



**MOS1033A 670**  
**Information Technology in the Commercial Environment**  
**Summer 2026**

Instructor: John Siambanopoulos  
Email: [jsiamba2@uwo.ca](mailto:jsiamba2@uwo.ca)

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**Course Information**

**Mode of Instruction:** Online Asynchronous

**Calendar Description:**

This course covers the skills and information used by business managers to become literate in the Information Technology environment without becoming an expert. Students will understand what current options and issues exist in I.T., the terminology, project management and will develop specific software skills useful to an efficient manager.

**Anti-requisite(s):** Computer Science 1032A/B, and all Computer Science courses numbered 2200 or higher  
**Antirequisite(s) at Huron:** Computer Science 1032A/B.

**Extra Information:** 3 lecture hours.

**Course Weight:** 0.50

**Breadth:** CATEGORY A

**Subject Code:** MOS

Notice: Unless you have either the requisites for this course (fulfilment of pre-requisites, no anti-requisite conflicts), or special permission from your Dean to enrol in it, you may be removed from this course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites.



**Management and Organizational Studies 1033A**  
**Information Technology in the Commercial Environment**  
**Course Outline**  
**Summer 2026 (S26) Section 670**

**Professor:** John Siambanopoulos      **Email:** [John at King's](mailto:John at King's) or [John at UWO](mailto:John at UWO)  
**Phone:** (519) 518-0935      **Director:** [Dr. Hui Feng](mailto:Dr. Hui Feng)  
**Class:** 670 Online Asynchronous      **Office Hours:** By Appointment  
**BRIGHTSPACE Site:** <https://westernu.Brightspace.com> Western login and password required.

**NOTE:** Please email only from your Western email account and not from outside email addresses or your mail may be put into junk mail. *Information about emailing the professor is on the last page.*

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#### **COURSE DESCRIPTION**

This course introduces the skills and concepts used by managers to become literate in the Information Technology (IT) environment without becoming an expert. Students will understand what current options and issues exist in IT and Information Systems (IS), will become familiar with relevant terminology, and will develop specific IT skills useful in the managerial context.

MOS 1033A/B satisfies a course requirement for the Chartered Professional Accountants of Ontario

#### **PREREQUISITES and ANTIREQUISITES**

Antirequisites: Computer Science 1032A/B, and all Computer Science courses numbered 2200 or higher

#### **COURSE OUTLINE**

MOS 1033A/B is an introductory course on Information Systems and Technology taught using lectures, videos, and text readings. Topics include (time permitting): Business Processes and Decision Making, Information Systems and their types, Hardware, Software, Business Process Modelling, Networking, Cloud Computing, Databases and Content Management, System Development Life Cycle, Data Security and Encryption, Computer Fraud, Data Mining, Ecommerce and the Web, Customer Relationship Management (CRM), Governance and IS Ethics, Enterprise Resource Planning (ERP) Systems, Managing Information Security and Privacy, Risk Assessment, Data Analytics, Data Visualization and Project Management. MS Excel will also be covered from introductory to advanced topics like pivot tables and data analysis.

## COURSE OBJECTIVES

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

1. Identify key characteristics of contemporary Information Systems and discuss their roles and benefits in an organization such as improving productivity and decision making.
2. Acquire the key elements in Information Technology including Hardware, Software, Networking, Cloud Computing and Database Systems.
3. Observe the flow of business processes and using IS for competitive advantage.
4. Recognize computer fraud, security threats and ethics and their impacts on business and privacy.
5. How to acquire Information Systems through projects
6. Create, edit and manipulate Microsoft Excel spreadsheets using advanced functions and charts.

## COURSE MATERIALS

- Text: Business Driven Information Systems eBook, 9th Edition, McGraw-Hill, Baltzan, Canadian Companion Connect + SIMnet UWO Access ISBN: 9781265403270 (this is for TWO items).
  - This custom package is only available from the UWO Bookstore:

[https://bookstore.uwo.ca/textbook-search?campus=KC&term=N2026&courses%5B0%5D=670\\_KC/MOS1033A](https://bookstore.uwo.ca/textbook-search?campus=KC&term=N2026&courses%5B0%5D=670_KC/MOS1033A)

- The Bookstore code is redeemed for two codes: One for “Connect” and another for “SIMnet”
- Use for Connect: <https://connect.mheducation.com/class/j-siambanopoulos-s26-670>
- Use for SIMnet: <https://uwo.simnetonline.com/>
- When you sign up for Connect and SIMnet, use your **UWO email, Proper First and Last Name** that is on the class list and your **Student Number (e.g. 2500123456)**. Many UWO courses use Connect, so students may already have an account.
- When students first register separately for each site, “Courtesy Access” will be available granting 14 days of free access. Choose this if you are not sure if you will continue in the course. After the period ends, **you must get a code to access your account**.
- Full details are found in the MOS 1033 Class Introduction slides/video.
- Brightspace: All class videos, documents, announcements and chapter slides. If you have a question, check here first.

## COURSE EVALUATION

Evaluation will consist of three Excel assignments, an online midterm exam, and an in-person final exam. Exams may entail multiple-choice, true/false, and short-answer questions, based on material from *class lectures/slides, extra videos, and the text*. The final exam will focus on material since the midterm. Students **MUST** choose their final exam location (if not London) by May 11.

<u>Course Component</u>	<u>Weight</u>	<u>Total</u>
Three Excel Assignments on SIMnet (uwo.simnetonline.com)	7% each	21%
Online Synchronous Mid-term exam (2 hours)	24%	24%
In-person Final exam at King’s or writing centre June 12 or 13 (3 hours)	55%	<u>55%</u>
Total		<u>100%</u>

**Course exams:** The midterm is planned to be delivered online on Brightspace through Gradescope. However, if this isn't viable it will be delivered through the McGraw-Hill site Connect. It uses Proctorio proctoring software, which is a browser extension that will lock your browser. **No recording is done.** This course will administer its final exam **in-person**. By way of registering in this course, students are automatically registered to write their final exam in London. Students may opt-in to write at one of King's authorized testing centre locations in Toronto, Vancouver or Beijing. For those opting to write in Beijing, Toronto or Vancouver, you must register to write at those locations.

The final exam will be held on June 12 or 13, for students in Canada. Students in Beijing will write in late July. Students **must choose their location by** May 11. An announcement on Brightspace will provide more details in the first week. **ACSD students cannot be accommodated for the final exam.** If a student cannot commit to these, it is recommended that they drop this class and take it during the regular year.

**Excel Assignments** will be done on the SIMnet platform <https://uwo.simnetonline.com> (NOT the same as Connect) which is a platform that teaches, lets students practice and tests the features. The goal is for all students to have a strong common base using Excel. There are three Assignments. Each will entail a "Lessons and Practice" area and an "Exam" which is the Assignment. Assignment 1 is due **Wednesday May 20 by midnight** and Assignments 2 and 3 are due **Wednesday June 10 by midnight**. Submissions by these dates will receive a bonus. Version "A" must be done, "B" is optional.

**No-Late-Penalty Period:** Version A assignments will be accepted up to **two days** after *the due date without penalty (Friday May 22 at midnight and Friday June 12 by midnight)*. **Version B is not included in the No-Late-Penalty period.** Due to the "no-late-penalty" period, requests for academic consideration will be denied. After this period, students will receive a penalty of 10% per day. Assignment 1 can be handed in up ten (10) days after the due date. Assignments 2 and 3 must be handed in by the Final Exam. **There are no make-up assignments.**

Students may only have one account on SIMnet and must use a UWO Email address and UWO Student Number. Students with missing or incorrect identification will receive a 10% penalty on the SIMnet portion. If students have any technical difficulties, they should contact SIMnet technical services through this link:

<https://www.mheducation.com/about-us/locations/international-support.html#higher-ed>

### IMPORTANT ACADEMIC DATES

- First day of Class: Tuesday May 5, 2026
- Last day to Add: Friday May 8
- Choose your location for the Final Exam: By May 11
- Midterm Exam: May 15 or 16 (synchronous online)
- Final Exam: June 12 or 13 in London, Toronto and Vancouver (Late July in Beijing)

### COURSE POLICIES AND PROCEDURES

Students who have any problems that may hinder their academic performance are encouraged to discuss these issues with the Professor or the appropriate College official **well before exams and assignments are due**. It is much more difficult to justify giving special consideration after the fact.

## TEACHING METHODOLOGY AND EXPECTATIONS

Students should read the chapter and then watch the Class video. The videos will explain the concepts and add examples to help in understanding the material. Lectures get updated every term and include additional depth to items mentioned and not mentioned in the text. Lastly, Extra Videos will provide more depth or clarity for a topic.

### 1. Lectures and Extra Videos

For each class, a class video of the lecture on a topic/chapter will be discussed (see the **Assignment Schedule** for details). Videos and slides are provided on Brightspace. It is recommended that students read the chapter **BEFORE** class. Lecture videos will add personal experiences and real-life examples to help explain the material. The text is on Connect which you need access to use.

There will also be Extra Videos on for each week that cover additional or related material on Brightspace.

### 2. Learning Excel on SIMnet (Lessons and Practice and Assignments)

On SIMnet, for the Excel Assignments, there is a training area (“Lessons and Practice”) where students can watch, practice, and apply all the Excel features that will be evaluated. The 1A Assignment is due before the midterm and the rest are due at the end of the course. The “B” versions are optional, extra chances to achieve a higher mark. The best mark of the A and B versions will be considered. Students must ask for the B version password before it is attempted, or it will not count.

In Class 2, the “Excel and SIMnet” video and slides will have full details.

General topics to be tested (but not limited to) include:

- a) Excel Level 1: Basic formatting, navigation, editing, basic functions, absolute references, etc.
- b) Excel Level 2: Additional/advanced functions, everything related to charts
- c) Excel Level 3: Advanced features (conditional formatting, Goal Seek, etc.), Pivot tables, etc.

### Policy for Examinations

- Evaluations (exams and assignments) **MUST** be done by the student without outside help of any kind.
- Accommodations for missed exams must follow procedures outlined by the Academic Dean’s Office.
- There will be no re-weighting of any components within the course.
- Once an assignment, or exam is written, the mark will not be changed except under formal appeal.
- If a student wishes to appeal a mark on a testing point, they must write out their concerns and hand in the appeal and the testing material to the professor. The professor will review the appeal and the discuss the result with the student.

### Requirements to Pass the Course

- To pass this course students must meet both of the following:
  - Students must **write both exams** and **pass the FINAL EXAM** to be eligible to receive a passing grade.
  - **Attempt ALL three** Excel Assignments and have a minimum overall average of 50% for all three.
- If **either** of these requirements is not met, a **final grade of 47 will be assigned**. There are **NO EXCEPTIONS**.

### Scholastic Offences, Plagiarism and Collusion

Every student enrolled in MOS 1033A/B is expected to comply with the Student Code of Professional Conduct. A copy of this code is available on the Brightspace site which all students should read. 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 website: [here](#).

**Students must write their exams and assignments themselves.** Plagiarism or collusion is a major academic offence (see Scholastic Offense Policy in the Western Academic Calendar). Use of AI in any form during exams will be reported to the ADO. **AI glasses are not permitted during exams.**

Collusion is collaboration with another person in the preparation of editing of assignments or other written work offered for credit unless the professor specifically approves such collaboration in advance. Excel Assignments cannot be shared. **Please realize, the assignments are to help you learn Excel which is something you MUST know in future courses at King's and Western.**

#### **Online Behaviour and Intellectual Property:**

All students are expected to engage online in a professional and respectful manner. This includes all interactions with peers, as well as communication between TAs or your Professor.

Course content used in the course is considered the faculty member's or textbook publisher's intellectual property; it should **not** be distributed, shared in any public domain, or sold by a student or other third party without prior written consent of Professor Siambanopoulos or McGraw-Hill. **Do NOT share any materials!** Note: Documents used in MOS 1033 contain hidden copyright indicators and course identifiers.

Failure to follow these guidelines can result in Academic discipline.

#### **Statement on Use of Electronic Devices**

*Use of Electronic Devices:* Students are **not allowed** to have a cell phone, or any other electronic device, during examinations *unless used for Zoom*. **Students caught recording the exam questions in any way and/or communicating with anyone during an exam will be punished with a minimum of receiving a "zero" and referred to the Academic Dean.** AI glasses are not permitted during exams.

#### **Privacy**

To respect privacy laws and the privacy of individual students, student grades will be communicated ONLY via Brightspace's Gradebook or Connect/SIMnet's Gradebook, or direct contact with your professor.

#### **Communication**

To help manage the class, please keep in mind the following regarding communicating during the course.

##### **A) Office hours**

All Office Hours will be done by appointment over Zoom. Contact the professor to request a time.

##### **B) Brightspace: Announcements and Grades**

This resource will be used to send out announcements directly to your UWO email. If you lose an announcement in your email, check Brightspace where they will also be available. Midterm marks will be posted on the Gradebook. The Academic Dean's Office posts final marks on the Student Centre.

**Important: Read Every SINGLE Announcement.** Lack of effort or ignoring announcements are not reasons for accommodations like “forgetting” or missing a deadline. Students are responsible for and expected to check their UWO email daily. If announcements are not being received, contact [John](#) immediately.

**C) Email: Best Way to Contact the Prof**

**Before emailing a question:** Make sure to check the Course Outline, previous Announcements and Class Slides FIRST for the answer. All documents are on Brightspace.

Use the following structure for all email:

Dear Professor Siambanopoulos [1]

I'm in your “MOS 1033” class or something to ID the class[2].

This is the Question I Have or the Help I Need [3].

This is what I did to try to figure out my problem. E.g. check the Course Outline, read all the BRIGHTSPACE announcements, asked someone from class if you missed, etc. [4]

I think this is the Answer [5].

This is the Action I would like You to Take [6].

Sincerely,  
Your Favourite Student (Your Name in Class)

Explanation of Elements

1. Professor S or J or Prof. S, or Prof. J, etc. I know this is from a student. Get my attention.
2. Identification: What class are you in? What class are we talking about?
3. Describe what your problem/issue is. Be clear.
4. Tell me what you have done to solve your problem. Provide details.
5. If possible, what you think the answer or possible solution is or could be.
6. What you want me to do. Explain something, make an appointment with me, etc.

Use this outline for all emails. Be clear the first time. 😊

# King's University College General Course Policies 2025-2026

## **1. Academic Accommodations, Consideration for Absences**

### **Academic Accommodation (Accessibility)**

Accessibility Services works to ensure that academic programs are accessible to all students, and supports students who may have a condition related to, but not limited to, vision, hearing, mobility, different ways of learning, mental health, chronic illnesses, chronic pain, autism spectrum disorder, ADD/ADHD, and temporary conditions (beyond short-term academic consideration). Accessibility Services provides recommendations for accommodation based on medical documentation or psychological and cognitive assessment. The accommodation policy can be found here [Academic Accommodation for Students with Disabilities](#). Information on Accessibility Services at King's can be found [here](#).

### **Academic Consideration for Student Absence**

If a student is unable to meet a course requirement due to substantial but temporary extenuating circumstances (medical or compassionate), they should follow the procedures below.

In some cases, where instructors have built flexibility into their assessments, this flexibility will already address consideration needs.

Requests for academic consideration should be directed to the Academic Advising Office of your faculty/college of registration. Requests must be made as soon as possible and no later than 48 hours after the missed assessment.

As a rule, documentation is required for academic consideration. For academic consideration requests on medical grounds, the Student Medical Certificate is available at [here](#).

Students are permitted one academic consideration request without supporting documentation per term per course. Instructors may designate one assessment per half-course weight as requiring formal supporting documentation. Please refer to the course outline for each course. For further information, please see:

<https://mykings.ca/intranet/app/#/academics/academic-advising/academic-consideration-requests-and-student-absence-portal>

### **Absences from Final Examinations**

If you miss the Final Exam, contact the Academic Advising Office of your faculty/college of registration as soon as you are able to do so. They will assess your eligibility to write the Special Examination (the name given by the University to a makeup Final Exam).

You may also be eligible to write the Special Exam if you are in a “Multiple Exam Situation” (e.g., more than 2 exams in 23-hour period, or more than 3 exams in a 47-hour period).

If a student fails to write a scheduled Special Examination, the date of the next Special Examination (if granted) normally will be the scheduled date for the final exam the next time this course is offered. The maximum course load for that term will be reduced by the credit of the course(s) for which the final examination has been deferred. See the Academic Calendar for details [https://academicsupport.uwo.ca/accessible\\_education/exams/index.html](https://academicsupport.uwo.ca/accessible_education/exams/index.html).

## **Religious Accommodation**

Students should consult the University's list of recognized religious holidays, and should give notice in writing to the instructor and Academic Advising Office if a course requirement will be affected by a religious holiday/observance. Notice must be given as early as possible, and no later than two weeks prior to an examination, and one week prior to a midterm test date. It is the responsibility of such students to inform themselves concerning the work done in classes from which they are absent and to take appropriate action.

## **2. Support Services**

Accessibility, Counselling and Student Development at King's University College:

<https://mykings.ca/intranet/app/#/student-supports-and-services>

Students experiencing emotional or mental health distress can access services at King's University College: <https://mykings.ca/intranet/app/#/student-supports-and-services/personal-counselling>

Good2talk is a good online and phone 24/7 resource for students and is available in English, Mandarin, and French: <https://good2talk.ca>, 1-866-925-5454

MentalHealth@Western provides a complete list of options about how to obtain help: <https://www.uwo.ca/health/psych/index.html>

Academic Support Services at King's University College:

<https://mykings.ca/intranet/app/#/academics/academic-advising>

## **GBSV Support:**

King's is committed to reducing incidents of gender-based and sexual violence and providing compassionate support to anyone who has gone through these traumatic events. If you have experienced sexual or gender-based violence (either recently or in the past), you will find information about support services for survivors, including emergency contacts at: <https://mykings.ca/intranet/app/#/student-supports-and-services/campus-safety-and-reporting/gender-and-sexual-violence>

You can reach someone supports at Kings by emailing [Care@kings.uwo.ca](mailto:Care@kings.uwo.ca) or calling 519-930-4640 to reach a social worker who can offer help.

You can also reach Western's Gender-Based Violence & Survivor Support Case Manager by [email](#) or by calling 519-661-3568.

See also [https://www.uwo.ca/health/student\\_support/survivor\\_support/get-help.html](https://www.uwo.ca/health/student_support/survivor_support/get-help.html)

University Students' Council offers many valuable support services for students, including the health insurance plan: <http://westernusc.ca/services/>

### **3. Statement on Use of Electronic Devices**

**Use of Electronic Devices:** Unless explicitly stated otherwise, you are not allowed to have a cell phone, or any other electronic device, with you during tests or examinations. Unauthorized possession of such a device during a test or examination constitutes an academic offence.

**Use of Laptops, Tablets, and Smartphones in the Classroom:** King's University College at Western University acknowledges the integration of new technologies and learning methods into the curriculum. The use of electronic devices such as laptop computers, tablets, or smartphones can contribute to student engagement and effective learning. At the same time, King's recognizes that instructors and students share jointly the responsibility to establish and maintain a respectful classroom environment conducive to learning.

The use of electronic devices by students during lectures, seminars, labs, etc., shall be for matters related to the course at hand only. Students found to be using electronic devices for purposes not directly related to the class may be subject to sanctions under the Student Code of Conduct; see <https://mykings.ca/intranet/app/#/student-supports-and-services/campus-safety-and-reporting/student-code-of-conduct>

Inappropriate use of electronics (e.g., laptops, tablets, smartphones) during lectures, seminars, labs, etc., creates a significant disruption. As a consequence, instructors may choose to limit the use of electronic devices in these settings. In addition, in order to provide a safe classroom environment, students attending in-person class sessions are strongly advised to operate laptops with batteries rather than power cords.

### **4. Statement on Academic Offences**

King's is committed to academic integrity. Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, is posted at [here](#).

It is expected that students will submit work that is truly their own, completed without external assistance (human or artificial) except as explicitly permitted by the course instructor. Check with you instructor on what tools, including generative AI (ChatGPT, translation tools, grammar-checking tools) are permitted in the course. Because a tool is permitted in one course, that does not mean it is permitted in other courses.

All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system; see <https://elearningtoolkit.uwo.ca/tools/OriginalityReports-TurnItIn.html>.

Computer-marked multiple-choice tests and/or exams may be subject to submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating.

## **5. Copyright of Course Material**

Lectures and course materials, including PowerPoint presentations, tests, outlines, and similar materials are protected by copyright. Faculty members are the exclusive owner of copyright in those materials they create. Students may take notes and make copies for their own use. Students may not allow others to reproduce or distribute lecture notes and course materials publicly (whether or not a fee is charged) without the express written consent of a faculty member.

Unauthorized sharing of class content is subject to academic discipline.

Similarly, students own copyright in their own original papers and exam essays. If a faculty member wishes to post a student's answers or papers on the course website, they should ask for the student's written permission.

## **6. Use of Recordings**

Participants in this course are not permitted to record the sessions, except where recording is an approved accommodation and/or the participant has the prior written permission of the instructor. Unauthorized recording and/or sharing of class content is subject to academic discipline.

## **7. Policy on Attendance**

Any student who, in the opinion of the instructor, is absent too frequently from class or laboratory periods in any course, will be reported to the Dean of the Faculty offering the course, after due warning has been given. On the recommendation of the department concerned, and with the permission of the Dean of that Faculty, the student will be debarred from taking the regular examination in the course.