



**FOUNDATIONS OF INFORMATION SYSTEMS
BUSINESS 2400 – Winter 2019**

Class Times

<i>Section</i>	<i>Day</i>	<i>Time</i>
D	Wednesdays	8:35 – 11:25
E	Tuesdays	14:35 – 17:25
F	Thursdays	11:35 – 14:25

COURSE COORDINATOR & INSTRUCTOR SECTIONS E & F

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INSTRUCTOR SECTION D

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Course Description

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.

Prerequisite(s): second-year standing.

Lecture three hours a week.

The School of Business enforces all prerequisites.

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

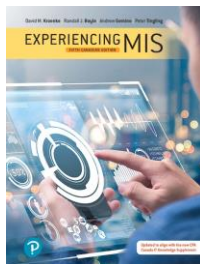
(ICTs) play a significant role in the transformation. The skills needed are rooted in studies of both information technology and business. This course is the door to these topics for many students.

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.

Course Objectives

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



Textbook

Experiencing MIS – 5th Canadian Edition

David Kroenke, Randall Boyle, Andrew Gemino & Peter Tingling

Pearson

ISBN: 978-0-13-471166-9

Software

This course requires Microsoft Office 2016. Please note, Mac users can get this software by accessing *My Carleton Desktop* – 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.

Grading

[SATISFACTORY IN TERM PERFORMANCE MEANS STUDENTS HAVE OBTAINED AN AVERAGE OVER 50% IN THEIR ASSIGNMENT MARKS, AND WROTE BOTH THE MIDTERM AND FINAL EXAMINATIONS]

Your final grade will be composed of the following:

- ✓ **Assignments 30%**
 - Excel (15%) due date February 8, 2019 by 10:00 PM
 - Access (15%) due date March 22, 2019 by 10:00 PM
- ✓ **Group Presentation 15%**
- ✓ **In Class Midterm Examination 25%**
- ✓ **Final Examination 30%**

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, learning happens when you have conversations with other people.

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 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. On the last session of the course [**Session 12: Section E on April 2 | Section D on April 3 | Section F on April 4**] each group will make a 5-minute presentation on the assigned topic. Please note that **all members** need to attend the session to receive full marks.

There is a Peer Evaluation component for this assignment.

In Class Midterm Examination

Section E: February 12, 2019

Section D: February 13, 2019

Section F: February 14, 2019

[NOTE: The only valid excuse for missing the midterm is for medical reasons or death in the family and must be documented with a medical certificate. Any other reason (such as travel, etc.) will not be considered. In such circumstances, the make-up mid-term will be held on Friday March 1, 2019. If you miss the midterm for a reason that is not deemed as legitimate, your midterm mark will be zero.]

University Scheduled Final Examination

The university Exams office will schedule the final exam for all three sections of this course on the same day during the examination period at the end of the term.

Outline *

Session	Date	Topic
1	January 08-10	WHY MIS? The Importance of MIS
2	January 15-17	Business Processes and Decision Making
3	January 22-24	Productivity, Innovation, and Strategy
4	January 29-31	USING INFORMATION TECHNOLOGY Hardware and Software
5	February 05-07	Database and Content Management The Cloud
6	February 12-14	<i>Mid Term Exam</i>
	February 19-21	<i>Reading Week – No lecture</i>
7	February 26-28	USING IS FOR COMPETITIVE ADVANTAGE Organizations and Information Systems
8	March 05-07	Decision Making and Business Intelligence
9	March 12-14	Social Networking, Ecommerce, and the Web
10	March 19-21	INFORMATION SYSTEMS MANAGEMENT Acquiring Information Systems through Projects
11	March 26-28	Structure, Governance, and Ethics Managing Information Security and Privacy
12	April 02-04	Group Presentations Exam Review Session

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

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

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/>

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 <http://carleton.ca/ccs/students/>

Important Dates and Deadlines for the Winter term

January 2, 2019

University reopens at 8:30 a.m.

January 7, 2019

Winter term classes begin.

January 14, 2019

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

January 18, 2019

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 2019 and must register for the winter 2019 term.

January 18-20, 25-27, 2019

Fall term deferred examinations will be held.

January 31, 2019

Last day for a [fee adjustment](#) when withdrawing from winter term courses or the winter portion of two-term courses (financial withdrawal). Withdrawals after this date will create no financial change to winter term fees and will result in a permanent notation of WDN appearing on your official transcript.

February 15, 2019

April examination schedule available online.

February 18, 2019

Statutory holiday. University closed.

February 18-22, 2019

Winter Break. Classes are suspended.

March 1, 2019

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

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

Last day for graduate students to submit their supervisor-approved thesis, in examinable form to the department.

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).

Application deadline to study at another institution on a [letter of permission](#) for the summer term.

March 15, 2019

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

March 26, 2019

Last day for summative tests or examinations, or formative tests or examinations totaling more than 15% of the final grade, in winter term or fall/winter courses 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 7, 2019

[Last day to pay any remaining balance on your Student Account](#) to avoid a hold on access to marks through Carleton Central and the release of transcripts and other official documents. An account balance may delay summer 2019 course selection.

April 9, 2019

Winter term ends.

Last day of winter term and fall/winter classes.

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

April 10-11, 2019

No classes or examinations take place.

April 12-27, 2019

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

April 19-21, 2019

Statutory holiday. University closed. No examinations take place.

April 27, 2019

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.