



Carleton
UNIVERSITY

SPROTT
SCHOOL OF BUSINESS

**CARLETON UNIVERSITY
SPROTT SCHOOL OF BUSINESS
BUSI2400 /A|B|C
2020-2021/FALL**

FOUNDATIONS OF INFORMATION SYSTEMS

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TA: TBD
Office Hours: TBD
Email: TBD

Modality: *Online (approximately 20 hrs. asynchronous and 16 hrs. synchronous)

Pre-requisites & precluded Courses: second year standing

Course Description:

**BUSI 2400 [0.5 credit]
Foundations of Information Systems**

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.

Since 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.

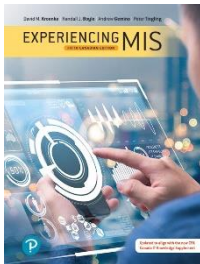
Learning Outcomes:

The main goal of this course is that students experience the Management of Information Systems. To achieve the goal, students are expected to:

- Understand what information systems are and the way they are used in organizations
- Explain the role information systems play in managerial decision-making
- Understand the impact ICTs have on Productivity, Innovation and Strategy
- Explain how IS are used for competitive advantage, and
- Assess the challenges associated with the management of information systems

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

Textbook



Experiencing MIS – 5th Canadian Edition (E-Text through Pearson MyLab)
 David Kroenke, Randall Boyle, Andrew Gemino & Peter Tingling
 Pearson
 ISBN-13: 9780134861579

Software

This course requires Microsoft Office 2019 (Excel and Access). Please note, Mac users can get this software by accessing *Cu Desktop* (<https://cudesktop.carleton.ca/>) – through a Client/Server application available to students in this course. Instruction on getting the client software and installing it in your own devices are available in the course CU Learn site. This also applies to students having a different version of Microsoft Office.

Other Required Materials:

Webcam, microphone for recording group presentations.

Course Requirements & Methods of Evaluation:

Grading

Your final grade will be composed of the following:

- ✓ Assignments 30%
 - Excel (15%) due date by **Oct. 23rd 11:00 PM**
 - Access (15%) due date by **Nov. 23rd 11:00 PM**
- ✓ Group Project 30%
 - Report (15%) due date by **Dec. 11th, 11 PM**
 - Presentation (15%), due date by **Dec.4th, 11 PM**
- ✓ Online Midterm Examination * (20%) (**Possible date: Saturday, Oct. 17th, 9:30 AM**)
- ✓ Online Final Examination (20%) (**date/time: TBD**)

* Students should notify the instructor in advance if they are not able to take the midterm (with a valid excuse). In this case, a deferred exam will be scheduled.

There is a CU Learn site for this course. All expected deliverables for this course are expected to be submitted through the site. You will find your feedback there as well. It is important that you visit the site regularly to stay on top of the course's expectations. When communicating with the TA or the instructor, please use the mail service associated with the course or include in your message the course number if using a different mail service.

Assignments

These are INDIVIDUAL assignments! That does not mean that you cannot discuss them with your classmates, on the contrary, Late assignments will be penalized 25% and accepted only within a 24-hour period, after that will be considered missed and tabulated as 0 [Zero].

Group Presentation

You will be expected to form a group of **up to 5 members** in this course. In CU Learn there will be a list of topics on new trends in MIS: Big Data Analytics, Robotics, Artificial Intelligence & the Internet of Things. Each group will submit a recorded presentation on the assigned topic by the specified due date. Please note that **all members** need to present to receive full marks. There is a Peer Evaluation component for this assignment to determine individual grades.

Group Report

Each group should write a report on their selected topic. The report should be submitted on CuLearn by **December 11th, 11 p.m.** More details on the group report is provided on the project detail document on CuLearn. There is a Peer Evaluation component for this assignment to determine individual grades.

Course Schedule: *

| Session | Date | Topic |
|---------|-------------------|--|
| 1 | Sep 9 &10 | WHY MIS? The Importance of MIS |
| 2 | Sep 16&17 | Business Processes and Decision Making |
| 3 | Sep 23 &24 | Productivity, Innovation, and Strategy |
| 4 | Sep 30 & Oct 1 | USING INFORMATION TECHNOLOGY Hardware and Software |
| 5 | Oct 7&8 | Database and Content Management The Cloud |
| 6 | Oct 14&15 | Excel Office Hour Session |
| 7 | Oct 21&22 | USING IS FOR COMPETITIVE ADVANTAGE Organizations and Information Systems |
| | Oct 28&29 | <i>Reading Week – No lecture</i> |
| 8 | Nov 4&5 | Decision Making and Business Intelligence |
| 9 | Nov 11&12 | Social Networking, Ecommerce, and the Web |
| 10 | Nov 18&19 | Access Office Hour Session |
| 11 | Nov 25&26 | INFORMATION SYSTEMS MANAGEMENT Acquiring Information Systems through Projects |
| 12 | Dec 2&3 | Structure, Governance, and Ethics Managing Information Security and Privacy |

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

**Course Calendar description from the 2020/2021 University calendar:
Fall 2020**

September 1, 2020

Last day for receipt of applications from potential fall (November) graduates.

September 2, 2020

Deadline for course outlines to be made available to students registered in fall and fall/winter term courses.

September 5-6, 2020

Residence move in weekend.

September 7, 2020

Statutory holiday. University closed.

September 8, 2020

Academic orientation (undergraduate and graduate).

Orientation for Teaching Assistants.

Class and laboratory preparations, departmental introductions for students and other academic preparation activities will be held.

September 9, 2020

Fall term begins.

Fall and fall/winter classes begin.

September 16, 2020

OSAP deferral deadline. Late payment charges and late registration charges applied to the student account on or after this date for eligible OSAP students.

September 18-20, 2020

Full and late summer deferred final examinations held.

September 23, 2020

Last day of registration for fall term and fall/winter courses.

Last day to change courses or sections (including auditing) for fall term and fall/winter courses.

Graduate students who have not electronically submitted their final thesis copy to the Faculty of Graduate and Postdoctoral Affairs will not be eligible to graduate in fall 2020 and must register for the fall 2020 term.

September 30, 2020

Last day to withdraw from fall term and fall/winter courses with a full fee

[adjustment](#) (financial withdrawal). Withdrawals after this date will create no financial change to fall term fees and will result in a permanent notation of WDN appearing on your official transcript.

October 9, 2020

December examination schedule (fall term final and fall/winter mid-terms) available online.

October 12, 2020

Statutory holiday. University closed.

October 15, 2020

Last day for receipt of applications for admission to an undergraduate degree program for the winter term from applicants whose documents originate from outside Canada or the United States.

October 26-30, 2020

Fall break. Classes are suspended.

November 13, 2020

Last day to request formal exam accommodations for December examinations to the [Paul Menton Centre for Students with Disabilities](#). Note that it may not be possible to fulfil accommodation requests received after the specified deadlines.

November 13, 2020

Last day for receipt of applications for admission to an undergraduate degree program for the winter term.

November 27, 2020

Last day for summative tests or examinations or formative tests or examinations totaling more than 15% of the final grade before the official examination period (see [examinations regulations](#) in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar).

November 25, 2020

Winter Payment Deadline. Click [here](#) for important payment information. [Late charges](#) may be applied to the student account any time after this date.

December 1, 2020

Last day for receipt of [applications](#) from potential winter (February) graduates.
Last day for graduate students to submit their supervisor-approved thesis in examinable form to the department.

December 9, 2020

Winter term registration for University of Ottawa undergraduate exchange students begins. Registration opens at 8:30 a.m.

December 11, 2020

Fall term ends.

Last day of fall term classes.

Classes follow a Monday schedule.

Last day for academic withdrawal from fall term courses.

Last day for handing in term work and the last day that can be specified by a course instructor as a due date for term work for fall term courses.

Last day for receipt of applications for undergraduate degree program transfers for winter term.

Last day for take home examinations to be assigned, with the exception of those conforming to the examinations regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar.

Last day to pay any remaining [fall tuition fees](#) to avoid a hold on access to marks through Carleton Central and the release of transcripts and other official documents.

December 12 – 23, 2020

Final examinations in fall term courses and mid-term examinations in fall/winter courses may be held. Examinations are normally held all seven days of the week.

December 23, 2020

All take home examinations are due on this day, with the exception of those conforming to the [examinations regulations](#) in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar.

December 25, 2020-January 1, 2021

University closed.

December 30, 2020

Deadline for course outlines to be made available to students registered in winter term courses.

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 Spratt 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 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.

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 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

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

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. 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

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.

<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

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. 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. 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 student services office, located in 710 Dunton Tower, offers academic advising, study skills advising, and overall academic success support. If you are having a difficult time with this course or others, or just need some guidance on how to

successfully complete your Sprott degree, please drop in* any weekday between 8:30am and 4:30pm. Our advisors are happy to discuss grades, course selection, tutoring, concentrations, and will ensure that you get connected with the resources you need to succeed! <http://sprott.carleton.ca/students/undergraduate/learning-support/>

* Note that the office is physically closed. However, e-drop in is available between 8:30-4:30 until social distancing requirements are updated by the Province.

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 hard 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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