

SCP705 - Information Systems

Faculty of Continuing Education, Fall - 2020

Subject Title

Information Systems

Subject Description

Students will utilize a variety of information technology tools and systems to support logistics management functions and to impact service efficiency positively.

Credit Status

One Full Credit.

Learning Outcomes

Upon successful completion of this subject the student will be able to:

1. Use project management software proficiently.
2. Use business applications software such as word processing, spreadsheet, database, and presentation at an advanced level.
3. Customize software applications to maximize productivity.
4. Use Internet technology for research, problem solving, decision making, and communication.
5. Describe the value of logistics simulation software.
6. Use logistics technology tools such as barcoding, radio frequency and global positioning systems.
7. Use e-mail and other electronic media effectively.

Academic Integrity

Seneca upholds a learning community that values academic integrity, honesty, fairness, trust, respect, responsibility and courage. These values enhance Seneca's commitment to deliver high-quality education and teaching excellence, while supporting a positive learning environment. Ensure that you are aware of Seneca's Academic Integrity Policy which can be found at: <http://www.senecacollege.ca/about/policies/academic-integrity-policy.html> Review section 2 of the policy for details regarding approaches to supporting integrity. Section 2.3 and Appendix B of the policy describe various sanctions that can be applied, if there is suspected academic misconduct (e.g., contract cheating, cheating, falsification, impersonation or plagiarism).

Please visit the Academic Integrity website <http://open2.senecac.on.ca/sites/academic-integrity/for-students> to understand and learn more about how to prepare and submit work so that it supports academic integrity, and to avoid academic misconduct.

Discrimination/Harassment

All students and employees have the right to study and work in an environment that is free from discrimination and/or harassment. Language or activities that defeat this objective violate the College Policy on Discrimination/Harassment and shall not be tolerated. Information and assistance are available from the Student Conduct Office at student.conduct@senecacollege.ca.

Accommodation for Students with Disabilities

The College will provide reasonable accommodation to students with disabilities in order to promote academic success. If you require accommodation, contact the Counselling and Accessibility Services Office at ext. 22900 to initiate the process for documenting, assessing and implementing your individual accommodation needs.

Prerequisite(s)

2 or 3 year diploma in business, engineering, hospitality, IT, transportation, or significant work experience.

Topic Outline

- Project management software
- Word
- Excel
- Access
- Software applications to maximize productivity
- Internet research and application
- Barcoding, radio frequency and global positioning systems
- E-mail

Mode of Instruction

In-Class

A combination of teaching methods will be utilized which may include lectures, case studies, discussions, group and individual work.

Online

This subject is delivered online. This may involve the use of digital materials and/or a text, group discussions, interaction with your instructor and online activities.

Prescribed Texts

In-class and Online delivery:

Title: Management Information Systems Managing the digital firm
Author: K. Laudon, J. Laudon and M. Brabston
Publisher: Pearson
Published: 2015
Edition: Seventh Canadian
ISBN(13): 9780133156843

Reference Material

None.

Required Supplies

None.

Student Progression and Promotion Policy

<http://www.senecacollege.ca/about/policies/student-progression-and-promotion-policy.html>

Grading Policy <http://www.senecacollege.ca/about/policies/grading-policy.html>

| | |
|-------|------------------------|
| A+ | 90% to 100% |
| A | 80% to 89% |
| B+ | 75% to 79% |
| B | 70% to 74% |
| C+ | 65% to 69% |
| C | 60% to 64% |
| D+ | 55% to 59% |
| D | 50% to 54% |
| F | 0% to 49% (Not a Pass) |
| OR | |
| EXC | Excellent |
| SAT | Satisfactory |
| UNSAT | Unsatisfactory |

For further information, see a copy of the Academic Policy, available online (<http://www.senecacollege.ca/about/policies/academics-and-student-services.html>) or at Seneca's Registrar's Offices. (<https://www.senecacollege.ca/registrar.html>).

Modes of Evaluation

Assignments are due on the dates specified. Should extenuating circumstances arise, please contact your instructor prior to the assignment due date so that an appropriate course of action can be established. Late assignments may be subject to a penalty of up to 10% per week and will not generally be accepted beyond two weeks from the due date.

In cases of cheating or plagiarism, the College Academic Policy will prevail. Please ensure that all assignments and reports are properly documented.

Students are referred to the following website for Seneca College Library style guides, Academic Honesty Policy and Copyright guidelines: <http://senecacollege.ca/library>

Dates for evaluations are specified in the weekly schedule addendum to this outline. The evaluation process may include, but is not limited to, tests, exams, assignments or presentations. Any absences or missed submissions due to medical or other reasons must be supported by medical or other appropriate documentation within one (1) week of the due date. The faculty and program area must be notified immediately in the event of a missed evaluation. Upon acceptance of the documentation, the weighting of the missed deliverable will normally be applied to the final exam.

English Competency

The ability to communicate effectively is essential for success in business. Therefore, you must demonstrate English competency in this course in both oral and written work. Ensure your written work includes correct sentence structure, spelling and punctuation. Always spell check, edit and proofread your work.

Grading is based on the following marking scheme:

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|--------------------------|-----|
| Case Studies (2) | 20% |
| Discussion Questions (2) | 20% |
| Exercise (2) | 20% |
| Assignments (2) | 40% |

Online: All the academic policies of the College at which you registered apply. This includes, but is not limited to policies related to grading, supplemental exams, deferred exams and accommodations.

Please retain this course outline document for future educational and/or employment use.

Approved by: John Wong1, Danielle Mercier
Last revision date: May 25, 2020 1:13:48 AM
Last review date: Jul 13, 2020 12:15:02 AM

Seneca College of Applied Arts and Technology