS Access: Creating Forms and Reports</li> </ul>	Module III – Ch. 2; Tutorial Videos	Access Lab Mar. 27
Apr. 1	<ul style="list-style-type: none"> <li>Module III &amp; Course Wrap-Up</li> <li>Final Exam Information</li> </ul>	Module III – Ch. 2; Tutorial Videos	
Apr. 3	<ul style="list-style-type: none"> <li>Quiz #3</li> </ul>		<b><i>In-Class Quiz #3 on April 3<sup>d</sup></i></b>
<b>MS Access Assignment Due by midnight on Sunday, April 7<sup>th</sup></b>			

## 7. Copyright Notice

All materials prepared by the course professor, including lecture slides, lab manuals, electronic files, class handouts, quizzes, and exam papers are protected by copyright. Copying or scanning them or posting them on a website is therefore a violation of copyright and is illegal.

# Beware of Academic Fraud

Academic Regulation 14 defines academic fraud as “*any act by a student that may result in a distorted academic evaluation for that student or another student. Academic fraud includes but is not limited to activities such as:*

- a) *Plagiarism or cheating in any way;*
- b) *Submitting work not partially or fully the student’s own, excluding properly cited quotations and references. Such work includes assignments, essays, tests, exams, research reports and theses, regardless of whether the work is written, oral or another form;*
- c) *Presenting research data that are forged, falsified or fabricated;*
- d) *Attributing a statement of fact or reference to a fabricated source;*
- e) *Submitting the same work or a large part of the same piece of work in more than one course, or a thesis or any other piece of work submitted elsewhere without the prior approval of the appropriate professors or academic units;*
- f) *Falsifying or misrepresenting an academic evaluation, using a forged or altered supporting document or facilitating the use of such a document;*
- g) *Taking any action aimed at falsifying an academic evaluation.”*<sup>1</sup>

*The Telfer School of Management does not tolerate academic fraud.* Please familiarize yourself with the guidance provided at: <http://web5.uottawa.ca/mcs-smc/academicintegrity/home.php>

Finally, the Telfer School of Management asks that students sign and submit with their deliverables the Personal Ethics Agreement form. Two versions of this form exist: one for individual assignments, and one for group submissions. **Assignments will not be accepted or marked if this form is not submitted and signed by all authors of the work.** We hope that by making this personal commitment, all students will understand the importance the School places on maintaining the highest standards of academic integrity.

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<sup>1</sup> <https://www.uottawa.ca/administration-and-governance/academic-regulation-14-other-important-information>

# Personal Ethics Statement Concerning Telfer School Assignments

## Group Assignment:

By signing this Statement, I am attesting to the fact that I have reviewed not only my own work, but the work of my colleagues, in its entirety.

I attest to the fact that my own work in this project meets all of the rules of quotation and referencing in use at the Telfer School of Management at the University of Ottawa, as well as adheres to the fraud policies as outlined in the Academic Regulations in the University's Undergraduate Studies Calendar. [Academic Fraud Webpage](#)

To the best of my knowledge, I also believe that each of my group colleagues has also met the rules of quotation and referencing aforementioned in this Statement.

I understand that if my group assignment is submitted without a signed copy of this Personal Ethics Statement from each group member, it will be interpreted by the Telfer School that the missing student(s) signature is confirmation of non-participation of the aforementioned student(s) in the required work.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Last Name (print), First Name (print)

\_\_\_\_\_  
Student Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Last Name (print), First Name (print)

\_\_\_\_\_  
Student Number

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Signature

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Student Number

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Last Name (print), First Name (print)

\_\_\_\_\_  
Student Number

# Personal Ethics Statement

## Individual Assignment:

By signing this Statement, I am attesting to the fact that I have reviewed the entirety of my attached work and that I have applied all the appropriate rules of quotation and referencing in use at the Telfer School of Management at the University of Ottawa, as well as adhered to the fraud policies outlined in the Academic Regulations in the University's Undergraduate Studies Calendar. [Academic Fraud Webpage](#)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Last Name (print), First Name (print)

\_\_\_\_\_  
Student Number

## **Access Service for students who need adaptive measures**

Students who have a disability or functional limitation and who need adaptive measures (changes to the physical setting, arrangements for exams, learning strategies, etc.) to progress or participate fully in university life should contact Access Service right away:

- By visiting our office on the third floor of the Desmarais Building, Room 3172
- By filling out the [online registration form](#)
- By calling us phone at 613-562-5976

Access Service designs services and implements measures to break down barriers to learning for students with physical or mental health problems, visual impairments or blindness, hearing impairments or deafness, permanent or temporary disabilities, or learning disabilities.