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**BUSI 2400\***  
**Foundations of Information Systems**  
**Spring 2014 - Section A**

**Instructors:**

Name: Tim Smith  
Section(s): A  
Email: Tim.Smith@carleton.ca  
Office hours: By appointment

**Section:**

Section	Day	Time	CRN	Location	Professor
A	Mon. & Thur.	2:35 pm	20722	Tory Building 210	Smith

**Tutorials/Labs:** Available via internet video from links provided in cuLearn. Videos released on a schedule beginning the first week of classes. Details in first lecture and in assignment details document available on cuLearn.

**ONLINE RESOURCES**

This course uses cuLearn, Yammer and potentially proprietary websites.

**PREREQUISITES**

Enrolment is restricted to students with second-year standing. **The Sprott School of Business enforces all prerequisites.** It is the student's responsibility to ensure that the prerequisite requirements are met. Failure to meet the prerequisites may result in your deregistration from this course at any time into the term.

**This course is a prerequisite to:**

1. BUSI 3400 (with a grade of C or higher)
2. BUSI 3402 (with a grade of C or higher)
3. BUSI 3405 (with a grade of C- or higher)
4. BUSI 4009 (with a grade of C- or higher)
5. BUSI 4400 (with a grade of C- or higher)
6. BUSI 4404 (with a grade of C- or higher)
7. BUSI 4609 (with a grade of D- or higher)

**COURSE DESCRIPTION**

This course provides an introduction to the study of information and communications technology (ICT) and systems in organisations. No manager can be effective in

administering complex modern organisations without some understanding of the impact of ICT. ICT is multidisciplinary, with contributions coming from computer science, organisational theory, organisational behaviour, management science, operations research, strategic management, sociology, psychology, human-computer interaction, cognitive science and political science. Since ICT broadly and information systems specifically are social as well as technical systems, their impact is best understood from a *sociotechnical* perspective. Topics covered will include: fundamental concepts of ICT; the technical foundations of ICT, and; approaches to building, deploying and controlling ICT and the issues around evaluating the utility of and managing the implementation of ICT for the individual and the organisation. Presentation, collaboration and strategic planning skills will also be developed in this class. You will function in an innovative and creative context.

### **LEARNING OUTCOMES**

By the end of this class, students should be able to:

1. Apply various information technology tools to organise and render data and information in various contexts including desktop and web;
2. Formulate and express arguments for and against the adoption of various technologies, expressed in the role of presenters to classmates and instructor;
3. Assess the value inherent in security, privacy and ethical rules, regulations and legislation to both the individual, the organisation and society as a whole;
4. Identify opportunities for the organisation as offered by various technologies both existing and emerging;
5. Be familiar with the basic technologies that underpin organisational ICT such as networks, operating systems and network services;
6. Become familiar with certain simple yet effective information systems such as enterprise collaboration tools, databases as well as analysis and presentation tools such as spreadsheets and presentation software;
7. Evaluate the contribution of services, big data and cloud computing to the well-being of the organisation;
8. Assemble and present reports based on the decision-making needs of managers in various fields as they apply to information systems;
9. Develop a forward-thinking, evolutionary perspective on corporate strategy and practice transforming existing resources into new, value-added enterprises while leveraging technology in novel ways.

### **TEXT**

Norrie, James L., Nanjad, M. and Mark W. Huber (2012), **Introduction to Business Information Systems, Third Canadian Edition**, John Wiley & Sons Limited. ISBN 13: 978118299791

- Textbooks are available at the Carleton University Bookstore. ***You must use this textbook.*** Previous editions of the textbook are outdated and unsupported. **Exams will be based on this specific edition introduced in fall 2012.**

## EVALUATION\*

Individual grade weight 55% / Group grade weight 45% (Group grades are peer evaluated)

ELEMENT	WEIGHT %
Multiple assignments, presentations, quizzes and reports	65
Test/exam*	35
<b>TOTAL</b>	<b>100</b>

\*See Credit for BUSI 2400 section below for critical information.

## TESTS

There will be one in-class test. The test will be held in class #9 (not the same as week #9 – be clear on this). Makeup tests are not available in this course. You must be present to write the test or you must provide a medical or other note to explain your absence. If you must miss the in-class test due to **verifiable illness or, in rare and highly exceptional cases, due to some other circumstance beyond your control**, you must write the final examination during the final exam period and you must submit a medical certificate or other appropriate documentation (if not a medical issue) to your instructor no later than 18:00 on the fifth (5th) calendar day following the in-class test date. To be clear, if the test is on the 1<sup>st</sup> day of the month, your documentation must be in your instructor's hands by 6:00 PM on the 6<sup>th</sup> day of the month. If you are not present to write the test, you must produce documentation or you cannot pass the course no matter your grades on any or all other components. **You cannot simply choose to not write the test.** You either write the test or you produce acceptable documentation and you write the final. If, for whatever reason, you fail to write the final, whether during the scheduled exam period or as a deferral, you will not pass the course no matter what other grades or extenuating circumstances exist. Furthermore, you must score a grade of at least 40% on the week 9 in-class test in order to pass the course. Please be clear on this. **Write the test and achieve a grade of 40% or you cannot pass the course.**

For medical issues, you **must** use the medical certificate form found at:

[http://www1.carleton.ca/registrar/ccms/wp-content/ccms-files/med\\_cert.pdf](http://www1.carleton.ca/registrar/ccms/wp-content/ccms-files/med_cert.pdf)

You must show the ORIGINAL medical certificate to your instructor, keep the original for your records, and provide a photocopy for our records. For other rare circumstances, your instructor will decide *ad hoc*, perhaps in consultation with the Associate Dean Undergraduate of Sprott, what constitutes reasonable and appropriate documentation.

## ASSIGNMENTS

There are many small to medium-sized assignments in this class. Each is described in full on cuLearn and adequate warning and discussion will be provided in class, in lab videos and potentially via various other electronic means. There are several resources to use in order to accomplish the tasks required in this class, including a dedicated Help Desk providing guaranteed 12-hour turnaround, 7 days a week. This Help Desk might take the form of a discussion group in Yammer (or other technology) but the service standard remains 12-hour turnaround, 7 days a week.

## **CREDIT FOR BUSI 2400**

In order to receive credit, you must meet the requirements for satisfactory in-term performance (as specified below) **AND** you must achieve a minimum grade of 40% on the in-class test and subsequently a minimum grade of 50% on the final exam, or a grade of 70% or higher on the in-class test. A grade of 70% or higher on the in-class test allows you the choice to write the final or not, but if you write the final, regardless of your grade on the in-class test, you must achieve a grade of 50% or better on the final. Furthermore, your grade on the final becomes your test/exam grade regardless of which grade is higher. See below for complete details.

The requirement for **satisfactory in-term performance** consists of three (3) criteria:

- 1) **You must write the in-class test.** A missed in-class test must be documented per the procedure specified in this outline. Either you write the test or you produce a medical certificate according to the guidelines in this document within 6 days. You show the original to your instructor, provide a copy of that original to your instructor at the same time, and then keep that original for your records should we need to verify any details at a later date. It is your responsibility to produce the original document at any time it is required. If you do not write the in-class test, you must write the final exam. If you do not write either the in-class test or the final, you cannot pass this course. See below for minimum grade requirements.
- 2) **You must score a minimum grade of 40% on the in-class test.** If you do not score 40% or better on the in-class test, you will not receive credit for this course no matter what grades you receive on any or all other components of this course. If you score 70% or better on the in-class test, you can choose to have that test mark qualify as your test/exam grade in the class and not write the final. To be clear: You must score a minimum grade of 40% on the in-class test. If you score between 40 and 69.4%, you must write and achieve a minimum grade of 50% on the final. If you achieve a grade of 70% or better on the in-class test, your test score can become your grade for the 35% test/exam portion of the class. But be very clear on the following: *Whatever grade you receive on the final exam is your 35% test/exam grade.* You cannot choose one grade over the other. The final exam grade, if written, is your grade for the 35% test/exam component of the class. Finally, if you write the final exam either due to not having achieved the 70% cut-off or having achieved the cut-off but having chosen to write the final, you must score a grade of 50% or better on the final exam. In all instances regarding grade cut-offs, we round to the nearest integer using MS Excel.
- 3) **Your overall term work grade going into the final** (i.e. the weighted sum of all individual and group assignments after peer evaluation weights are applied as well as your test grade and any bonus marks earned, when considered together as your final pre-exam grade) **must be 50% or higher.** In all instances regarding grade cut-offs, we round to the nearest integer using MS Excel.

***Please be very clear on all of this. It's complex and critical. Ask if you need clarity.***

### **Failure with No Deferral (FND)**

Unsatisfactory in-term performance in this course will lead to a grade of FND in this term.

## COMMUNICATION - 2400 EMAIL PROCEDURE

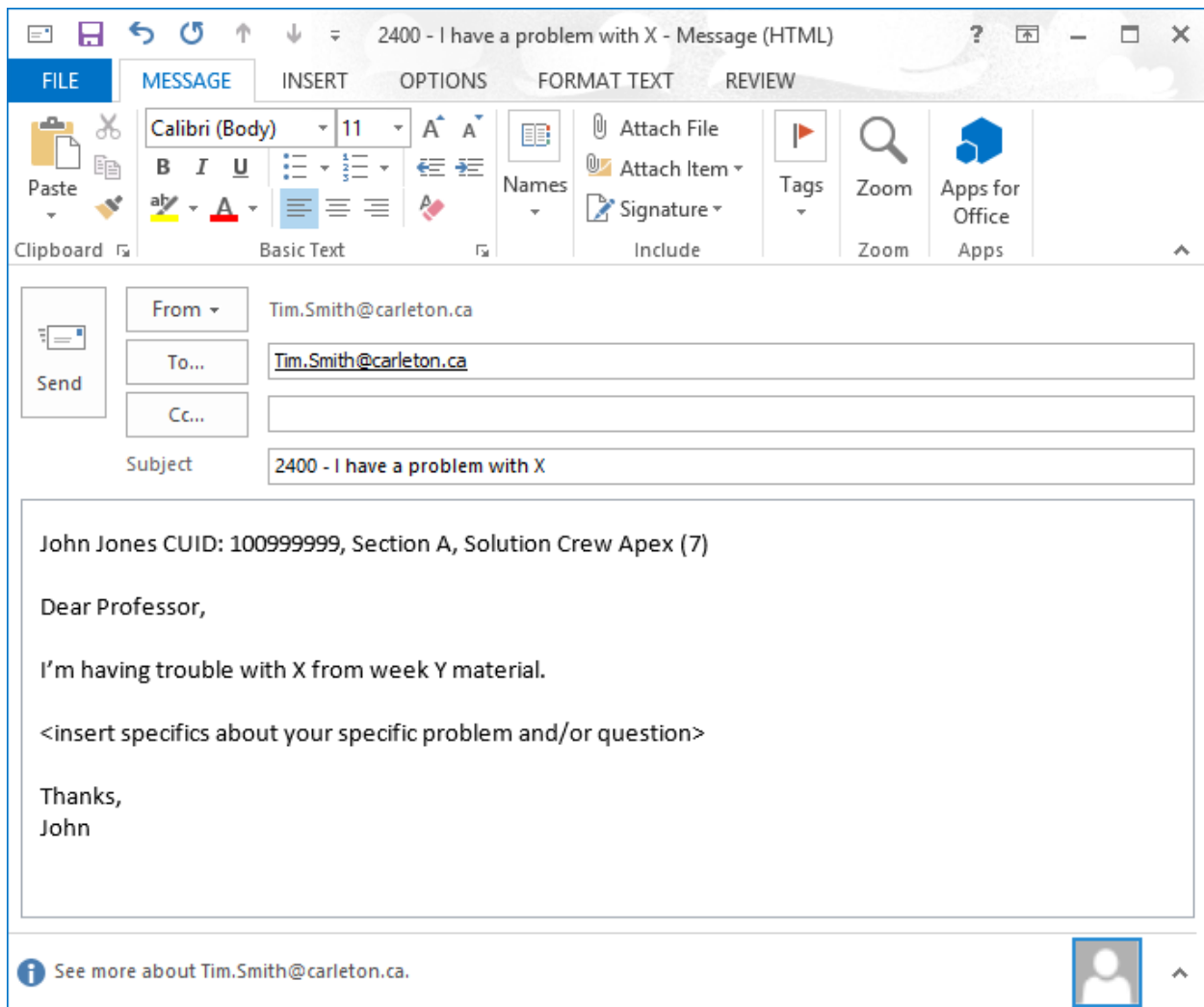
It is important to use the structure outlined in the template below:

- The subject of the email must begin with **2400**.
- The first line in the body of the email must contain your name, student number, section of the course and your Solution Crew (SC) name (more on SC later).

### SPECIAL NOTE:

- **Your instructor will not reply** to emails which ask for information that was either supplied verbally in class, is in class notes, was provided in tutorials/lab videos or was posted as a news item on cuLearn. So make sure the information isn't in the public domain before you ask...
- **Do not expect** an email reply from your instructor if you do not use the proper email procedure.
- The Help Desk, however, **will always reply within 12 hours**.

### Sample email message:



The screenshot shows an email client window titled "2400 - I have a problem with X - Message (HTML)". The interface includes a ribbon with tabs for FILE, MESSAGE, INSERT, OPTIONS, FORMAT TEXT, and REVIEW. The MESSAGE tab is active, showing a rich text editor with options for font (Calibri, size 11), bold, italic, underline, text color, background color, bulleted and numbered lists, indent, link, unlink, names, attach file, attach item, signature, tags, zoom, and apps for office. Below the ribbon is a "Send" button and fields for "From" (Tim.Smith@carleton.ca), "To" (Tim.Smith@carleton.ca), "Cc", and "Subject" (2400 - I have a problem with X). The email body contains the following text:

John Jones CUID: 100999999, Section A, Solution Crew Apex (7)

Dear Professor,

I'm having trouble with X from week Y material.

<insert specifics about your specific problem and/or question>

Thanks,  
John

At the bottom, there is a status bar with an information icon and the text "See more about Tim.Smith@carleton.ca." and a profile picture placeholder.

## DETAILED COURSE SCHEDULE\*

Class #	Date	Topic	Other	Lab Quizzes***
1	May 5	Introduction to the class and the simulation <i>IT for Business and Business Professionals</i> (Ch 1)	~	~
2	May 8	<i>Technology Essentials</i> (Ch 2)	SCVP, CC1**	Lab Quiz #1 - Yammer
3	May 12	<i>Managing &amp; using data</i> (Ch 3), Big Data	CC2**	Lab Quiz #2 – Access #1
4	May 15	<i>E-commerce</i> (Ch 7)	CC3, 4	Lab Quiz #3 – Access #2
	May 19	<i>Victoria Day – No Class!!</i>		
5	May 22	<i>Enterprise Systems</i> (Ch 4)	CC5, 6	
6	May 26	<i>Web 2.0, Social Media and Online Trends</i> (Ch 8)	CC7, 8	Lab Quiz #4 – Access #3
7	May 29	<i>Managing IS Projects and Creating Solutions</i> (Ch 6)	CC9, 10	
8	June 2	<i>Creating Business Value</i> (Ch 5)	CC11, 12	Lab Quiz #5 – Excel #1
9	Jun 5	~ Test ~	Test	Test
10	June 9	Special topics	CC13, 14	Lab Quiz #6 – Excel #2
11	June 12	Special topics	Excel	
12	June 16	Course wrap-up	EEP	

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

\*\* Not graded.

\*\*\* You must complete lab quizzes **before 2:00pm** on the day of the class.

Please check the University's important dates & deadlines (<http://calendar.carleton.ca/undergrad/undergraduniversity/academicyear/>) for information on this term's start and end dates, holidays and drop deadlines.

### 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 expulsion; suspension from all studies at Carleton; suspension from full-time studies; a refusal of permission to continue or to register in a specific degree program; academic probation; and a grade of Failure in the course, 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 <http://www2.carleton.ca/sasc/advisingcentre/academic-integrity/>.

### 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. A calculator is **not** required for BUSI 2400.

### **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.

### **Medical certificate**

Please note that in all occasions that call for a medical certificate you must use or furnish the information demanded in the standard university form. <http://www2.carleton.ca/registrar/forms/>

### **Academic Accommodation for Students with Disabilities**

The Paul Menton Centre for Students with Disabilities (PMC) provides services to students with Learning Disabilities (LD), psychiatric/mental health disabilities, Attention Deficit Hyperactivity Disorder (ADHD), Autism Spectrum Disorders (ASD), chronic medical conditions, and impairments in mobility, hearing, and vision. If you have a disability requiring academic accommodations in this course, please contact PMC at 613-520-6608 or [pmc@carleton.ca](mailto:pmc@carleton.ca) for a formal evaluation. If you are already registered with the PMC, contact your PMC coordinator to send me your Letter of Accommodation at the beginning of the term, and 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 me to ensure accommodation arrangements are made. Please consult the PMC website for the deadline to request accommodations for the formally-scheduled exam (if applicable).

- The deadlines for contacting the Paul Menton Centre regarding accommodation for final exams for the December 2013 exam period is November 8, 2013 and for the April 2014 exam period is March 7, 2014.

### **Religious observance**

Students requesting academic accommodation on the basis of religious observance should make a formal, written request to their instructors for alternate dates and/or means of satisfying academic requirements. Such requests should be made during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist, but no later than two weeks before the compulsory academic event. Accommodation is to be worked out directly and on an individual basis between the student and the instructor(s) involved. Instructors will make accommodations in a way that avoids academic disadvantage to the student. Students or instructors who have questions or want to confirm accommodation eligibility of a religious event or practice may refer to the Equity Services website for a list of holy days and Carleton's Academic Accommodation policies, or may contact an Equity Services Advisor in the Equity Services Department for assistance.

### **Pregnancy**

Pregnant students requiring academic accommodations are encouraged to contact an Equity Advisor in Equity Services to complete a letter of accommodation. The student must then make an appointment to discuss her needs with the instructor at least two weeks prior to the first academic event in which it is anticipated the accommodation will be required.

**Plagiarism**

The University Senate defines plagiarism in the regulations on instructional offenses as: "to use and pass off as one's own idea or product work of another without expressly giving credit to another."

Borrowing someone else's answers, unauthorized possession of tests or answers to tests, or possession of material designed in answering exam questions, are also subject to university policy regarding instructional offences. For more information on Carleton University's Academic Integrity Policy, consult: <http://www1.carleton.ca/studentaffairs/academic-integrity/>