Carleton University
Sprott School of Business
BUSI 2400 Sections A
Summer 2017
Foundations of Information Systems

Instructor:
Name: Al Pilcher
Email: Al.pilcher@carleton.ca
Office: DT 1014
Office hours: By appointment

Course Coordinator:
Name: Robert Riordan
Email: robert.riordan@carleton.ca

<table>
<thead>
<tr>
<th>Section</th>
<th>Day</th>
<th>Time</th>
<th>CRN</th>
<th>Location</th>
<th>Professor</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Tuesday &amp; Thursday</td>
<td>11:35 pm to 2:25 pm</td>
<td>20759</td>
<td>ME4499</td>
<td>Pilcher</td>
</tr>
</tbody>
</table>

Lab tutorials
Available via internet video from links provided in cuLearn. Videos released on a schedule beginning first week of classes. Quizzes accompany some labs. All details are provided in first lecture and in Assignment Details document available on cuLearn for Week 1.

ONLINE RESOURCES
This course uses cuLearn and potentially proprietary websites. Textbook is online. Classes make extensive use of real-time internet. You are required to have an internet-capable, browser-enabled communications device with either a functioning wifi adapter (to use CU resources) or a data plan for which you are financially responsible.

HELP DESK
An email Help Desk is available to you to answer questions about assignments, tasks, due dates and other administrative and content questions. The Help Desk is staffed by a TA. As such, do not share information of a sensitive or private nature with the Help Desk. It is NOT your professor on the other end! The Help Desk is available 24/7 and the service standard for reply is 12 hours. The address is: helpdesk2400@gmail.com.
CALENDAR COURSE DESCRIPTION

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. Lectures three hours and online tutorials require at least one hour a week, not including quizzes on lab material.

Prerequisite(s): second-year standing. Restricted to students enrolled in B.Com., B.I.B., Minor in Arts Management, Minor in Business, Minor in Business for Engineers, B.C.S., or B.P.A.P.M.

PREREQUISITES

The Sprott School of Business enforces all prerequisites. It is the student’s responsibility to ensure that the prerequisites 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 OBJECTIVES

This course provides an introduction to the study of Information and Communications Technology (ICT) and Information Systems in organisations. ICT and IS are multidisciplinary, with contributions coming from computer science, organisational theory, organisational behaviour, management science, operations research, strategic management, sociology, psychology, human-computer interaction, cognitive science, neuroscience 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 and IS, the technical foundations of ICT and IS, and approaches to building, deploying and controlling ICT and IS and the issues around evaluating the utility of and managing the implementation of ICT and IS 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
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 to society as a whole
4. Identify opportunities for the organisation as offered by various technologies both existing and emerging
5. Be informed of the basic technologies that underpin organisational ICT and IS such as networks, operating systems and software applications.

6. Become familiar with certain simple yet effective information systems and tools such as enterprise collaboration tools, databases, programming and macro writing as well as analysis and communication tools such as spreadsheets and presentation software.

7. Assemble and present reports based on the decision-making needs of managers in various fields as they apply to information systems.

8. Become comfortable working in a fast-paced, time-restricted group environment to solve technology challenges and present recommendations in real-time in a classroom setting.

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.

10. Take an entrepreneurial perspective with regards to ICT and recommend ways to disrupt existing paradigms using ICT.

**TEXT**

Riordan, Robert, *An introduction to ICT for the average smart person*, beans4all learnie system, Ottawa, Canada, ISBN: 978-0-9948267-0-1, distributed as a GitBook or via HTML link on cuLearn.

- *You must use this textbook*. The textbook used in previous years is outdated and unsupported. The final exam are based on this book.

**EVALUATION**

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

<table>
<thead>
<tr>
<th>ELEMENT</th>
<th>WEIGHT %</th>
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<tbody>
<tr>
<td>Crew Solutions, Crew presentations, lab quizzes and individual access assignment</td>
<td>60</td>
</tr>
<tr>
<td>Final*</td>
<td>40</td>
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<tr>
<td>TOTAL</td>
<td>100</td>
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*See Credit for BUSI 2400 section below for critical information.

**ASSIGNMENTS**

There are many small to medium-sized assignments in this class. Each is described in full in the Assignments Detail document on cuLearn, and adequate warning and discussion will be provided in all or any of class notes and discussions, 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 email turnaround, 7 days a week. This Help Desk might take the form of a discussion group in cuLearn (or other technology) but the service standard remains 12-hour turnaround, 7 days a week.

**LAB TUTORIALS:**

There are a total of nine (9) lab videos, with a quiz accompanying five (5) of them. Each lab quiz is worth 1% of your overall grade. Lab material is made available to you via video with accompanying PowerPoint. Labs will open up at noon the day before class. If a lab has an associated quiz, it must be completed by noon the following day of class. The quiz is administered through cuLearn and will consist of 10 multiple choice questions with 5 minutes to answer the quiz. Lab videos include sessions focused on Microsoft Access and Excel.
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:

https://ccsscas10.cunet.carleton.ca/owa/?ae=Item&ae=New&it=IPK

To: Al Pitcher [al_pitcher@carleton.ca]
Cc: 
Subject: 2400 - topic

Calibri

Firstname, Lastname, CUID, Solution Crew #

Issue 1 - xxxx
Issue 2 - xxxx
<table>
<thead>
<tr>
<th>Class #</th>
<th>Date</th>
<th>Topic</th>
<th>Other</th>
<th>Lab Quizzes</th>
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<tbody>
<tr>
<td>1</td>
<td>May 2\textsuperscript{nd}</td>
<td>Introduction to the class Ch 1 – Pillars of ICT</td>
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<tr>
<td>2</td>
<td>May 4\textsuperscript{th}</td>
<td>Ch 2 – Discussion of Context</td>
<td>CC1\textsuperscript{**}</td>
<td>Lab Quiz #1 – Excel</td>
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<tr>
<td>3</td>
<td>May 9\textsuperscript{th}</td>
<td>Ch 3 – Systems</td>
<td>CC2\textsuperscript{**}</td>
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<tr>
<td>4</td>
<td>May 11\textsuperscript{th}</td>
<td>Ch 4 – Corporate Side of ICT</td>
<td>CC3, 4</td>
<td>Lab Quiz #2 – Access 1</td>
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<td>5</td>
<td>May 16\textsuperscript{th}</td>
<td>Ch 7 – How Computers Work</td>
<td>CC5, 6</td>
<td>Lab Quiz #3 – Access 2</td>
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<td>6</td>
<td>May 18\textsuperscript{th}</td>
<td>Ch 5 – Personal Side of ICT</td>
<td>CC7, 8 Access due</td>
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<td>7</td>
<td>May 23\textsuperscript{rd}</td>
<td>Ch 6 – Future of ICT</td>
<td>CC9, 10</td>
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<td>8</td>
<td>May 25\textsuperscript{th}</td>
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<td>Lab Quiz #4 – VBA 1</td>
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<td>9</td>
<td>May 30\textsuperscript{th}</td>
<td></td>
<td>Dynamic Excel</td>
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<tr>
<td>10</td>
<td>June 1\textsuperscript{st}</td>
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<td>CC11, 12</td>
<td>Lab Quiz #5 – VBA 2</td>
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<td>11</td>
<td>June 6\textsuperscript{th}</td>
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<td>CC13, 14</td>
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<tr>
<td>12</td>
<td>June 8\textsuperscript{th}</td>
<td>Course wrap-up and review</td>
<td>EEP</td>
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*Note: While every attempt will be made to keep to this schedule, unforeseen circumstances may necessitate modifications throughout the semester.

** Not graded.
Additional Information

Course Sharing Websites

Student or professor 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
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

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). Requests made within two weeks will be reviewed on a case-by-case basis. After requesting accommodation from PMC, meet with me to ensure accommodation arrangements are made. Please consult the PMC website (www.carleton.ca/pmc) for the deadline to request accommodations for the formally-scheduled exam (if applicable).

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 and instructors can confirm accommodation eligibility of a religious event or practice by referring to the Equity Services website (http://carleton.ca/equity/accommodation/religious-observances/) for a list of holy days and Carleton’s Academic Accommodation policies. If there are any questions on the part of the student or instructor, they can be directed to 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; a grade of Failure in 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: http://carleton.ca/studentaffairs/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’re 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/

Be in the know with what’s happening at Sprott: Follow @SprottStudents and find us on Facebook SprottStudents Sprott.

**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, it would be easier to respond to your inquiries if you would send all email from your Carleton 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/