



## BUSI 1401 C: Foundations of Information Systems

### FALL 2025

<b>Instructor</b>	Jasmin Manseau
<b>Email Address</b>	jasminmanseau@cunet.carleton.ca
<b>Class Times</b>	Friday: 11:35AM–2:25PM
<b>Modality</b>	In-person
<b>Office Hours</b>	Upon request
<b>Office Location</b>	Virtual
<b>TA Name/Email</b>	TBA

#### Pre-Requisites & Preclusions:

Prerequisites: None

Preclusions: Precludes additional credit for BUSI 2400

#### Course Description/Instructor's Statement

Carleton Calendar Description (Find at <https://calendar.carleton.ca/undergrad/courses/BUSI/>)

This course helps student to understand the critical role of information systems in organizations and their impact on social and ethical issues. Covers fundamental tools and skills for the development and management of information systems and business analytics in organizations.

#### Course Learning Objectives:

1. Develop foundational skills in data analysis, including programming, spreadsheet use, and database management.
2. Understand what information systems are and how they are used in organizations.
3. Explain the role information systems play in managerial decision-making.
4. Understand the impact ICTs have on productivity, innovation, and strategy.
5. Explain how information systems are used for competitive advantage.
6. Evaluate the challenges associated with managing information systems.

#### Required/Optional Materials & Prices

##### Introduction to Information Systems, the 6th Canadian Edition

- R. Kelly Rainer, Brad Prince, Cristobal Sanchez-Rodriguez, Ingrid Spletstoesser-Hoeterp, Sepideh Ebrahimi
- Purchasing/rental options: *(older editions are acceptable since generally similar)*
  - WileyPLUS Rainer 6E: \$98.95
  - WileyPLUS with Loose-leaf Rainer 6E: \$163.95
  - eText rental for 150 days: \$57.00, or eText Perpetual \$134.95
  - Textbook only: \$153.95
- ISBN:9781394164479; <https://www.wileyplus.com/business-and-decision-science/introduction-to-information-systems-6ec-eprof22910/>

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## Lab & Software

- PYTHON
- Microsoft Excel, Microsoft Outlook, Microsoft Teams

*Students are not required to purchase textbooks or other learning materials for this course.*

The use of artificial intelligence (AI): An AI use statement must be provided and outline specific content/ideas that were co-created with AI, align with the University's AI policy, and explain how the student acted as the "human in the loop."

Please purchase the textbook(s) from the campus bookstore in Nideyinàn (formerly the University Centre) or through the bookstore website: <https://carleton.ca/campus-services/the-bookstore/>.

## Grading Scheme

Quizzes	5%
Excel Assignment 1	20%
Midterm Exam	25%
Python Assignment 2	20%
Final Exam	30%

## Important Dates to Note

Quizzes – see schedule

Assignment 1 – Excel: October 5<sup>th</sup>, 2025

Midterm: October 17<sup>th</sup>, 2025

Assignment 2 – Python: November 30<sup>th</sup>, 2025

Final Exam: TBA by the Faculty

University Academic Calendar: <https://calendar.carleton.ca/academicyear/>

## Policies & Accommodations

<https://students.carleton.ca/course-outline/>

<https://carleton.ca/pmc/current-students/academic-accommodations/>



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### **Course Calendar description from the [2024/2025 University calendar](#):**

This course helps students understand the critical role of information systems in organizations and their impact on social and ethical issues. Covers fundamental tools and skills for developing and managing organizations' information systems and business analytics.

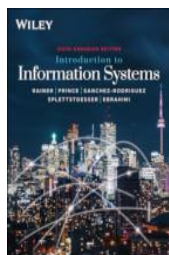
### **Course Description:**

This course will help students understand the critical role that information systems play in the innovation and productivity of every Canadian industry. The Sprott School of Business recognizes the growing innovation gaps and the challenge of developing skills in our students for a fast-evolving and changing business environment where information and communication technologies (ICTs) play a significant role in the transformation. The skills needed are rooted in studies of both information technology and business. This course is the door to these topics for many students. Organizations are becoming more virtual, and people will be working with clients and colleagues; they may never meet face to face. Their skills using ICTS will determine their success in the workplace. Many jobs here today will be eliminated, and new jobs will be created. The change will be driven by people familiar with both business knowledge and technology skills.

### **Learning Outcomes:**

1. Develop basic skills for data analysis, including programming, spreadsheets, and databases.
2. Understand what information systems are and how they are used in organizations.
3. Explain the role information systems play in managerial decision-making.
4. Understand the impact ICTs have on productivity, innovation, and strategy.
5. Explain how information systems are used for competitive advantage.
6. Assess the challenges associated with the management of information systems.

### **Reading(s)/Textbook(s)/Required Materials:**



## **Introduction to Information Systems, the 6th Canadian Edition**

[R. Kelly Rainer](#), [Brad Prince](#), [Cristobal Sanchez-Rodriguez](#), [Ingrid Splettstoesser-Hogeterp](#), [Sepideh Ebrahimi](#)

WILEY

ISBN: 9781394164479

<https://www.wileyplus.com/business-and-decision-science/introduction-to-information-systems-6ec-eprof22910/>

## Lab and software

### PYTHON

- PYTHON 3.11.0 <https://www.python.org/downloads/>
- IDLE IDE (comes with Python 3.11.0)

### Microsoft Excel

- This course requires Microsoft Excel, either Office 2019 or Office 365. Instructions for obtaining Office 365 through your school email account are provided on Brightspace.

### Microsoft Outlook and Teams

- As communication outside of Brightspace will be facilitated through Carleton's email services, students are advised to access and become familiar with Microsoft Outlook and Teams. These services are available through web browsers as well as desktop applications

## Optional Readings and Technology

### Python

Python For Everyone, 3rd Edition  
Cay S. Horstmann, Rance D. Necaise  
Wiley  
Print ISBN: 978-1-119-49853-7

Bite-Size Python: An Introduction to Python Programming  
April Speight  
Wiley  
Digital ISBN: 978-1-119-64382-1 | Print ISBN: 978-1-119-64381-4

### Other Python Resources

- W3Schools Python Tutorial Series: <https://www.w3schools.com/python/>
- Programming with Mosh Videos: <https://youtu.be/kqtD5dpn9C8> and <https://youtu.be/uQrJ0TkZlc>

### Microsoft Excel

- Introduction to Excel Video: <https://www.youtube.com/watch?v=rwbho0CgEAE>
- Excel Tutorials: Open Excel, File->New, see the Welcome to Excel and other tutorials. They are pre-populated with sample data and instructions on using Excel's various functions.
- Various videos on YouTube and generative AI will assist with any queries.

## Microsoft Outlook

While not covered in this course, Outlook is a foundational information systems tool used in practically every place of business worldwide. Students are advised to explore Microsoft for emailing, tracking course schedules with the integrated calendar, and using the calendar to arrange meetings and appointments.

Guide to Outlook Video: <https://www.youtube.com/watch?v=WfSCfBntqPU>

## Course Requirements & Methods of Evaluation (including due dates):

Final grades will be composed of the following:

Deliverables	Due Date	Weight
Quizzes (best 4 of 5)	See Course Schedule	5%
Excel Assignment 1	October 5 at 5PM	20%
Midterm Exam	October 17 at 11:25AM – In-class	25%
Python Assignment 2	November 30 at 5PM	20%
Final Exam	TBD	30%
<b>Total</b>		<b>100%</b>

\*There will be a Brightspace site for this course. All expected deliverables are to be submitted through the site. Students will find feedback there as well. It is essential to visit the site regularly to stay on top of course expectations

### Quizzes: (5% - best 4 of 5)

Quizzes will be used to test your understanding of the topics covered in class. Quizzes will take place at the beginning of class on Brightspace. They will cover the content recently covered in previous classes – refer to the schedule. I will select the best 4 out of 5 quizzes. Alternatively, this allows students to miss 1 Quiz without any penalty.

- Format: 10 Multiple-choice and/or True/False questions
- Duration: 10 minutes

## Assignments

All assignments in this course must be completed individually. While students can and should discuss the assignment requirements with peers, each student must provide their own responses, following the university's Academic Integrity policy.

- Assignment 1 is an Excel assignment. A spreadsheet will be given, and questions will be asked to organize information, structure content and make recommendations.
- Assignment 2 is a Python assignment where questions will help students to familiarize themselves with the coding language.

## Midterm Examination

The midterm exam will cover content from **lectures 1-5**.

- When: Tuesday, October 17<sup>th</sup>, 2025
- Where: in class, in-person on Brightspace
- Duration: 120 minutes
- Format: 30 Multiple-choice and/or True/False questions and 5 open-ended written-type questions
- Material Covered: Chapters 1 to 8 (lectures 1-5)

## Final Examination

The final exam will cover content from the entire course and will take place during the final exam period announced by the university. The exam will be 180 minutes and consists of multiple-choice questions and open-ended questions.

## Missed Assignments or Examinations

The only valid excuse for missing an exam or an assignment deadline is for medical reasons and must be documented with a medical certificate. Any other reasons (such as travel, etc.) will not be considered. If a student misses the midterm test or a deadline for a reason that is not deemed as legitimate, a mark of zero will be assigned; otherwise, separate arrangements will be made at the instructor's discretion, such as shifting the exam's weight to the final exam.

If you wish to defer a **Formal Final Exam**, you – the student – must reach out to the registrar's office with the proper documentation prior to the deadline (please refer to <https://carleton.ca/registrar/deferral/> for dates). Once the request has been put through, your instructor will be notified for their approval. Your final exam will be formally scheduled. If you miss the deadline for applying for a deferral, please reach out to your instructor personally to discuss.

## Deadlines for Deliverables & Statute of Limitations on Reassessments

The dates on which assignments are due will be openly published, and students are expected to accept responsibility for organizing their affairs to meet the set deadlines. Penalties for late assignment submission may be imposed using the following scheme:

- Up to one day late (from 1 second up to 24 hours from submission time), assignments will be accepted with a reduction of 10% of the total mark for the assignment
- Between one and two days late (after the 24-hour mark from submission but before 48 hours from submission), assignments will be accepted with a reduction of 25% of the total mark for the assignment

- After two days (more than 48 hours from submission), assignments will not be accepted and will receive a mark of zero for the assignment.

Assignment marks and feedback will be made available online. If a student believes that errors were made in assessment or marking, please provide the instructor with the original evaluation along with a short explanation of the objections. The deadline for requesting a reassessment is 7 working days after the date on which an assessment was made available to a student. As a result of the reassessment, the original evaluation grade may be raised, lowered, or left unchanged.

## **Lecture Exercises (Quizzes)**

During the lectures, students must follow hands-on Python and Microsoft Excel exercises. These hands-on exercises are designed to provide essential skills expected for students in future semesters. Exercise files will be available on Brightspace. This experiential learning will help with the assignments and material covered in the midterm and final exams. Therefore, students should spend time working on them during each session.

## **Expectations For Communications**

Students are asked to monitor and use their Carleton provided e-mail account (cmail.carleton.ca) regularly and carefully (not personal email accounts such as Yahoo, Gmail or Hotmail) as this is the official conduit through which the instructor will communicate matters that concern the individuals.

The Instructor and Teaching Assistant will only respond to email message from registered students using their cmail.carleton.ca email account. All other unscheduled or unexpected communication will not be responded to.

Students should ensure that they have set up their Brightspace account to receive notification of announcements to their cmail.carleton.ca email addresses. This is the official conduit through which the instructor will communicate matters that concern the entire class. Email may also occur for course-wide matters to ensure communication has been delivered.

Students' communication with the Instructor, Teaching Assistant, and other students is expected to be thoughtful and professional. Disrespectful communication will not be tolerated. Students are advised to review the university's guidance on electronic communication.

## **Class Attendance & Decorum**

The course includes class lectures, group discussions, and participation activities. Class attendance is expected and is necessary to complete this course. Actions in the classroom environment should demonstrate intellectual engagement in the course content and respect for classmates and the instructor. As such, any disruptions to the learning environment, including but not limited to lectures, group chat, and course discussion forums, will not be tolerated, and failure

to comply with this policy can lead to disciplinary action, up to and including referral to the university's judicial system.

### Course Schedule:

Below is the expected course schedule; however, **changes may occur, and you will be notified by email.**

Lecture	Date	Topic
1	Sept 5	- Course Introduction and Administration - Introduction to Information Systems (Chapter 1)
2	Sept 12	- Organizational Strategy, Competitive Advantage, and Information Systems (Chapter 2) - Excel Introduction
3	Sept 19	- <b>Quiz 1</b> (Ch1, Ch2) - Data and Knowledge Management (Chapter 5) - Excel continuation
4	Sept 26	- E-Business and E-Commerce (Chapter 7) ( <i>at home</i> )
5	Oct 3	- <b>Quiz 2</b> (Ch5, Ch7) - Ethics and Privacy (Chapter 3) - Information Security and Controls (Chapter 4) - Excel continuation - <b>Assignment 1 on Excel due October 5 @ 5 pm</b>
6	Oct 10	- Wireless, Mobile Computing, and Mobile Commerce (Ch8) - Midterm Revision
7	Oct 17	- <b>Midterm</b> – (Chapters 1 to 5, 7 and 8 – <i>exclude chapter 6</i> )
	Oct 20 - 24	<b>Study Week</b>
8	Oct 31	- Information Systems within the Organization (Chapter 10) - <i>Computer for School Consulting Engagement</i> - Python introduction
9	Nov 7	- <b>Quiz 3</b> (Ch10) - Customer Relationship Management and Supply Chain Management (Chapter 11) - Python continuation
10	Nov 14	- Artificial Intelligence (Chapter 14) ( <i>at home</i> )
11	Nov 21	- <b>Quiz 4</b> (Ch11, 14) - Business Analytics (Chapter 12) - <i>EORLA Consulting Engagement</i> - Python continuation
12	Nov 28	- <b>Quiz 5</b> (Ch12) - Acquiring Information Systems and Applications (Chapter 13) - Final Revision (chapters 1 to 5, 7,8, 10 to 14 – <i>exclude chapters 6, 9</i> ) - <b>Assignment 2 on Python due November 30 @ 5 pm</b>



**Contribution to Learning Goals of the Program ([BCom](#), [BIB](#)):**

Program Learning Goal	Competencies Not Covered	Competencies Introduced (only)	Competencies Taught But Not Assessed	Competencies Taught and Assessed
	<b>CHECK (X) ONE PER ROW</b>			
<b>BC1 Knowledge</b> <i>Graduates will be skilled in applying foundational business knowledge to appropriate business contexts.</i>				<b>X</b>
<b>BC2 Collaboration</b> <i>Graduates will be collaborative and effective contributors in team environments that respect the experience, expertise and interest of all members.</i>			<b>X</b>	
<b>BC3 Critical Thinking</b> <i>Graduates will be discerning critical thinkers, able to discuss different viewpoints, challenge biases and assumptions, and draw conclusions based on analysis and evaluation.</i>		<b>X</b>		
<b>BC4 Communication</b> <i>Graduates will be effective and persuasive in their communications.</i>		<b>X</b>		
<b>BI5 Global Awareness (BIB ONLY)</b> <i>Graduates will be globally-minded.</i>		<b>X</b>		

## **ADDITIONAL INFORMATION**

### **Course Sharing Websites**

Materials created for this course (including presentations and posted notes, labs, case studies, assignments, and exams) remain the intellectual property of the author(s). They are intended for personal use and may not be reproduced or redistributed without prior written consent of the author(s).

### **Required calculator in BUSI course examinations**

If you are purchasing a calculator, we recommend any one of the following options: Texas Instruments BA II Plus (including Pro Model), Hewlett Packard HP 12C (including Platinum model), Staples Financial Calculator, Sharp EL-738C & Hewlett Packard HP 10bII

### **Group work**

The Sprott School of Business encourages group assignments in the school for several reasons. They provide you with opportunities to develop and enhance interpersonal, communication, leadership, follower-ship and other group skills. Group assignments are also good for learning integrative skills for completing a complex task. Your professor may assign one or more group tasks/assignments/projects in this course. Before embarking on a specific problem as a group, you must ensure that the problem is meant to be a group assignment and not an individual one.

### **Grading**

In accordance with the Carleton University Undergraduate Calendar (p 34), the letter grades assigned in this course will have the following percentage equivalents:

A+ = 90-100	B+ = 77-79	C+ = 67-69	D+ = 57-59
A = 85-89	B = 73-76	C = 63-66	D = 53-56
A - = 80-84	B - = 70-72	C - = 60-62	D - = 50-52
F = Below 50			

Grades entered by Registrar:

WDN = Withdrawn from the course

DEF = Deferred

## **Academic Regulations**

University rules regarding registration, withdrawal, appealing marks, and most anything else you might need to know can be found on the university's website, here:

<http://calendar.carleton.ca/undergrad/regulations/academicregulationsoftheuniversity/>

## **Requests for Academic Accommodation**

You may need special arrangements to meet your academic obligations during the term. For an accommodation request, the processes are as follows:

### **Pregnancy Accommodation**

Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details, visit the Equity Services website: [carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf](http://carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf)

### **Religious obligation**

Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details, visit the Equity Services website: [carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf](http://carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf)

## **Academic Accommodations for Students with Disabilities**

If you have a documented disability requiring academic accommodations in this course, please contact the Paul Menton Centre for Students with Disabilities (PMC) at 613-520-6608 or [pmc@carleton.ca](mailto:pmc@carleton.ca) for a formal evaluation or contact your PMC coordinator to send your instructor your Letter of Accommodation at the beginning of the term. You must also contact the PMC no later than two weeks before the first in-class scheduled test or exam requiring accommodation (if applicable). After requesting accommodation from PMC, meet with your instructor as soon as possible to ensure that accommodation arrangements are made. [carleton.ca/pmc](http://carleton.ca/pmc)

## **Survivors of Sexual Violence**

As a community, Carleton University is committed to maintaining a positive learning, working and living environment where sexual violence will not be tolerated, and its survivors are supported through academic accommodations as per Carleton's Sexual Violence Policy. For more information about the services available at the university and to obtain information about sexual violence and/or support, visit: [carleton.ca/sexual-violence-support](http://carleton.ca/sexual-violence-support)

### **Accommodation for Student Activities**

Carleton University recognizes the substantial benefits, both to the individual student and to the university, that result from a student participating in activities beyond the classroom experience. Reasonable accommodation must be provided to students who compete or perform nationally or internationally. Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. <https://carleton.ca/senate/wp-content/uploads/Accommodation-for-Student-Activities-1.pdf>

For more information on academic accommodation, please contact the departmental administrator or visit: [students.carleton.ca/course-outline](https://students.carleton.ca/course-outline)

### **Academic Integrity**

Violations of academic integrity are a serious academic offence. Violations of academic integrity – presenting another's ideas, arguments, words or images as your own, using unauthorized material, misrepresentation, fabricating or misrepresenting research data, unauthorized co-operation or collaboration or completing work for another student – weaken the quality of the degree and will not be tolerated.

Process: If an alleged violation occurs, all relevant documentation will be forwarded to the Dean. If the allegation proves true, the penalties may include; a grade of Failure on the submitted work and/or course; academic probation; a refusal of permission to continue or to register in a specific degree program; suspension from full-time studies; suspension from all studies at Carleton; expulsion from Carleton, amongst others. **For a first offence, at a minimum, the penalty assigned will normally be a zero on the submitted work and at least a minimum full grade reduction of the final course grade. For a second offence, at a minimum, the penalty assigned will normally lead to a suspension from studies.**

Students are expected to familiarize themselves with and follow the Carleton University Student Academic Integrity Policy, which is available, along with resources for compliance at: <https://carleton.ca/registrar/academic-integrity/>.

### **Sprott Student Services**

The Sprott Undergraduate Student Services Office offers program advising and overall student success support. Our team is available to discuss your academic goals and your program progression plans. We can also work with you to develop strategies for success, including study skills for Business. If you experience any difficulty this term or if you would like to access support, please contact our team at [bcom@sprott.carleton.ca](mailto:bcom@sprott.carleton.ca) or at [bib@sprott.carleton.ca](mailto:bib@sprott.carleton.ca).

## Centre for Student Academic Support

The Centre for Student Academic Support (CSAS) is a centralized collection of learning support services designed to help students achieve their goals and improve their learning both inside and outside the classroom. CSAS offers academic assistance with course content, academic writing and skills development. Visit CSAS on the 4th floor of MacOdrum Library or online at: [carleton.ca/csas](https://carleton.ca/csas).

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### Policies & Accommodations

<https://students.carleton.ca/services/accommodation/>

<https://carleton.ca/pmc/current-students/academic-accommodations/>

The use of artificial intelligence (AI): An AI use statement must be provided and outline specific content/ideas that were co-created with AI, align with the University's AI policy, and explain how the student acted as the "human in the loop."

### Important Information:

-Unauthorized use of OpenAI or ChatGPT in all assignments, quizzes, tests, and exams may result in academic penalties unless authorized.

Students must always retain a copy of all work submitted.

- All final grades are subject to the Dean's approval.

- To respond to your emails, we require your full name and CU ID, which must be sent from a valid Carleton address. Therefore, please send all emails from your Carleton CMail account to respond to your inquiries. If you do not have or have yet to activate this account, you may wish to do so by visiting <https://carleton.ca/its/get-started/new-students-2/>

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