



**Carleton**  
UNIVERSITY

**SPROTT**  
SCHOOL OF BUSINESS

**BUSINESS 2400 - A**  
**Summer 2021**  
**FOUNDATIONS OF INFORMATION SYSTEMS**

**INSTRUCTOR SECTION A**

**Al Pilcher**

Office Hours: By email appointment

Email: [al.pilcher@carleton.ca](mailto:al.pilcher@carleton.ca)

**COURSE COORDINATOR**

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<i>Section</i>	<i>Day</i>	<i>Time</i>
A	Tuesday & Thursdays	6:05 – 8:55pm

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**Modality:** all synchronous

**Course Description**

**BUSI 2400 [0.5 credit]**

**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.

Prerequisite(s): second-year standing.

Lecture three hours per class.

*The School of Business enforces all prerequisites.*



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.

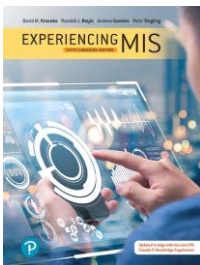
Since organizations are becoming more virtual and people will be working with clients and colleagues they may never meet face to face their skills using ICTs will determine their success in the workplace. Many jobs that are here today will be eliminated, and new jobs will take their place. Change will be driven by people familiar with both business knowledge and technology skills.

### **Course Objectives**

The main goal of this course is that students experience the Management of Information Systems. To achieve the goal, students are expected to:

- Understand what information systems are and the way they are used in organizations
- Explain the role information systems play in managerial decision-making
- Understand the impact ICTs have on Productivity, Innovation and Strategy
- Explain how IS are used for competitive advantage, and
- Assess the challenges associated with the management of information systems

### **Textbook**



Experiencing MIS – 5<sup>th</sup> Canadian Edition  
David Kroenke, Randall Boyle, Andrew Gemino & Peter Tingling  
Pearson  
ISBN: 978-0-13-471166-9

### **Software**

This course requires Microsoft Office 2016 or 365. Please note, Mac users can get this software by accessing *My Carleton Desktop* – through a Client/Server application available to students in this course. Instructions on getting the client software and installing it in your own devices are available in the course CU Learn site. This also applies to students having a different version of Microsoft Office.

## **Grading**

Your final grade will be composed of the following:

- Individual Assignments 15%
  - Excel (7.5%)
  - Access (7.5%)
- Group Zoom Presentation 20%
- Midterm Examination 25%
- Final Examination 40%

There is a CU Learn site for this course. It is important that you visit the site regularly to stay on top of the course's expectations. When communicating with the instructor, please use the email procedures associated with the course. Email procedures will be explained in class 1.

## **Lectures**

Lectures will take place through Zoom. Lectures will not be recorded for future viewing.

## **Excel & Access Assignments**

These are INDIVIDUAL assignments! If your submission is past the assigned due date, you will receive zero (0) for the assignment.

## **Group Presentation**

You will be assigned to a group of 5 or 6 members. Groups are randomly selected. The Group presentation will be conducted via Zoom. **All members** need to be present during the Zoom presentation to receive full marks. There is a Peer Evaluation component for this assignment to determine individual grades.

## **Midterm and Final Exams**

Midterm May 27<sup>th</sup>, 2021 – covering material from Sessions 1 - 6

Final exam – scheduled through the university Exams office during the official exam period.  
Exam covering material from the entire course. More details class 8.

*Please note that the midterm and final exam in this course will use a remote proctoring service provided by Scheduling and Examination Services. You can find more information at <https://carleton.ca/ses/e-proctoring/>.*

## Course Schedule \*

Class	Date	Topic	Assessments
1	May 6 <sup>th</sup>	<ul style="list-style-type: none"> <li>Intro to class</li> <li>Ch 1: The Importance of MIS</li> </ul>	
2	May 11 <sup>th</sup>	<ul style="list-style-type: none"> <li>Ch 2: Business Processes and Decision Making</li> <li>Excel Assignment details</li> <li>Excel lesson</li> </ul>	
3	May 13 <sup>th</sup>	<ul style="list-style-type: none"> <li>Ch 3: Productivity, Innovation, and Strategy</li> <li>Excel Assignment help</li> </ul>	
4	May 18 <sup>th</sup>	<ul style="list-style-type: none"> <li>Ch 4: Hardware and Software</li> <li>Excel assignment help</li> </ul>	
5	May 20 <sup>th</sup>	<ul style="list-style-type: none"> <li>Ch 5: Database and Content Management</li> </ul>	Excel Due May 20 <sup>th</sup> , 5pm
6	May 25 <sup>th</sup>	<ul style="list-style-type: none"> <li>Ch 6: The Cloud</li> </ul>	
7	May 27 <sup>th</sup>	Mid-term	
8	June 1 <sup>st</sup>	<ul style="list-style-type: none"> <li>Ch 7: Organizations and Information Systems</li> <li>Ch 8: Decision Making and Business Intelligence</li> <li>Group Assignment details</li> <li>MS Access Assignment details</li> <li>Intro and basics of MS Access</li> </ul>	
9	June 3 <sup>rd</sup>	<ul style="list-style-type: none"> <li>Ch 9: Social Networking, Ecommerce, and the Web</li> <li>MS Access assignment help</li> </ul>	
10	June 8 <sup>th</sup>	<ul style="list-style-type: none"> <li>Ch 10: Acquiring Information Systems through Projects</li> <li>MS Access assignment help</li> </ul>	
11	June 10 <sup>th</sup>	<ul style="list-style-type: none"> <li>Ch 11: Structure, Governance, and Ethics</li> <li>Ch 12: Managing Information Security and Privacy</li> </ul>	MS Access Due June 10 <sup>th</sup> , 5pm
12	June 15 <sup>th</sup>	<ul style="list-style-type: none"> <li>Group Presentations</li> </ul>	Peer Evals

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

Contribution to Learning Goals of the Program ([BCom](#), [BIB](#)):

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

## 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](http://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](https://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](mailto: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](https://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](https://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](https://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. 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. 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 student services office, located in 710 Dunton Tower, offers academic advising, study skills advising, and overall academic success support. If you are 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/>

**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](http://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/>
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