



Carleton
University

Sprott
School of Business

CARLETON UNIVERSITY
SPROTT SCHOOL OF BUSINESS
BUSI 1401 K
2022-2023 FALL
FOUNDATIONS OF INFORMATION SYSTEMS

Instructor: David R. Hanssen, MAcc
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Modality: Synchronous, In-Person
Time: Monday 8:35 AM – 11:25 AM
Room: Nicol Building 4010

Course Calendar Description from the 2022/2023 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 and spreadsheets.
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			

Course Prerequisites

This course is a prerequisite to:

- BUSI 2401
- BUSI 3040 (Grade C- or higher)
- BUSI 3400 (Grade C or higher)
- BUSI 3402 (Grade C or higher)
- BUSI 3405 (Grade C- or higher)
- BUSI 4400 (Grade C- or higher)
- BUSI 4404 (Grade C- or higher)
- BUSI 4408

Precludes additional credit for BUSI 2400.

Required Readings and Technology

Course Textbook

Introduction to Information Systems, 5th Canadian Edition

R. Kelly Rainer, Brad Prince, Cristobal Sanchez-Rodriguez,

Ingrid Spletstoesser-Hogeterp, Sepideh Ebrahimi

John Wiley & Sons, Inc.

Print ISBN: 978-1-119-61319-0 | Digital ISBN: 978-1-119-61321-3

Software

Brightspace

- The university's online learning management system (LMS) that will be used to host course content, including lectures, announcements, assignments, and assessments.

Python

- Python 3 (<https://www.python.org/downloads/>)
- Any code editor compatible with Python 3 can be used. Recommended integrated development environments (IDE) are IDLE (comes with Python), [Visual Studio Code](#), and [PyCharm](#).

Microsoft Excel

- This course requires Microsoft Excel, from either Office 2019 or Office 365. [Instructions for obtaining Office 365](#) through your school email account are provided 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 a desktop application.

Optional Readings and Technology

The following references are provided to students who are interested in particular topics but are not considered mandatory for the course.

Python

- 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>

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>

Other required and optional readings may be provided as the course progresses and will be provided on Brightspace.

Course Requirements & Methods of Evaluation

Final grades will be composed of the following:

Deliverables	Release Date	Due Date	Weight
Excel Assignment	Feb 10	Feb 18 @ 11:59 PM	20%
Midterm Exam	Mar 4 @ 2:00 PM		25%
Python Assignment	Mar 31	Apr 8 @ 11:59 PM	20%
Course Participation	Ongoing		5%
Final Exam	Scheduled By University		30%
			Total = 100%

There will be a Brightspace site for this course and all deliverables are to be submitted through the site. Grades and feedback will be provided through Brightspace.

Assignments

All assignments in this course are to be completed individually. This means that while you can and should discuss the assignment requirements with your peers, it is each student's responsibility to provide responses that are their own, in accordance with the university's academic integrity policy. A statement of academic integrity must be signed and submitted with every assignment and assessment. It is each student's responsibility to review their submission to ensure that everything submitted meets the requirements of the assignment; missing or irrelevant submitted material will be marked accordingly.

Midterm and Final Examinations

The midterm exam will be a 2-hour assessment and will cover content from lectures 1 through 6. The final exam will be a 3-hour assessment covering content from the entire course and will take place during the final exam period announced by the university.

Deadlines for Deliverables & Statute of Limitations on Reassessments

Exceptions for exam or assignment deadlines will only be made 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.

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 contact the Instructor with the original evaluation and 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 other support technologies. 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, midterm exam, and final exam. Therefore, it is required 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.

Note that this is a synchronous, in-person course and that **lecture recordings will not be provided**.

Expectations For Communications

Students are required 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: **BUSI1401 – Section Letter – Student Name – Topic**, using both spaces and dashes and updating *Section Letter*, *Student Name*, and *Topic* as appropriate. All other unscheduled or unexpected communication will not be responded to. Students should expect **responses within two business days and during working hours**.

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 will result in the student being redirected to a discussion board. Students should expect a discussion board response with one business 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	Themes and Topics	References
1	Jan. 9	<ul style="list-style-type: none"> • Course Introduction and Administration • Introduction to Information Systems 	Chapter 1
2	Jan. 16	<ul style="list-style-type: none"> • Business Processes and Strategy • Excel Session 1 	Chapter 2
3	Jan. 23	<ul style="list-style-type: none"> • Data and Knowledge Management • Excel Session 2 	Chapter 5
4	Jan. 30	<ul style="list-style-type: none"> • Business Analytics • Excel Session 3 	Chapter 12
5	Feb. 6	<ul style="list-style-type: none"> • Telecommunications and Network Applications • Mobile Computing and Commerce • Excel Session 4 	Chapter 6, Chapter 8
6	Feb. 13	<ul style="list-style-type: none"> • Ethics in Technology and Digital Privacy • Information Security and Controls • Excel Session 5 	Chapter 3, Chapter 4
	Feb. 18	• Excel Assignment Due @ 11:59PM EST	
	Feb. 20	• Reading Week – No Scheduled Lecture	
	Mar. 4	• Midterm Exam @ 2:00PM EST	
7	Mar. 6	<ul style="list-style-type: none"> • E-Business – Types and Issues • Python Session 1 	Chapter 7, Tech Guide 1 – Software
8	Mar. 13	<ul style="list-style-type: none"> • Social Computing, including Social Media Platforms • Python Session 2 	Chapter 9
9	Mar. 20	<ul style="list-style-type: none"> • Information Systems in Organizations, including Enterprise Resource Planning (ERP) Systems • Python Session 3 	Chapter 10
10	Mar. 27	<ul style="list-style-type: none"> • Customer Relation Management (CRM) and Supply Chain Management (SCM) Systems • Python Session 4 	Chapter 11
11	Apr. 3	<ul style="list-style-type: none"> • Acquiring Information Systems and Applications • Python Session 5 	Chapter 13, Tech Guide 3 – Cloud Computing, Tech Guide 2 - Software
	Apr. 8	• Python Assignment Due @ 11:59PM EST	Due @ 5:00PM EST
12	Apr. 10	• Final Exam Information and Course Review	

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.

Grading

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 Accommodation

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 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/>

Covid-19 Information:

It is important to remember that COVID is still present in Ottawa. The situation can change at any time and the risks of new variants and outbreaks are very real. There are [a number of actions you can take](#) to lower your risk and the risk you pose to those around you including being vaccinated, wearing a mask, staying home when you're sick, washing your hands and maintaining proper respiratory and cough etiquette.

Feeling sick? Remaining vigilant and not attending work or school when sick or with symptoms is critically important. If you feel ill or exhibit COVID-19 symptoms do not come to class or campus. If you feel ill or exhibit symptoms while on campus or in class, please leave campus immediately. In all situations, you must follow Carleton's [symptom reporting protocols](#).

Masks: Carleton has paused the [COVID-19 Mask Policy](#), but continues to strongly recommend masking when indoors, particularly if physical distancing cannot be maintained. It may become necessary to quickly reinstate the mask requirement if pandemic circumstances were to change.

Vaccines: Further, while proof of vaccination is no longer required as of May 1 to attend campus or in-person activity, it may become necessary for the University to bring back proof of vaccination requirements on short notice if the situation and public health advice changes. Students are strongly encouraged to get a full course of vaccination, including booster doses as soon as they are eligible, and submit their booster dose information in [cuScreen](#) as soon as possible. Please note that Carleton cannot guarantee that it will be able to offer virtual or hybrid learning options for those who are unable to attend the campus.

All members of the Carleton community are required to follow requirements and guidelines regarding health and safety which may change from time to time. For the most recent information about Carleton's COVID-19 response and health and safety requirements please see the [University's COVID-19 website](#) and review the [Frequently Asked Questions \(FAQs\)](#). Should you have additional questions after reviewing, please contact covidinfo@carleton.ca.

Academic Calendar

Date	Activity
January 4, 2023	University reopens.
January 9, 2023	Winter term begins. Full winter and early winter classes begin.
January 20, 2023	Last day for registration and course changes (including auditing) in full winter and late winter courses.
January 20-22, 27-29, 2023	Full fall and late fall term deferred final examinations will be held.
January 31, 2023	Last day to withdraw from full winter and the winter portion of fall/winter courses with a full fee adjustment. Withdrawals after this date will result in a permanent notation of WDN on the official transcript.
February 17, 2023	Last day for final 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.
February 17, 2023	April examination schedule available online.
February 20, 2023	Statutory holiday. University closed.
February 20-24, 2023	Winter break, no classes.
March 1, 2023	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 Bachelor of Social Work degree programs for the fall/winter session.
March 1, 2023	Last day for receipt of applications for admission to an undergraduate program for the summer term.
March 1, 2023	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.
March 15, 2023	Last day for academic withdrawal from full winter, late winter, and fall/winter courses.
March 15, 2023	Last day to request Formal Examination Accommodation Forms for April full winter, late winter, and fall/winter final 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.

Date	Activity
March 29, 2023	Last day for summative tests or examinations, or formative tests or examinations totaling more than 15% of the final grade, in full winter term or fall/winter undergraduate courses, before the official April final 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, 2023	Last day for receipt of applications for admission to an undergraduate degree program for the fall/winter session from applicants whose documents originate from outside Canada or the United States, except for applications due February 1 or March 1.
April 1, 2023	Last day for receipt of applications from potential spring (June) graduates.
April 7, 2023	Statutory holiday. University closed.
April 12, 2023	Winter term ends.
April 12, 2023	Last day of full winter, late winter, and fall/winter classes.
April 12, 2023	Classes follow a Friday schedule.
April 12, 2023	Last day for final 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, 2023	Last day that can be specified by a course instructor as a due date for term work for full winter and late winter courses.
April 13-14, 2023	No classes or examinations take place.
April 15-27, 2023	Final examinations in full winter, late winter, and fall/winter courses will be held. Examinations are normally held all seven days of the week.
April 27, 2023	All final 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.