



**Carleton**  
UNIVERSITY

**SPROTT**  
SCHOOL OF BUSINESS

CARLETON UNIVERSITY  
SPROTT SCHOOL OF BUSINESS  
BUSI2400 /  
2020-2021/WINTER

## FOUNDATIONS OF INFORMATION SYSTEMS

**Instructor:** Alejandro Ramirez, PhD.

**Office:** TBD

**Office Hours:** Wednesdays 10:00 am to noon, or by appointment [Zoom]

**Email:** Alex.Ramirez@Carletonca

**Teaching Assistant:** TBD

**Course Meets:** Wednesday 14:35-17:25\*

**Modality:** \*Online (approximately 24 hrs. asynchronous and 12 hrs. synchronous)  
Each session will start synchronously to introduce the week's themes and to guide students to the expected asynchronous work for that session.

**Pre-requisites & precluded Courses:** second year standing

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

**BUSI 2400 [0.5 credit]**

**Foundations of Information Systems**

Management issues associated with information systems in organizations. Definition, description, fundamental technologies impacts and development of information systems, and associated ethical issues.

**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.

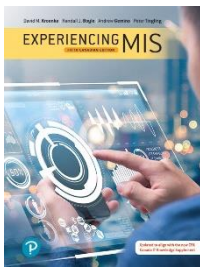
Organizations are becoming more virtual and people will be working with clients and colleagues, they may never meet face to face their skills using ICTs will determine their success in the workplace. Many jobs that are here today will be eliminated, and new jobs will take their place. Change will be driven by people familiar with both business knowledge and technology skills.

### **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:**



Experiencing MIS – 5<sup>th</sup> 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 (Word, 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.

### **Course Requirements & Methods of Evaluation:**

#### **Grading**

Your final grade will be composed of the following:

- ✓ Assignments 30%
  - Excel (15%) due date by **Tuesday February 9, 2021, by 11:00 PM**
  - Access (15%) due date by **Tuesday March 30, 2021, by 11:00 PM**
- ✓ Group Project 10%
  - Presentation due date by **Tuesday April 6, 2021, by 11 PM**
- ✓ 10 Weekly Quizzes (10% - each quiz is 1%)
- ✓ Take home Midterm Examination (20%) (**Due March 5, 2021**)

- ✓ Take home Final Examination (30%) (**Due April 27, 2021 by 11:00 PM**)

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.

### **Excel & Access 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.

### **Weekly Quizzes**

Starting in week 02 there will be a quiz covering material from the textbook's chapters assigned for that week. These quizzes have deadlines you need to write the quiz before that deadline. *Please note that the deadline is two and a half hours before the scheduled course time.*

### **Midterm and Final Exams**

Both are take-home exams.

The midterm will be available March 1-5, 2021 – covering material from Sessions 1 - 6

The final exam will be released on April 16, 2021 – covering material from the entire course.

There will be some trial exam questions that students can work in preparation to the midterm and final exams.

### **VIDEOS**

During the asynchronous part of each session, students are expected to follow hands-on exercises in either Excel or Access. These hands-on exercises are designed to provide essential skills that are expected for students in future semesters. The files needed to follow those hands-on exercises are available in CU Learn.

This is important experiential learning that will help with the assignments and material cover in the midterm and final examinations. Therefore, it is recommended that students spent time each session working on them.

**Course Schedule: \***

Session	Date	Topic	Due
1	Jan 13	WHY MIS? The Importance of MIS EXCEL SESSION 1	
2	Jan 20	Business Processes and Decision Making EXCEL SESSION 2	Quiz01
3	Jan 27	Productivity, Innovation, and Strategy EXCEL SESSION 3	Quiz02
4	Feb 3	USING INFORMATION TECHNOLOGY Hardware and Software EXCEL SESSION 4	Quiz03
5	Feb 10	Database and Content Management	Quiz04 Excel Assignment
	Feb 17	<i>Reading Week – No lecture</i>	
6	Feb 24	The Cloud & Midterm Exam Review ACCESS SESSION 1	Quiz05
7	Mar 3	<i>Midterm Exam Week – No lecture</i>	
8	Mar 10	USING IS FOR COMPETITIVE ADVANTAGE Organizations and Information Systems ACCESS SESSION 2	Quiz06
9	Mar 17	Decision Making and Business Intelligence ACCESS SESSION 3	Quiz07
10	Mar 24	Social Networking, Ecommerce, and the Web ACCESS SESSION 4	Quiz08
11	Mar 31	INFORMATION SYSTEMS MANAGEMENT Acquiring Information Systems through Projects	Quiz09 Access Assignment
12	Apr 7	Structure, Governance, and Ethics Managing Information Security and Privacy Final Exam Review	Quiz10 Group presentation

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

WINTER  
TERM 2021

January 4, 2021	Deadline for course outlines to be made available to students registered in winter term courses.
January 6, 2021	University reopens.
January 11, 2021	Winter term classes begin.
January 25, 2021	Last day for registration for winter term courses.
	Last day to change courses or sections (including auditing) for winter term 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 winter 2021 and must register for the winter 2021 term.
January 22- 24, 29-31, 2021	Fall term deferred final examinations will be held.
January 31, 2021	Last day for withdrawal from winter term and winter portion of fall/winter courses with full fee adjustment. Withdrawals after this date will result in a permanent notation of WDN on the official transcript.
February 1, 2021	Last day for receipt of applications for admission to the Bachelor of Social Work degree program for the fall/winter session.

February 12, 2021	April examination schedule available online.
February 15, 2021	Statutory holiday. University closed.
February 16-19	Winter Break, no classes.
March 1, 2021	Last day for graduate students to submit their supervisor-approved thesis in examinable form to the department.
	Last day for receipt of applications to the Bachelor of Architectural Studies, Bachelor of Humanities, Bachelor of Industrial Design, Bachelor of Information Technology (Interactive Multimedia and Design), Bachelor of Journalism, Bachelor of Journalism and Humanities, and the Bachelor of Music degree programs for the fall/winter session.
	Last day for receipt of applications for admission to an undergraduate program for the summer term.
	Last day for receipt of applications for admission from candidates who wish to be guaranteed consideration for financial assistance (including Carleton fellowships, scholarships and teaching assistantships) administered by Carleton University. Candidates whose applications are received after the March 1 deadline may be considered for the award of a fellowship, scholarship or teaching assistantship (Graduate students only).
March 19, 2021	Last day to request Formal Examination Accommodation Forms for April 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.

March 31,  
2021

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

April 1,  
2021

Last day for receipt of applications for admission to an undergraduate program for the fall/winter session from candidates whose documents originate outside Canada or the United States, except for applications due February 1 or March 1.

Last day for receipt of applications from potential spring (June) graduates.

April 2,  
2021

Statutory holiday. University closed.

April 14,  
2021

Winter term ends.

Last day of fall/winter and winter term classes.

Classes follow a Friday Schedule.

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 for academic withdrawal from fall/winter and winter 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/winter and winter term courses.

April 15,  
2021

No classes or examinations take place.

April 16-27,  
2021

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

April 27,  
2021

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.

### **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 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](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 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](https://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](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. 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](https://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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