



BUSI 2400
Foundations of Information Systems
Fall 2014 - Section A, B, & C

Course Coordinator:

Name: Mike Hine
Email: mike.hine@carleton.ca

Instructors:

Name: Tim Smith
Email: Tim.Smith@carleton.ca
Office hours: By appointment

Name: Al Pilcher
Email: Al.Pilcher@carleton.ca
Office hours: By appointment

Sections:

Section	Day	Time	CRN	Location	Professor
A	W	8:35 am	30636		Smith
B	R	11:35 pm	30637		Pilcher
C	T	8:35 am	30638		Pilcher

Tutorials/Labs: Available via internet video from links provided in cuLearn. Videos released on a schedule beginning week of September 7th. Tests on each segment (except for the Introduction to Yammer video which is tested in the following week) must be completed by Friday 4 pm in the week the video is released. 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 organize 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 **Haven Books**, just a short walk from campus across Bronson and up Sunnyside Avenue. **You must use this textbook.** The textbook used in previous years is outdated and unsupported. **Exams will be based on the book introduced in fall 2012.**

EVALUATION*

Individual grade weight 52% / Group grade weight 48% (Group grades are peer evaluated)

ELEMENT	WEIGHT %
Multiple assignments, presentations, quizzes and reports	60
Final exam	40
TOTAL	100

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.

FINAL EXAM

The final exam is comprehensive and will consist of short answer and multiple choice questions. It will be scheduled in the formal final examination period.

CREDIT FOR BUSI 2400

In order to receive credit, you must receive a minimum of 40% on the final exam and meet the requirements for satisfactory in-term performance (as specified below).

To meet the requirement for **satisfactory in-term performance** your overall term work grade going into the final (i.e. the weighted sum of all in-term deliverables) **must be 50% or higher**. In all instances regarding grade cut-offs, we round to the nearest integer using MS Excel. The group work assessments used will be after the peer evaluation adjustment has been administered.

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

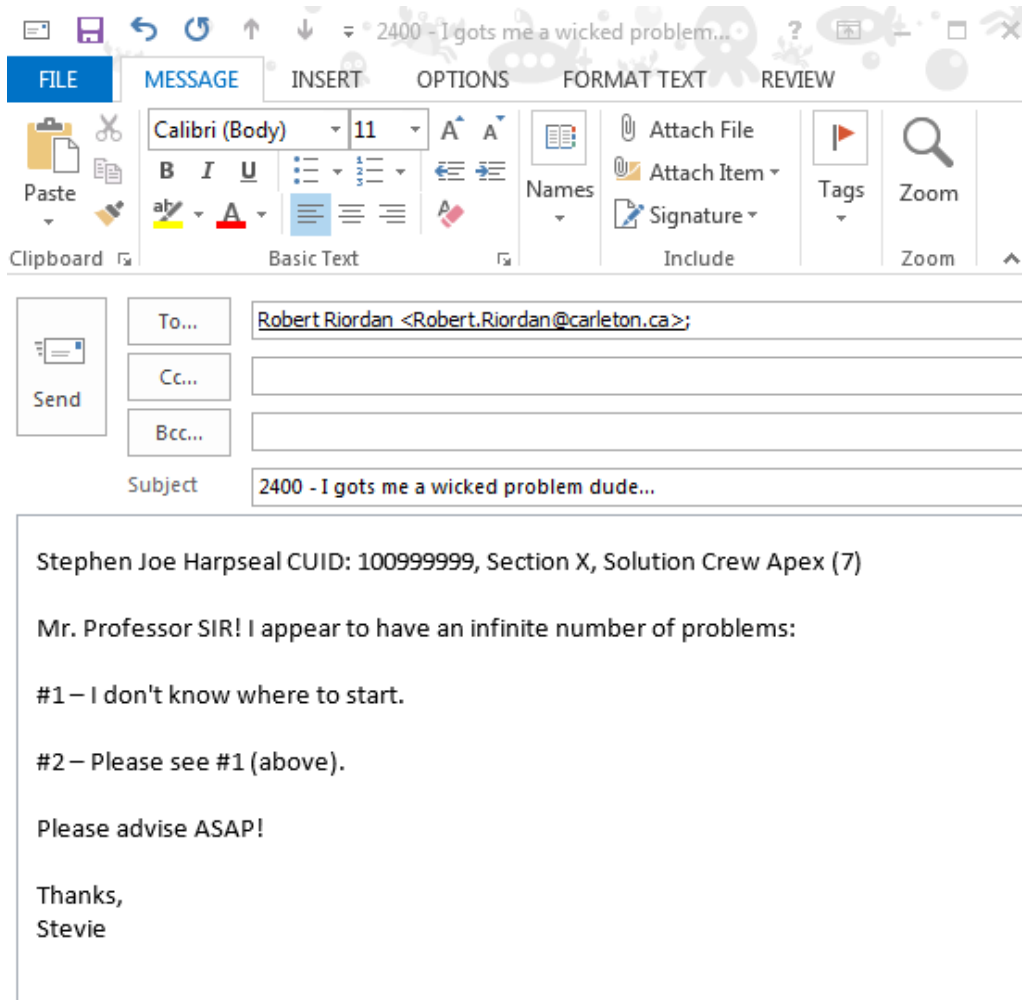
It is important to use the structure outlined in the template below:

- 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 interface with a ribbon menu at the top. The ribbon includes tabs for FILE, MESSAGE, INSERT, OPTIONS, FORMAT TEXT, and REVIEW. The MESSAGE tab is active, showing options for font (Calibri, size 11), bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, insert link, insert image, insert video, insert audio, insert document, insert table, insert table of contents, insert signature, insert attachment, and zoom. The subject line is "2400 - I gots me a wicked problem...". The recipient is "Robert Riordan <Robert.Riordan@carleton.ca>". The message body contains the following text:

Stephen Joe Harpseal CUID: 100999999, Section X, Solution Crew Apex (7)

Mr. Professor SIR! I appear to have an infinite number of problems:

#1 – I don't know where to start.

#2 – Please see #1 (above).

Please advise ASAP!

Thanks,
Stevie

DETAILED COURSE SCHEDULE*

Class #	Date	Topic	Other	Lab Quizzes
1	Sept 9/10/11	Introduction to the class, the simulation and <i>IT for Business and Business Professionals</i> (Ch 1)	~	
2	Sept 16/17/18	<i>Technology Essentials</i> (Ch 2)	SCVP, CC1**	Lab Quiz #1 – Yammer
3	Sept 23/24/25	<i>Managing & using data</i> (Ch 3), Big Data	CC2**	Lab Quiz #2 – Access #1
4	Sept 30 Oct 1/2	<i>E-commerce</i> (Ch 7)	CC3, 4	Lab Quiz #3 – Access #2
5	Oct 7/8/9	<i>Enterprise Systems</i> (Ch 4)	CC5, 6	
6	Oct 14/15/16	<i>Web 2.0, Social Media and Online Trends</i> (Ch 8)	CC7, 8	Lab Quiz #4 – Access #3
7	Oct 21/22/23	<i>Managing IS Projects and Creating Solutions</i> (Ch 6)	CC9, 10	
8	Nov 4/5/6	<i>Creating Business Value</i> (Ch 5)	CC11, 12	Lab Quiz #5 – Excel #1
9	Nov 11/12/13	Special topics	CC13, 14	Lab Quiz #6 – Excel #2
10	Nov 18/19/20	Special topics	Excel	
11	Nov 25/26/27	Special topics	EEP	
12	Dec 2/3/4	Course wrap-up and Final Exam review		

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

** Not graded.

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.

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 WDN = Withdrawn from the course

ABS = Student absent from final exam

DEF = Deferred (See above)

FND = (Failed, no Deferred) = Student could not pass the course even with 100% on final exam

Academic Regulations, Accommodations, Etc.

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 Accommodations

Academic Accommodations 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 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 2014 exam period is November 7, 2014 and for the April 2015 exam period is March 6, 2015.

For Religious Obligations:

Students requesting academic accommodation on the basis of religious obligation 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 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.

For 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.

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/>.

Assistance for Students:

Student Academic Success Centre (SASC): www.carleton.ca/sasc

Writing Tutorial Services: <http://www1.carleton.ca/sasc/writing-tutorial-service/>

Peer Assisted Study Sessions (PASS): www.carleton.ca/sasc/peer-assisted-study-sessions

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.
- Please note that you will be able to link your CONNECT (MyCarleton) account to other non-CONNECT accounts and receive emails from us. However, 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 CONNECT address. Therefore, it would be easier to respond to your inquiries if you

would send all email from your connect account. If you do not have or have yet to activate this account, you may wish to do so by visiting <https://portal.carleton.ca/>
