BUSI 2400*
Foundations of Information Systems
Summer 2013
Section A

Instructors:
Name: Al Pilcher
Email: al_pilcher@carleton.ca
Office hours: By appointment

Sections:
<table>
<thead>
<tr>
<th>Section</th>
<th>Day</th>
<th>Time</th>
<th>CRN</th>
<th>Location</th>
<th>Professor</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>M &amp; Th</td>
<td>14:35</td>
<td>20641</td>
<td>TB446</td>
<td>Pilcher</td>
</tr>
</tbody>
</table>

COURSE WEBSITE
This site is for lecture notes, assignment details, readings, My Page and support information. We do not use WebCT or cuLearn. The website URL is:

http://busi2400.ssb.carleton.ca

*Special note regarding the BUSI 2400 website*
The website is available *only* on campus when logged into the campus wireless or wifi network or using a computer lab machine or, from off-campus, only if you are connected to the campus network through a Virtual Private Network. VPN software is available for PC, Mac and iPad platforms from Carleton’s Computing and Communications Services (CCS) at the following website:


Please note that neither your instructor nor any BUSI 2400 TA can provide support for VPN issues. Such support is available from CCS here: http://www6.carleton.ca/ccs/contact/ or via email: ccs_service_desk@carleton.ca or at the following phone number: 613.520.3700 at certain times. Please see the website for hours.

PREREQUISITES
Enrolment is restricted to students in the BCom, BIB and MIB Programs. The School of Business enforces all prerequisites. It is the student’s responsibility to ensure that the prerequisite requirements are met. Failure to meet the prerequisites may result in your deregistration from this course at any time into the term.

This course is a prerequisite to
1. BUSI 3400 (with a grade of C or higher)
2. BUSI 3402 (with a grade of C or higher)
3. BUSI 3405 (with a grade of C- or higher)
4. BUSI 3407 (with a grade of C- or higher)
5. BUSI 4009 (with a grade of C- or higher)
6. BUSI 4400 (with a grade of C- or higher)
7. BUSI 4404 (with a grade of C- or higher)
8. BUSI 4609 (with a grade of D- or higher)

COURSE DESCRIPTION
This course provides an introduction to the study of information and communications technology (ICT) and systems in organisations. No manager can be effective in administering complex modern organisations without some understanding of the impact of ICT. ICT is multidisciplinary, with contributions coming from computer science, organisational theory, organisational behaviour, management science, operations research, strategic management, sociology, psychology, cognitive science and political science. Since ICT broadly and information systems specifically are social as well as technical systems, their impact is best understood from a sociotechnical perspective. Topics covered will include: fundamental concepts of ICT; the technical foundations of ICT, and; approaches to building, deploying and controlling ICT. Presentation, collaboration and strategic planning skills will also be developed in this class. You will function in an innovative and creative context.

LEARNING OBJECTIVES
1. Experience the value and importance of sharing data within an organisation through participating in assignments and in-class exercises wherein you must communicate with other groups using electronic and manual methods;
2. Be able to identify the major functional areas in a traditional manufacturing business and appreciate how the organisation and its functional areas operate within the context of ICT;
3. Be aware of the key issues in ICT design, development, and deployment through hands-on exercises such as in-class discussions and reports, individual assignments and tutorial tasks using information and communications technology such as databases, spreadsheets and enterprise planning tools;
4. Be familiar with the basic technologies that underpin organisational ICT such as networks, operating systems and network services;
5. Have hands-on experience building and deploying simple yet effective information systems such as personal and group websites, personal BLOGS, enterprise tools such as databases as well as analysis and presentation tools such as spreadsheets and presentation software;
6. Have a basic understanding of services, service-oriented architectures (SOA) and cloud computing;
7. Have experience presenting reports based on the decision-making needs of managers in various fields as they apply to information systems;
8. Develop a forward-thinking, evolutionary perspective on corporate strategy and practice transforming existing resources into new, value-added enterprise directions while leveraging technology in novel ways. This we call what else and what’s next?

Textbooks are available at Haven Books, just a short walk from campus across Bronson up Sunnyside Avenue. You must use this textbook. The textbook used in
Exams will be based on the new book introduced in fall 2012.

**EVALUATION**

Individual grade weight 65% / Group grade weight 35% (Group grades are peer evaluated)

<table>
<thead>
<tr>
<th>ELEMENT</th>
<th>WEIGHT %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multiple Assignments</td>
<td>55</td>
</tr>
<tr>
<td>Test 1</td>
<td>10</td>
</tr>
<tr>
<td>Test 2</td>
<td>15</td>
</tr>
<tr>
<td>Final Exam*</td>
<td>20</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

*See Credit for BUSI 2400 section below for critical information.

**TESTS**

There will be two in-class tests. The tests will be held on the dates provided in the course schedule below (weeks 4 and 8). Makeup tests are not available in this course. You must be present to write these tests or you must provide a medical or other note to explain your absence. If you must miss one of the mid-term tests due to verifiable illness or, in rare and highly exceptional cases, due to some other circumstance beyond your control, you may apply to have the weight of the missing test applied to the subsequent test in the term by submitting a medical certificate or other appropriate documentation (if not a medical issue) to your instructor no later than 18:00 on the fifth (5th) calendar day following the midterm date. To be clear, if the test is on the 1st day of the month, your documentation must be in your instructor’s hands by 6:00 PM on the 6th day of the month.

For medical issues, you **must** use the medical certificate form found at:


or available on the BUSI 2400 website from the link named ‘Medical Certificate’ on the Notes page. You must show the ORIGINAL medical certificate to your instructor, keep the original for your records, and provide a photocopy for our records. For other rare circumstances, your instructor will decide *ad hoc* what constitutes reasonable and appropriate documentation.

**ASSIGNMENTS**

There are many small to medium-sized assignments in this class. Each is described in full on the website and adequate warning and discussion will be provided in class, in labs and potentially via various electronic means. There are several resources to use in order to accomplish the tasks required in this class, including a dedicated Help Desk providing guaranteed 12-hour turnaround of emails, 7 days a week.

**CREDIT for BUSI 2400**

In order to receive credit, you must meet the requirements for satisfactory in-term performance (as specified below) **AND** you must achieve a grade of 50% or higher on the final exam, whether written during the scheduled examination period or as a deferral.

The requirement for **satisfactory in-term performance** consists of three criteria:
1) You must write AT LEAST ONE in-class test. You cannot choose one or the other. A missed in-class test must be documented per the procedure specified in this outline. Either you write the test or you produce a medical certificate according to the guidelines in this document within 6 days. You show original to me, keep the original for your records, and provide a copy for me.

2) You must score 50% or better on AT LEAST ONE in-class test and your average test grade must be 50% or higher. Even though the tests carry different weights in the overall grade scheme, they are considered to be of equal weight in this calculation. If you do not write Test #1, you must pass Test #2. If you do not write Test #2, you must have passed Test #1 in order to satisfy this criterion. Please be very clear on this.

3) Your overall term work grade going into the final (i.e. the weighted sum of all individual and group assignments (after peer evaluation weights are applied) as well as tests and any bonus marks earned, when considered together as your final pre-exam grade) must be 50% or higher.

Failure with No Deferral (FND)
Unsatisfactory in-term performance in this course will lead to a grade of FND in this term.

COMMUNICATION

2400 Email Procedure:
It is important to use the structure outlined in the template below:
The subject of the email must begin with 2400.
The first line in the body of the email must contain your name, student number, section of the course and your FA# (more on FA# later).

SPECIAL NOTE:
Your instructor will not reply to emails which ask for information that was either supplied verbally in class, is in class notes, was provided in tutorials/labs or was posted as a news item on the course website and/or Blog. So make sure the information isn't in the public domain before you ask...

Do not expect an email reply if you do not use the proper email procedure.
Do not expect a reply from your instructor on weekends or holidays. The Help Desk, however, will always reply within 12 hours.

Sample email message:
<table>
<thead>
<tr>
<th>Class #</th>
<th>Date</th>
<th>Topic</th>
<th>Other #</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>May 6th</td>
<td>Introduction to the class IT for Business and Business Professionals (Ch 1)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>May 9th</td>
<td>Technology Essentials (Ch 2)</td>
<td>R&amp;R Present</td>
</tr>
<tr>
<td>3</td>
<td>May 13th</td>
<td>E-commerce (Ch 7)</td>
<td>FAWS Present</td>
</tr>
<tr>
<td>4</td>
<td>May 16th</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>May 23rd</td>
<td>Managing and Using Data (Ch 3)</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>May 27th</td>
<td>Enterprise Systems (Ch 4)</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>May 30th</td>
<td>Creating Business Value (Ch 5)</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>June 3rd</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>June 6th</td>
<td>Web 2.0, Social Media and Online Trends (Ch 8)</td>
<td>Test 1</td>
</tr>
<tr>
<td>10</td>
<td>June 10th</td>
<td>Managing IS Projects and Creating Solutions (Ch 6)</td>
<td>Excel Present</td>
</tr>
<tr>
<td>11</td>
<td>June 13th</td>
<td>SAP</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>June 17th</td>
<td>Cap + Exam parameters</td>
<td>EEP Present</td>
</tr>
</tbody>
</table>

*Note: While every attempt will be made to keep to the schedule listed above, unforeseen circumstances may necessitate modifications throughout the semester.

Please check the University’s important dates & deadlines ([http://www.carleton.ca/cuuc/university/academicyear.html](http://www.carleton.ca/cuuc/university/academicyear.html)) for information on this term’s start and end dates, holidays and drop deadlines.