



MOS1033A 570
Information Technology in the Commercial Environment
Fall 2025

Instructor: John Siambanopoulos
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Course Information

Mode of Instruction: In Person

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

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
Professor John Siambanopoulos
Course Outline Fall 2025

Professor: John Siambanopoulos **Email:** John.Siambanopoulos@kings.uwo.ca
Phone: (519) 518-0935 **Director:** Dr. Hui Feng
Class: Labatt Hall 101 **Office Hours:** To Be Announced
Brightspace: <https://westernu.brightspace.com/d2l/home> Western login and password required.

NOTE: Please email only from your @uwo.ca email account and use the model on the [last page](#). UWO filters may send it to junk and I will not get your message.

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

Students must be registered in the BMOS program or must have special permission from the instructor, otherwise, there are no prerequisites required for this course.

Antirequisite: 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: Business Processes and Decision Making, Information Systems and their types, Cloud Computing, Databases and Content Management, System Development Life Cycle, Data Security and Encryption, Fraud, Ecommerce and the Web, Customer Relationship Management (CRM), Governance and IS Ethics, Enterprise Resource Planning (ERP) Systems, 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: 1264628013** (this is for **TWO items**)
 - You can **ONLY** get this custom package from the UWO Bookstore. **DO NOT** buy them separately.
 - The cost of the package is \$150.
 - This package has two parts: One for “Connect” and the other for “SIMnet” You will need access to Connect ***as soon as possible after classes*** begin since the books are on Connect.
 - Note: 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 as required**. Otherwise, I will not be able to find you or your marks. Many courses at UWO use Connect, so you may already have an account.
 - Starting on September 8, 2025, you will be able to get “Courtesy Access” to both the text on Connect and SIMnet for Excel (NOTE: you will need to register for these sites separately). This will give you 14 days of free access. Our first class is on Wednesday September 10, 2025.
 - After you get the code from the Bookstore **and** redeem it:
 - Go to Connect for the Fall 2025 section using this link:
<https://connect.mheducation.com/class/mos-1033-fall-2025-section-570>
 - Use this is the link for SIMnet: <https://uwo.simnetonline.com>
- All extra videos (MP4) and slides (PDF) will be available on Brightspace.

COURSE EVALUATION

Student evaluation will consist of three Excel assignments, a midterm exam, and a final exam. Exams may entail multiple-choice, true/false, and short-answer questions, and can include material from *class lectures, extra videos, and the assigned readings*. The midterm exam will cover material up until that exam. The final exam will be held during the final exam period and focus on material **since the midterm**.

| <u>Course Component</u> | <u>Weight</u> | <u>Total</u> |
|--------------------------------------|---------------|--------------|
| Three Excel Assignments | 10% each | 30% |
| Mid-term exam (October 15, in-class) | 30% | 30% |
| Final exam (April Exam Period) | 40% | <u>40%</u> |
| Total | | <u>100%</u> |

Students who miss the midterm for a valid and approved reason with formal supporting documentation may be eligible for a make-up midterm during the semester. The make-up midterm exam will be held October 31st with the Make-Up Exam Service at King’s.

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. Each of the three Assignments will have two parts: “Lessons and Practice” and “Exams”. The Lessons and Practice will allow students to practice all the features for that level, as often and, as long as desired to learn the material. The Exam parts are timed and the only part this is marked. Assignment One is due **Wednesday October 22 by 11:59 p.m.** and Assignments 2 and 3 are due **Monday December 8 by 11:59 p.m.** Assignments submitted by this due date will receive a bonus of 2.5% for each.

No-Late-Penalty Period: All assignments will be accepted up to **two days** after *the due date without penalty (Friday October 24 and Wednesday December 10 by midnight)*. Please note that no questions may be asked about the assignment during this period and there will be no bonus. Due to the “no-late-penalty” period, requests for academic consideration for this assessment will be denied. After this period, students will receive a penalty of 15% per day. **There are no make-up assignments.**

If students have any technical difficulties contact the professor first but if the issue is related to the SIMnet platform, contact the SIMnet technical services through this link:

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

IMPORTANT ACADEMIC DATES

- First day of Classes: Wednesday September 3, 2025
- Last day to Add (or Drop with nothing noted on your transcript): September 12, 2025
- Fall Reading Week: Nov. 3-10, 2025
- Last day to drop without penalty (WDN): December 1, 2025
- Last day of classes: Tuesday December 9, 2025 (our last class is December 3)
- Final Exam period: December 11-22

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 attend class. The professor will explain the ideas, give examples of the concepts, and add to your understanding of the material. This course is essentially about the technology we all use every single day however new products, new ideas and new issues happen. Lectures will include “new updates” to items mentioned in the text. There will also be related Extra Videos that will add to the topics in the chapter, which are considered part of any exam or quiz related to that topic.

1. Lectures and Extra Videos

Each week, a topic/chapter (see the Weekly Schedule for details) will be discussed during class. Slides will always be provided before class on Brightspace. It is recommended that students read the chapter **BEFORE** class along with the slides. Lectures will add personal experiences and real-life examples to help explain the material along with giving students a chance to ask questions (this is really the best time).

There will also be Extra Videos for each week that cover additional or related material. All videos (and many subtitles) are on Brightspace with the lecture slides grouped by class/week. Brightspace has trouble with folders so you may see packages or zipped files that will contain every video and subtitle for that week. Downloading anything from Brightspace requires a “right-click and save as” approach.

Everything discussed in class is testable (not just the text chapter material). Up to date items are added to the course slides to keep it current and relevant. The exams will test material in the text, the lectures/slides, and extra videos. The texts are on Connect which is why you need access to Connect as soon as possible. All Excel materials (assignments and materials) are on SIMnet.

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

On SIMnet, for the Excel Assignments, there will be a training area (“Lessons and Practice”) where students can watch, practice, and apply all the features that will be evaluated. In the same area, the Assignments (“Exams”) will be available. Students can practice the features for each level. The Lessons and Practice section will cover every single feature that will be evaluated in the Assignment part. You can do these Assignments after they are uploaded (this will be announced). Details will be discussed in Class 2. Note: Purchasing SIMnet allows you **permanent access** to this resource.

General topics (but not limited to) include:

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

Policy for Examinations

- There will be no re-weighting of any components within the course.
- Marks will not be changed except under formal appeal (see process below)
- To pass this course students must meet both of the following:
 1. **Write both** and **pass at least one** of the following individual timed testing points to be eligible to receive a passing grade: midterm exam, or final exam.
 2. **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**.
- 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.
- If a student misses an exam, they are required to submit reasoning/documentation within 48 hours of the evaluation to the Academic Dean’s Office (ADO). Failure to do so may result in a denial to write the make-up exam which will result in an automatic failure. Contact the ADO for further information.

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:

http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf

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).

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 Excel Assignments are to help you learn this tool which is something you MUST know in future courses at King's and Western and generally is used in every organization.**

Intellectual Property and Student Privacy

Course content used in the course is considered the professor's or textbook publisher's intellectual property; **absolutely nothing** should be distributed, shared in any public or private web site, or sold by a student or other third party without prior written consent of Professor Siambanopoulos or McGraw-Hill. **Do NOT share my stuff!**

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. Your professor will not email your grade and the professor will only discuss individual grades with the student in question. Student grades are confidential.

Statement on Use of Electronic Devices

In lectures, tablets and laptops can be used for notetaking and reviewing the slides during class. However, if technology is not being used for academic purposes and distracting the professor or other students, the distracting student will be asked to leave.

During examinations students are **not allowed** to have a cell phone, or any other electronic device. 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.

Class Communications

To help manage the class, please keep in mind the following for communication during the course.

A) Office hours

For Office Hours you can drop in or set up a time via email. All Office Hours will be done at the professor's office, in Dante Lenardon Hall, Room 222 or via Zoom. Check YouTube for a video on how to find the office at King's. (look up "Siambanopoulos")

B) OWL Brightspace:

This resource will be used to send out announcements and hold all distributed class materials. Midterm marks will be posted on the Brightspace Gradebook. ***Final marks are not posted by professors.*** 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" something like a deadline.

If you are not receiving announcements, please contact the professor immediately.

C) Email:

Please use the following structure for all emails you send to me. Email is the best form of communication. Use each bold section below as needed for your situation.

Dear Professor Siambanopoulos (spelling counts!!!!) 😊

I'm in your "MOS 1033" class or How I Know You.

This is The Question I Have or The Help I Need (explain in some detail, screenshots are great).

This is What I Did to Figure Out My Problem (make an effort!)

E.g. check the Course Outline, read the Brightspace announcements, (show me you tried. Don't waste my time with something you can find easily.)

I Think This Is the Answer (What did you do, where did you get stuck, how did you approach this)

This is the Action I Would Like You to Take. (What do you need from me? How can I help you exactly?)

Sincerely,

Your Favourite Student (Your Name in Class)

Use this outline for emails you send. If you do not follow these guidelines and send a vague email, that requires a follow-up emailthen another one....then maybe another one..... wastes everyone's time.

Send one email and do it right, 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 https://www.kings.uwo.ca/kings/assets/File/currentStudents/courses_enrollment/exams_and_tests/SMC-Feb-2025.pdf.

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://uwo.ca/univsec/pdf/academic_policies/appeals/academic_consideration_Sep24.pdf

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 (under [Special Examinations](#)).

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://www.kings.uwo.ca/current-students/student-services/>

Students experiencing emotional or mental health distress can access services at King’s University College: <http://www.kings.uwo.ca/current-students/campus-services/student-support-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/mental_wellbeing/

Academic Support Services at King’s University College:

<https://www.kings.uwo.ca/current-students/academic-resources/>

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://www.kings.uwo.ca/about-kings/safe-campus/gender-and-sexual-violence/>

You can reach someone supports at Kings by emailing 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.

Further supports can be found on this website: <https://www.kings.uwo.ca/about-kings/safe-campus/gender-and-sexual-violence/>

See also 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://www.kings.uwo.ca/current-students/student-affairs/code-of-student-conduct1/>

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

http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf

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 your 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/Originality Reports - 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.