



ORIGINAL COURSE IMPLEMENTATION DATE:

September 1993

REVISED COURSE IMPLEMENTATION DATE:

September 2024

COURSE TO BE REVIEWED (six years after UEC approval):

December 2029

Course outline form version: 09/08/2021

OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

Course Code and Number: CIS 110		Number of Credits: 3 Course credit policy (105)															
Course Full Title: Computerized Business Applications and MIS Course Short Title: Computerized Bus Application																	
Faculty: Faculty of Business and Computing		Department (or program if no department): School of Computing															
Calendar Description: This course covers understanding, application, and advanced skill development in spreadsheets, databases, presentation software, and word-processing, integrated with an introduction to Management Information Systems (MIS). Emphasis is on problem solving and integration of software applications within a MIS context. Note: This course is offered as CIS 110 and BUS 160. Students may take only one of these for credit.																	
Prerequisites (or NONE):		None.															
Corequisites (if applicable, or NONE):		None.															
Pre/corequisites (if applicable, or NONE):		None.															
Antirequisite Courses (<i>Cannot be taken for additional credit.</i>) Former course code/number: Cross-listed with: BUS 160 Equivalent course(s): BUS 160 <i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>		Course Details Special Topics course: No <i>(If yes, the course will be offered under different letter designations representing different topics.)</i> Directed Study course: No <i>(See policy 207 for more information.)</i> Grading System: Letter grades Delivery Mode: May be offered in multiple delivery modes Expected frequency: Every semester Maximum enrolment (for information only): 35															
Typical Structure of Instructional Hours <table border="1"><tr><td>Lecture/seminar</td><td>45</td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td></td><td></td></tr><tr><td>Total hours</td><td>45</td></tr></table>		Lecture/seminar	45											Total hours	45	Prior Learning Assessment and Recognition (PLAR) PLAR is available for this course.	
Lecture/seminar	45																
Total hours	45																
Scheduled Laboratory Hours Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		Transfer Credit (See bctransferguide.ca) Transfer credit already exists: Yes Submit outline for (re)articulation: Yes <i>(If yes, fill in transfer credit form.)</i>															
Department approval		Date of meeting: January 13, 2023															
Faculty Council approval		Date of meeting: March 10, 2023															
Undergraduate Education Committee (UEC) approval		Date of meeting: December 15, 2023															

Learning Outcomes *(These should contribute to students' ability to meet program outcomes and thus Institutional Learning Outcomes.)*

Upon successful completion of this course, students will be able to:

1. Demonstrate the sophisticated skills in word processing, spreadsheet and database application, and presentation creation.
2. Apply professional principles and practices (i.e., privacy, ethics, equity) to data management and sharing.
3. Use file management systems for data organization, information retrieval, backup, and recovery.
4. Incorporate software applications to effectively address and resolve business challenges, with a specific focus on Indigenous contexts and data, such as those related to Indigenous population dynamics, education, and facility development.

Recommended Evaluation Methods and Weighting *(Evaluation should align to learning outcomes.)*

Final exam:	25%	Assignments:	30%	Quizzes/tests:	37%
Project:	8%				

Details:

Midterm: 25%

Weekly quizzes: 12%

Assignments include participation and professionalism (10%)

NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.

Texts and Resource Materials *(Include online resources and Indigenous knowledge sources. [Open Educational Resources](#) (OER) should be included whenever possible. If more space is required, use the [Supplemental Texts and Resource Materials form](#).)*

Type	Author or description	Title and publication/access details	Year
1. Textbook	David M. Kroenke, Andrew Gemino, Peter Tingling, Randall J. Boyle	Experiencing MIS, 5th edition. Canadian	2020
2. Textbook	Poatsy and Williams	Exploring Microsoft Office 2019	2019
3.			

Required Additional Supplies and Materials *(Software, hardware, tools, specialized clothing, etc.)*

Pearson MyIT lab or Cengage MindTap platform

Course Content and Topics

- Understanding and using Management Information Systems
 - Structure of information systems
 - Purpose and impact of MIS in business
 - Hardware and software
 - Database processing
 - Data communications
 - Internet technology
- Developing strategies for file management
- Creating and delivering professional presentations
- Managing communications with Microsoft Word
 - Merge documents
 - Reports
 - Publications/newsletters
- Solving problems with spreadsheets
 - Data computation and analysis
 - Data display with charts
 - Decision making using logical functions
- Developing a database structure with Microsoft Access
 - Data organization to produce meaningful information
 - Tables
 - Queries
 - Forms
 - Reports
 - Relationships
- Integrating applications to develop effective management information systems with a specific focus on Indigenous contexts and data published by Statistics Canada and First Nations sources, such as:
 - Indigenous population dynamics and gender balance
 - Indigenous education and income distribution
 - Indigenous community facility and infrastructure development