



Carleton
University

Sprott
School of Business

**CARLETON UNIVERSITY
SPROTT SCHOOL OF BUSINESS
BUSI 2400 H
2021-2022 Winter
FOUNDATIONS OF INFORMATION SYSTEMS**

Instructor: David R. Hanssen, MAcc
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TA: TBD
Office Hours: By Appointment
Email: TBD

Modality: In-Person, 12 x 3-Hour Weekly Lectures
Time: Thursdays 8:35 AM – 11:25 AM
Room: Azrieli Theatre 101

Prerequisites & Precluded Courses: None

Course Calendar Description from the 2021/2022 University Calendar

This course helps student to understand the critical role of information systems in organizations and their impact on social and ethical issues. Covers fundamental tools and skills for the development and management of information systems and business analytics in organizations.



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

1. Develop basic skills for data analysis including programming, spreadsheets, and databases.
2. Understand what information systems are and the way they are used in organizations.
3. Explain the role information systems play in managerial decision-making.
4. Understand the impact ICTs have on productivity, innovation, and strategy.
5. Explain how information systems are used for competitive advantage.
6. Assess the challenges associated with the management of information systems.

Contribution to Learning Goals of the Program:

Program Learning Goal	Competencies Not Covered	Competencies Introduced (only)	Competencies Taught But Not Assessed	Competencies Taught and Assessed
BC1 Knowledge - Graduates will be skilled in applying foundational business knowledge to appropriate business contexts.				X
BC2 Collaboration - Graduates will be collaborative and effective contributors in team environments that respect the experience, expertise, and interest of all members.			X	
BC3 Critical Thinking - Graduates will be discerning critical thinkers, able to discuss different viewpoints, challenge biases and assumptions, and draw conclusions based on analysis and evaluation.		X		
BC4 Communication - Graduates will be effective and persuasive in their communications.		X		
BI5 Global Awareness (BIB ONLY) - Graduates will be globally-minded.	X			

Required Readings and Technology

Course Textbook

Experiencing MIS – 5th Canadian Edition

David Kroenke, Randall Boyle, Andrew Gemino & Peter Tingling
Pearson

Print ISBN: 978-0-134-71166-9

Digital ISBN: 978-0-134-89371-6 | 12-Month Digital ISBN: 978-0-136-53490-7

Software

Python

- Python 3.9.6 (<https://www.python.org/downloads/>)
- IDLE IDE (comes with Python 3.9.6)

Microsoft Excel and Microsoft Access

- This course requires either Microsoft Excel and Access, from either Office 2019 or Office 365. [Instructions for obtaining Office 365](#) through your school email account are provided on Brightspace.
- MacOS users can access Microsoft Access through the [cuDesktop](#) service which is available to students enrolled in the course. Instruction on obtaining the client software and installing it on personal devices will be available on Brightspace.

Microsoft Outlook and Teams

- As communication outside of Brightspace will be facilitated through Carleton's email services, students are advised to access and become familiar with Microsoft Outlook and Teams. These services are available through web browsers as well as desktop applications.

Optional Readings and Technology

Python

Python For Everyone, 3rd Edition

Cay S. Horstmann, Rance D. Necaise

Wiley

Print ISBN: 978-1-119-49853-7

Bite-Size Python: An Introduction to Python Programming

April Speight

Wiley

Digital ISBN: 978-1-119-64382-1 | Print ISBN: 978-1-119-64381-4

Other Python Resources

- W3Schools Python Tutorial Series: <https://www.w3schools.com/python/>
- Saylor Academy. (2020, November 17). CS105: Introduction to Python. Retrieved from Saylor Academy: <https://learn.saylor.org/course/view.php?id=439>
- Programming with Mosh Videos: <https://youtu.be/kqtD5dpm9C8> and <https://youtu.be/uQrJ0TkZlc>

Microsoft Excel

- Introduction to Excel Video: <https://www.youtube.com/watch?v=rwbho0CgEAE>
- Excel Tutorials: Open Excel, File->New, see the Welcome to Excel and other tutorials. They are pre-populated with sample data and instructions on using Excel's various functions.
- Saylor Academy. (2020, September 30). PRDV004: Spreadsheets. Retrieved from Saylor Academy: <https://learn.saylor.org/course/view.php?id=58>
- Saylor Academy. (2021, January 14). PRDV006: Spreadsheets II: Formatting and Functions. Retrieved from Saylor Academy: <https://learn.saylor.org/course/view.php?id=450>
- Saylor Academy. (2021, January 15). PRDV007: Spreadsheets III: Presenting Data. Retrieved from Saylor Academy: <https://learn.saylor.org/course/view.php?id=451>

MS Access

- Microsoft Access Training Series: <https://support.microsoft.com/en-us/office/access-video-training-a5ffb1ef-4cc4-4d79-a862-e2dda6ef38e6>
- Tutorialspoint MS Access Tutorial Series: https://www.tutorialspoint.com/ms_access/index.htm

Microsoft Outlook

- While not covered in this course, Outlook is a foundational information systems tool used in practically every place of business worldwide. Students are advised to explore Microsoft for emailing, tracking course schedules with the integrated calendar, and using the calendar to arrange meetings and appointments.
- Guide to Outlook Video: <https://www.youtube.com/watch?v=WfSCfBntqPU>

Information Technology and Information Systems

- Bourgeois, D. (2014). Information Systems for Business and Beyond. Open Textbook Challenge, Saylor Academy. Retrieved from Pressbooks: <https://bus206.pressbooks.com/>
- Felvegi, E., Lave, B., Shingledecker, D., Romey, J, et al. (2020 August). Business Computer Information Systems. University of Houston Libraries. Retrieved from Pressbooks: <https://uhlibraries.pressbooks.pub/bcis1305/>
- Saylor Academy. (2021, October 19). BUS206: Management Information Systems. Retrieved from Saylor Academy: <https://learn.saylor.org/course/view.php?id=41>
- Saylor Academy. (2020, October 29). BUS303: Strategic Information Technology. Retrieved from Saylor Academy: <https://learn.saylor.org/course/view.php?id=83>

Course Requirements & Methods of Evaluation:

Final grades will be composed of the following:

Deliverables	Release Date	Due Date	Weight
Python Assignment	Thursday - Feb 03	Friday - Feb 11 @ 11:59PM	15%
Take-Home Midterm Exam	Monday - Feb 14	Friday - Feb 18 @ 11:59PM	20%
MS Excel Assignment	Thursday - Mar 03	Friday - Mar 11 @ 11:59PM	15%
MS Access Assignment	Thursday - Mar 24	Friday - Apr 01 @ 11:59PM	15%
Take-Home Final Exam	TBD	TBD	35%
			Total = 100%

There will be a Brightspace site for this course. All expected deliverables are to be submitted through the site. Students will find feedback there as well. It is important to visit the site regularly to stay on top of course expectations.

Assignments

All assignments in this course are to be completed individually. This means that while student can and should discuss the assignment requirements with peers, it is each student's responsibility to provide responses that are their own, in accordance with the university's Academic Integrity policy. After the assignment deadline, assignment solutions will be posted to Brightspace. Therefore, late assignments will not be accepted and will be assigned a grade of zero.

Midterm Examination

The midterm exam is a take-home exam that will cover content from lectures 1-4.

Final Examination

The final exam is a take-home exam that will cover content from the entire course.

Missed Assignments or Examinations

The only valid excuse for missing an exam or an assignment deadline is for medical reasons or death in a student's immediate family and must be documented with a medical certificate or death certificate. Any other reason (such as travel, etc.) will not be considered. If a student misses the midterm test or a deadline for a reason that is not deemed as legitimate, a mark zero will be assigned, otherwise separate arrangements will be made at the Instructor's discretion.

Deadlines for Deliverables & Statute of Limitations on Reassessments

The dates on which assignments are due will be openly published and students are expected to accept responsibility for organizing their affairs to meet the set deadlines. Penalties for late assignment submission may be imposed using the following scheme:

- One day late will be accepted with a reduction of 25% of the total mark for the assignment
- Two or more days late will not be accepted and receive a mark of zero for the assignment.

Assignments marks and feedback will be made available online. If a student believes that errors were made in assessment or marking, please provide to the Instructor with the original evaluation along with a short explanation of the objections. The deadline for requesting a re-assessment is 7 working days after the date on which an evaluation was made available to a student. As a result of the reassessment, the original evaluation grade may be raised, lowered, or left unchanged.

Lecture Exercises and Supplementary Videos

During the lectures, students are expected to follow hands-on exercises in Python, Microsoft Excel, and Microsoft Access. These hands-on exercises are designed to provide essential skills that are expected for students in future semesters. Exercise files will be available on Brightspace. This is important experiential learning that will help with the assignments and material cover in the midterm and final exams. Therefore, it is recommended that students spend time during each session working on them.

Supplementary videos may be provided on Brightspace to address topics not covered in lectures, or to help solidify understanding of, or expand on, course material.

Expectations For Communications

Students are asked to monitor and use their Carleton provided e-mail account (cmail.carleton.ca) regularly and carefully (not personal email accounts such as Yahoo, Gmail or Hotmail) as this is the official conduit through which the Instructor will communicate matters that concern the individuals.

The Instructor and Teaching Assistant will only respond to email message from registered students using their cmail.carleton.ca email account and emails must contain a subject line that includes the following notation: **BUSI2400 – H – Student Name – Topic**, updating *Student Name* and *Topic* as appropriate. All other unscheduled or unexpected communication will not be responded to. Students should expect an email response within two working days.

Students should ensure that they have set up their Brightspace account to receive notification of announcements to their cmail.carleton.ca email addresses as this is the official conduit through which the Instructor will communicate matters that concern the entire class. Email may also occur for course-wide matters to ensure communication have been delivered.

Discussion boards will be available to discuss course topics. It is expected to use these for asking questions that would pertain to the entire course. Student emails to the Instructor or Teaching Assistant on course-wide topics may be reposted to the boards, or the student redirected to a discussion board. Students should expect a discussion board response with one working day.

Communication from students to the Instructor, Teaching Assistant, and other students is expected to be thoughtful and professional. Disrespectful communication will not be tolerated. Students are advised to review the university's [guidance](#) on electronic communication.

Class Attendance & Decorum

The course includes class lectures, group discussions, and participation activities. Class attendance is expected and is necessary to successfully complete this course. Actions in the classroom environment should demonstrate intellectual engagement in the course content, as well as respect for classmates and the Instructor. As such, any disruptions to the learning environment including but not limited to lectures, group chat and course discussion forum will not be tolerated, and failure to comply with this policy can lead to disciplinary action, up to and including referral to university judiciaries.

Tentative Course Schedule

Below is the expected course schedule, however, changes may occur.

Lecture	Date	Topics & References	Milestones & Deliverables
1	Jan. 13	<ul style="list-style-type: none"> Course Introduction and Administration The Importance of MIS (Ch1) 	
2	Jan. 20	<ul style="list-style-type: none"> Business Processes and Decision Making (Ch2) Python Session 1 	
3	Jan. 27	<ul style="list-style-type: none"> Productivity, Innovation, and Strategy (Ch3) Python Session 2 	
4	Feb. 3	<ul style="list-style-type: none"> Hardware and Software (Ch4) Python Session 3 	
5	Feb. 10	<ul style="list-style-type: none"> Database and Content Management (Ch5) MS Excel Session 1 	
	Feb. 11	<ul style="list-style-type: none"> Python Assignment Due 	Due by midnight on Friday, Feb 11
6	Feb. 17	<ul style="list-style-type: none"> The Cloud (Ch6) MS Excel Session 2 	
	Feb. 14-18	<ul style="list-style-type: none"> Midterm Exam Week 	Due by midnight on Friday, Feb 18
	Feb 24	<ul style="list-style-type: none"> Reading Week (No Classes) 	
7	Mar. 3	<ul style="list-style-type: none"> Organizations and Information Systems (Ch7) MS Excel Session 3 	
8	Mar. 10	<ul style="list-style-type: none"> Decision Making and Business Intelligence (Ch8) MS Access Session 1 	
	Mar. 11	<ul style="list-style-type: none"> MS Excel Assignment Due 	Due by midnight on Friday, Mar 11

Lecture	Date	Topics & References	Milestones & Deliverables
9	Mar. 17	<ul style="list-style-type: none"> Social Networking, Ecommerce, and the Web (Ch9) MS Access Session 2 	
10	Mar. 24	<ul style="list-style-type: none"> Acquiring Information Systems through Projects (Ch10) MS Access Session 3 	
11	Mar. 31	<ul style="list-style-type: none"> Structure, Governance, and Ethics (Ch11) Managing Information Security and Privacy (Ch12) 	
	Apr. 1	<ul style="list-style-type: none"> MS Access Assignment Due 	Due by midnight on Friday, April 1
12	Apr. 7	<ul style="list-style-type: none"> Course Wrap-Up Final Exam Information 	
	Apr 14-28 (TBD)	<ul style="list-style-type: none"> Final examinations in winter term to be held. Examinations are normally held all seven days of the week. 	Take Home Final Exam

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.

Process: If an alleged violation occurs, all relevant documentation will be forwarded to the Dean. If the allegation proves true, the 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. For a first offence, at a minimum, the penalty assigned will normally be a zero on the submitted work and at least a minimum full grade reduction of the final course grade. For a second offence, at a minimum, the penalty assigned will normally lead to a suspension from studies.

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 Undergraduate Student Services Office offers program advising and overall student success support. Our team is available to discuss your academic goals and your program progression plans. We can also work with you to develop strategies for success, including study skills for Business. If you experience any difficulty this term or if you would like to access support, please contact our team at bcom@sprott.carleton.ca or at bib@sprott.carleton.ca.

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 <https://carleton.ca/its/get-started/new-students-2/>

Academic Calendar

Date	Activity
January 3, 2022	Deadline for course outlines to be made available to students registered in winter term courses
January 5, 2022	University reopens.
January 10, 2022	Winter term classes begin.
January 24, 2022	Last day for registration for winter term courses.
January 24, 2022	Last day to change courses or sections (including auditing) for winter term courses.
January 24, 2022	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 2022 and must register for the winter 2022 term.
January 21-23, 28-30, 2022	Fall term deferred final examinations will be held.
January 31, 2022	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 18, 2022	April examination schedule available online.
February 21, 2022	Statutory holiday. University closed.
February 22-25, 2022	Winter Break, no classes.
March 1, 2022	Last day for graduate students to submit their supervisor-approved thesis, in examinable form to the department.
March 1, 2022	Last day for receipt of applications to Bachelor of Architecture, Bachelor of Industrial Design, Bachelor of Information Technology (Interactive Multimedia and Design), Bachelor of Music and the Bachelor of Social Work degree programs for the fall/winter session.
March 1, 2022	Last day for receipt of applications for admission to an undergraduate program for the summer term.

Date	Activity
March 1, 2022	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 16, 2022	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 29, 2022	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 1, 2022	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.
April 1, 2022	Last day for receipt of applications from potential spring (June) graduates.
April 12, 2022	Winter term ends.
April 12, 2022	Last day of fall/winter and winter term classes.
April 12, 2022	Last day for take home examinations to be assigned, with the exception of those conforming to the Examination regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar.
April 12, 2022	Last day for academic withdrawal from fall/winter and winter term courses.
April 12, 2022	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 13, 2022	No classes or examinations take place.
April 14-28, 2022	Final examinations in winter term and fall/winter courses may be held. Examinations are normally held all seven days of the week.
April 15, 2022	Statutory holiday. University closed

Date	Activity
April 28, 2022	All take home examinations are due on this day, with the exception of those conforming to the Examination regulations in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar.
May 1, 2022	Last day for receipt of applications for undergraduate internal degree transfers to allow for registration for the summer session.
May 13, 2022	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 spring 2022 and must register for the summer 2022 term.
May 20 - June 1, 2022	Fall/winter and winter term deferred final examinations will be held.
June 1, 2022	Last day for receipt of applications for admission to an undergraduate program for the fall/winter session except for applications due February 1 or March 1 or April 1.
June 15, 2022	Last day for receipt of applications for undergraduate degree program transfers for the fall term.