



BUSI1401 A: Foundations of Information Systems

Fall 2026

Instructor	Samira Farivar
Email Address	Samira.farivar@carleton.ca
Class Times	Thursdays, 11:35 am-2:25 pm
Modality	In-person
Office Hours	TBA
Office Location	NI 7024
TA Name/Email	TBA

Pre-Requisites & Preclusions:

Prerequisites: none

Preclusions: additional credit for 2400

Course Description/Instructor's Statement

Carleton Calendar Description

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.

Instructor's 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 that are here today will be eliminated, and new jobs will take their place. Change will be driven by people familiar with both business knowledge and technology skills.

Course Learning Objectives:

1. Develop basic skills for data analysis including programming, spreadsheets, and databases.
2. Understand what information systems are and the way they are used in organizations.
3. Explain the role information systems play in managerial decision-making.

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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.

Required/Optional Materials & Prices

Textbook**Introduction to Information Systems**

- R. Kelly Rainer, Brad Prince, Cristobal Sanchez-Rodriguez, Ingrid Splettstoesser Sepideh Ebrahimi, 7th Canadian Edition; John Wiley & Sons; 2026
- ISBN: 9781394328376 (print)
- Cost (different options to access the textbook)
E-Book Rental (150 days): CAD \$60.00
Single Term Access to WileyPLUS: CAD \$98.95
Single Term Access to WileyPLUS + Print: CAD \$163.95

Lab and software**PYTHON**

PYTHON 3 download: <https://www.python.org/downloads/>

IDLE (included with Python) is recommended for beginners. Students may also use any Python 3-compatible development environment, such as Visual Studio Code, PyCharm, or Google Colab (browser-based notebook environment).

Microsoft Excel

This course requires Microsoft Excel. Students can access Microsoft 365 through their Carleton University account. Instructions are available here: <https://carleton.ca/its/help-centre/get-microsoft-office-for-students/>

Optional Readings

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

Other Optional Resources**PYTHON**

W3Schools Python Tutorial Series

<https://www.w3schools.com/python/>

Saylor Academy

CS105: Introduction to Python

<https://learn.saylor.org/course/view.php?id=1282>

Programming with Mosh Videos:

Python for Beginners - Learn Coding with Python in 1 Hour:

<https://youtu.be/kqtD5dnp9C8>

Python Full Course for Beginners:
<https://www.youtube.com/watch?v=K5KVEU3aaeQ>

Microsoft Excel

Introduction to Excel Video:

<https://www.youtube.com/playlist?list=PLIKpQrBME6xLDnoK7OovAVVsGNV55MS3K>

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.

Saylor Academy.

PRDV004: Spreadsheets

<https://learn.saylor.org/course/view.php?id=1263>

PRDV006: Spreadsheets II: Formatting and Functions

<https://learn.saylor.org/course/view.php?id=876>

PRDV007: Spreadsheets III: Presenting Data

<https://learn.saylor.org/course/view.php?id=877>

Textbook (s) available at the Campus Store in Nideyinaàn or order online for pick up:
<https://carletonshop.ca/Course/term>

Grading Scheme

Class Participation	10%
Assignment 1-Excel	15%
Midterm Exam	25%
Assignment 2-Python	15%
Final Exam	35%
TOTAL	100%

Policies & Accommodations

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

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



Stay updated with important notifications and announcements from Carleton University, by downloading the Carleton University App!

Preparation and Participation:

The course includes class lectures, group discussions, and participation activities. There are also additional scheduled tutorial sessions. Class attendance is expected and is necessary to

successfully complete this course. Actions in the classroom environment should demonstrate intellectual engagement in the course content, as well as 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 forum will not be tolerated, and failure to comply with this policy can lead to disciplinary action, up to and including referral to university judiciaries.

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

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 and emails must contain a subject line that includes the following notation: BUSI1401 – Section – Student Name – Topic, updating Section, Student Name, and Topic as appropriate. Students should expect an email response within two working days.

Students should ensure that they have set up their Brightspace account to receive notification of announcements to their cmail.carleton.ca email addresses as 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.

Communication from students to 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.

Course Schedule

Week #	Week of	Topic
1	September 7	- Course Introduction and Administration - Introduction to Information Systems (Ch1)
2	September 14	- Organizational Strategy, Competitive Advantage, and Information Systems (Ch2) - Excel Session 1
3	September 21	Ethics and Privacy (Ch3) - Information Security and Controls (Ch4) - Excel session 2
4	September 28	- Data and Knowledge Management (Ch5) - Excel session 3

5	October 5	- Telecommunications and Networking (Ch6) - Excel session 4 - Excel Assignment release date
6	October 12	- E-Business and E-Commerce (Ch7) - Excel session 5
7	October 19	- Wireless, Mobile Computing, and Mobile Commerce (Ch8) - Python session 1 - Excel Assignment due date: October 23, 11:59 pm
8	November 2	- Social Computing (Ch9) -Python session 2
9	November 9	- Information Systems within the Organization (Ch10) -Python session 3
10	November 16	- Customer Relationship Management and Supply Chain Management (Ch11) -Python session 4 - Python Assignment release date
11	November 23	- Business Analytics (Ch 12) - Artificial Intelligence (Ch.14) - Python session 5
12	November 30	- Acquiring Information Systems and Applications (Ch 13) - Final exam information and course review

***Refer to Academic Calendar for dates University Closed Dates and Holidays**
<https://calendar.carleton.ca/academicyear/>

Late Assignments:

All assignments in this course are to be completed individually. This means that while students can and should discuss the assignment requirements with peers, it is each student's responsibility to provide responses that are their own, in accordance with the university's Academic Integrity policy. It is each student's responsibility to review their submission to ensure that everything submitted meets the requirements of the assignment; missing or irrelevant submitted material will be marked accordingly.

Assignments submitted past the due date will receive a penalty of 5% per day. Assignments that are not submitted after 10 days past the due date will receive a grade of 0. Exceptions to this include verifiable illness and emergencies, only when communicated directly to me within three (3) business day following the due date.

Midterm and Final Exam

Midterm

The midterm exam will happen on week 8 and will cover content from lectures 1-5 (chapters 1-6). (Midterm will be scheduled by university- note that it will take place outside of class time (which can include Friday evening, Saturday or Sunday))

Final Exam

The final exam will cover content that was not included in the midterm (chapters 7-14) and will take place during the final exam period announced by the university.

e-Proctoring

If e-Proctoring is implemented for digital exams, please note that tests and examinations in this course will use a mandatory remote proctoring service provided by Scheduling and Examination Services. You can find more information at <https://carleton.ca/ses/e-proctoring/>.

Students are responsible for ensuring that the application is working properly on your computer during the exam. Failure to ensure proper functioning of CoMaS will constitute a violation of the exam rules and may be grounds for an allegation that you have violated the Academic Integrity Policy.

The minimum computing requirements for this service are as follows:

Hardware: Desktop, or Laptop

OS: Windows 10 or higher, Mac OS 10.14 or higher

Internet Browser: Google Chrome, Mozilla Firefox, Apple Safari, or Microsoft Edge

Internet Connection (High-Speed Internet Connection Recommended)

Webcam (HD resolution recommended)

Note: Tablets, Chromebooks, Smartphones and Windows-based tablets are not supported at this time.

Deferred In-Class Tests:

In the event that you are unable to write a midterm, test, or other scheduled assessments due to extenuating circumstances (such as a death in the family, illness, etc.), you must provide appropriate supporting documentation to your professor. Upon review, a deferred test may be offered. Please note that students who do not provide valid documentation or fail to offer a reasonable explanation for missing an assessment will receive a grade of 0% for that test.

The deferral Midterm will be held on Monday, November 16, at 7:15am. No other deferral options will be considered.

Deferred final exams:

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.

Use of Generative Artificial Intelligence

This is a human-centered course. In this course, evaluation focuses on what you can do *without* AI assistance. While you are welcome to use AI tools to explore ideas, study, or clarify concepts, all submitted work must represent your independent thinking and original effort. Use AI for learning, not for producing graded submissions. Your understanding and reasoning—not AI output—will form the basis of assessment. Using AI for graded submissions constitutes an academic integrity violation.

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
BC1 Knowledge <i>Graduates will be skilled in applying foundational business knowledge to appropriate business contexts.</i>				X
BC2 Collaboration <i>Graduates will be collaborative and effective contributors in team environments that respect the experience, expertise and interest of all members.</i>			X	
BC3 Critical Thinking <i>Graduates will be discerning critical thinkers, able to discuss different viewpoints, challenge biases and assumptions,</i>		X		

<i>and draw conclusions based on analysis and evaluation.</i>				
BC4 Communication <i>Graduates will be effective and persuasive in their communications.</i>		X		
BI5 Global Awareness (BIB ONLY) <i>Graduates will be globally-minded.</i>				

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).

Recommended Calculator for Examinations

If you are purchasing a calculator, we recommend anyone 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, followership, and other group skills. Group assignments are also good for learning integrative skills for putting together 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, it is your responsibility to 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

Carleton is committed to providing academic accessibility for all individuals. You may need special arrangements to meet your academic obligations during the term. The accommodation request processes, including information about the *Academic Consideration Policy for Students in Medical and Other Extenuating Circumstances*, are outlined on the Academic Accommodations website (students.carleton.ca/course-outline).

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, please review the [pregnancy academic accommodation process](#).

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, please review the [religious academic accommodation process](#).

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 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 accommodation arrangements are made. For more details, visit the [Paul Menton Centre website](#).

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 where 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 the [Equity and Inclusive Communities website](#).

Accommodation for Student Activities

Carleton University recognizes the substantial benefits, both to the individual student and for 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 at the national or international level. 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, see the [Senate Policy on Accommodation for Student Activities \(PDF, 25 KB\)](#).

Academic Consideration for Medical and Other Extenuating Circumstances

Due to medical and other extenuating circumstances, students may occasionally be unable to fulfil the academic requirements of their course(s) in a timely manner. The university supports the academic development of students and aims to provide a fair environment for students to succeed academically. Medical and/or other extenuating circumstances are circumstances that are beyond a student's control, have a significant impact on the student's capacity to meet their academic obligations, and could not have reasonably been prevented. Students may request Academic Consideration for Coursework or Other Academic Deliverable. For further information please review the [Procedure for Academic Consideration](#) and the [FAQ page](#).

Scheduling and Examination Support

Scheduling and Examination Services provides various supports for both in-term and end-of-term tests and exams. Details can be found on the [Exam Support website](#).

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 academicadvising@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.

Important Information:

- Students must always retain a copy of all work that is submitted.
 - All final grades are subject to the Dean's approval.
 - For us to respond to your emails, we need to see your full name, CU ID, and the email must be written from your valid CARLETON address. Therefore, in order to respond to your inquiries, please send all email from your Carleton CMail account. 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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