



**Carleton**  
University

**Sprott**  
School of Business

CARLETON UNIVERSITY  
SPROTT SCHOOL OF BUSINESS  
BUSI 2400/ A|B|C|G  
2021-2022/FALL  
FOUNDATIONS OF INFORMATION SYSTEMS

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**TA:** TBD  
**Office Hours:** TBD  
**Email:** TBD

**Modality: \*Online (approximately 24 hrs. asynchronous and 11 hrs. synchronous)**

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**Section A & G: Thursdays 8:35 – 11:25**

**Section B: Fridays 14:35 – 17:25**

**Section C: Mondays 8:35 – 11:25**

**Each week, there will be one-hour synchronous session to answer students' questions about the week's themes, the details of synchronous sessions will be announced on the course page.**

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**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:**

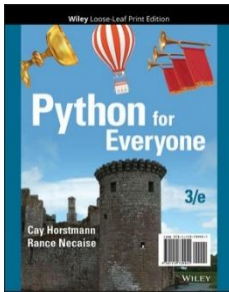
1. Develop basic skills for data analysis including programming, spreadsheets, and databases.
2. Understand what information systems are and the way they are used in organizations.
3. Explain the role information systems play in managerial decision-making.
4. Understand the impact ICTs have on productivity,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

### **Reading(s)/Textbook(s)/Required Materials (incl. technical requirements, i.e., webcam):**

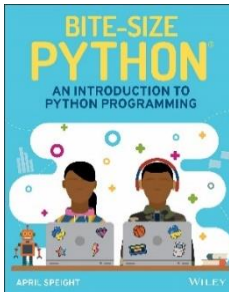


Experiencing MIS – 5<sup>th</sup> Canadian Edition (E-Text, 12 months access)  
 David Kroenke, Randall Boyle, Andrew Gemino & Peter Tingling  
 Pearson  
 ISBN-13: 9780136534907

### **Python Programming Books:**



Python For Everyone, 3<sup>rd</sup> Edition  
 Cay S. Horstmann, Rance D. Necaise  
 Wiley  
 ISBN: 978-1-119-49853-7



Bite-Size Python: An Introduction to Python Programming  
 April Speight  
 Wiley  
 Digital: 978-1-119-64382-1  
 Print: 978-1-119-64381-4

## Software

This course requires Python 3.9.6 (<https://www.python.org/downloads/>) and Microsoft Office 2019 (Excel and Access).

Please note, Mac users can get Microsoft Office 2019 by accessing *Cu Desktop* (<https://cudesktop.carleton.ca/>) – through a Client/Server application available to students in this course. Instruction on getting the client software and installing it in your own devices are available in the course Brightspace site. This also applies to students having a different version of Microsoft Office.

## **Course Requirements & Methods of Evaluation (including due dates):**

Your final grade will be composed of the following:

- ✓ Assignments 45%
  - Programming (Python) (15%) due date by **Oct. 22<sup>nd</sup>, 11:59 pm.**
  - Excel (15%) due date by **Nov. 19<sup>th</sup>, 11:59 pm.**
  - Access (15%) due date by **Dec. 10<sup>th</sup>, 11:59 pm.**
- ✓ Take Home Midterm Examination (20%) (**Due Oct. 15<sup>th</sup>, 11: 59 p.m.**)
- ✓ Take Home Final Examination (35%) (**date/time: TBD**)

\* Students should notify the instructor in advance if they are not able to take the midterm (with a valid excuse). In this case, a deferred exam will be scheduled.

There is a Brightspace site for this course. All expected deliverables for this course are expected to be submitted through the site. You will find your feedback there as well. It is important that you visit the site regularly to stay on top of the course's expectations. When communicating with the TA or the instructor, please use the mail service associated with the course or include in your message the course number if using a different mail service.

### Assignments

**These are INDIVIDUAL assignments!** That does not mean that you cannot discuss them with your classmates, on the contrary, Late assignments will be penalized 25% and accepted only within a 24-hour period, after that will be considered missed and tabulated as 0 [Zero].

### Final Exams

Both are take-home exams.

The midterm will be available Oct. 11-15, covering material from Sessions 1 – 4.

The final exam will be released on Dec. 10, covering material from the entire course.

### Videos

During the asynchronous part of each session, students are expected to follow hands-on exercises in either Python, Excel, or Access. These hands-on exercises are designed to provide essential skills that are expected for students in future semesters. The files needed to follow those hands-on exercises are available in Brightspace.

This is important experiential learning that will help with the assignments and material cover in the final examinations. Therefore, it is recommended that students spend time each session working on them.

### **Course Schedule:**

**Section A & G: Thursdays** (dates: Sep. 16, 23, 30; Oct. 7, 21; Nov. 4, 11, 18, 25; Dec. 2, 9)

**Section B: Fridays** (dates: Sep. 17, 24; Oct. 1, 8, 22; Nov. 5, 12, 19, 26; Dec. 3, 10)

**Section C: Mondays** (dates: Sep. 13, 20, 27; Oct. 4, 18; Nov. 1, 8, 15, 22, 29; Dec. 6)

Session	Date	Topic
1	Sep. 13-17	WHY MIS?  The Importance of MIS

2	Sep. 20- 24	Business Processes and Decision Making Python Session 1
3	Sep. 27- Oct. 1	Productivity, Innovation, and Strategy Python Session 2
4	Oct. 4-8	USING INFORMATION TECHNOLOGY Hardware and Software Python Session 3
5	Oct. 11-15	<i>No lecture, Midterm Exam Week</i>
6	Oct. 18-22	Database and Content Management Excel Session 1
	Oct. 25-29	<i>Reading week</i>
7	Nov.1-5	USING INFORMATION TECHNOLOGY The Cloud Excel Session 2
8	Nov.8-12	USING IS FOR COMPETITIVE ADVANTAGE Organizations and Information Systems Excel Session 3
9	Nov. 15-19	Decision Making and Business Intelligence Access session 1
10	Nov. 22-26	Social Networking, Ecommerce, and the Web Access session 2
11	Nov. 29- Dec. 3	INFORMATION SYSTEMS MANAGEMENT Acquiring Information Systems through Projects Access session 3
12	Dec. 6- 10	Structure, Governance, and Ethics Managing Information Security and Privacy

\* 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):**

<b>Program Learning Goal</b>	<b>Competencies Not Covered</b>	<b>Competencies Introduced (only)</b>	<b>Competencies Taught But Not Assessed</b>	<b>Competencies Taught and Assessed</b>
<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](https://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.

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](mailto:bcom@sprott.carleton.ca) or at [bib@sprott.carleton.ca](mailto: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](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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### **Academic Calendar:**

Date	Activity
FALL TERM 2021	
September 1, 2021	Last day for receipt of applications from potential fall (November) graduates.
	Deadline for course outlines to be made available to students registered in fall and fall/winter term courses.
September 6, 2021	Statutory holiday. University closed.
September 7, 2021	Academic orientation (undergraduate and graduate students).
	Orientation for new Teaching Assistants.  All new students are expected to be on campus. Class and laboratory preparations, departmental introductions for students and other academic preparation activities will be held.
September 8, 2021	Fall term begins. Fall and fall/winter classes begin.
September 17- 19, 2021	Full and late summer term deferred final examinations to be held.
September 22, 2021	Last day of registration for fall term and fall/winter courses.
	Last day to change courses or sections (including auditing) for fall term and fall/winter courses.
	Graduate students who have not electronically submitted their final thesis copy to the Faculty of Graduate and Postdoctoral

Date	Activity
	Affairs will not be eligible to graduate in fall 2021 and must register for the fall 2021 term.
September 30, 2021	Last day to withdraw from fall term and fall/winter courses with a full fee adjustment. Withdrawals after this date will result in a permanent notation of WDN on the official transcript.
October 8, 2021	December examination schedule (fall term final and fall/winter mid-terms) available online.
October 11, 2021	Statutory holiday. University closed.
October 15, 2021	Last day for receipt of applications for admission to an undergraduate degree program for the winter term from applicants whose documents originate from outside Canada or the United States.
October 25-29, 2021	Fall break, no classes.
November 12, 2021	Last day to request Formal Examination Accommodation Forms for December 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.
November 15, 2021	Last day for receipt of applications for admission to an undergraduate degree program for the winter term.
November 26, 2021	Last day for summative tests or examinations, or formative tests or examinations totaling more than 15% of the final grade 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).

Date	Activity
December 1, 2021	Last day for receipt of applications from potential winter (February) graduates.
	Last day for graduate students to submit their supervisor-approved thesis, in examinable form to the department.
December 10, 2021	Fall term ends.
	Last day of fall term classes.
	Classes follow a Monday schedule.
	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.
	Last day for academic withdrawal from fall term courses.
	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 term courses.
	Last day for receipt of applications for undergraduate degree program transfers for winter term.
December 11-23, 2021	Final examinations in fall term courses and mid-term examinations in fall/winter courses may be held.
	Examinations are normally held all seven days of the week.
December 23, 2021	All take home examinations are due on this day, with the exception of those conforming to the examination regulations

Date	Activity
	in the Academic Regulations of the University section of the Undergraduate Calendar/General Regulations of the Graduate Calendar.
December 25, 2021 through January 1, 2022 inclusive	University closed.