INF 2134H Business Information Resources

L0101
Thursday 6:30-9:30PM, BL 507
Mike McCaffrey (Instructor)
Office: 140 St George St, BL 611
Phone: (800) 385-7611
Twitter: @mjmccaffrey
michael.mccaffrey@utoronto.ca
Office hours: By appointment
Course URL: http://mccaffrey.ischool.utoronto.ca/2134/

About the Course

INF 2134 is an introduction to the literature of business and finance and the provision of information services to the business and financial community. The course will address problems and trends in the selection, acquisition and management of business information resources, the policies, procedures and management of reference services for the business and financial community, and the environment in which business information professionals operate.

Pre-requisite: INF 1310 or permission of the instructor

Instructional Method

The course will be delivered via lectures, in-class discussion, and guest speakers. Lecture notes, announcements and handouts will be made available in advance of each class through Blackboard. Note that, while there are readings assigned for this course they will not be put into Blackboard. As information professionals you are expected to find the material on your own.

Assignments

There are 5 assignments for this course.

1. Industry Overview Report (10%)
   Distributed: January 21st, 2016, Due: February 4th, 2016
2. Company Report (20%)
   Distributed: February 4th, 2016, Due: February 25th, 2016
3. Economic Indicators Report (20%)
   Distributed: February 25th, 2016, Due: March 10th, 2016
4. Legal and Regulatory Report (20%)
   Distributed: March 10th, 2016, Due: March 24th, 2016
5. Business Intelligence Report (30%)
   Distributed: March 24th, 2016, Due: April 7th, 2016

The following points should be noted:

1. The ability to work quickly and efficiently in this profession is crucial. You will not survive if you cannot work to a very tight deadline, often with little notice. The assignments will be distributed on specific days and not before.
2. The deadlines are considered to be set in stone.
3. Brevity in this profession is a virtue. Your assignments should be short, to the point and should employ, where possible, a “business report” prose style. You will be penalized for superfluous content.
Grading and Academic Integrity

Evaluation of student work will conform to guidelines found in the University of Toronto Graduate Grading and Evaluation Practices Policy. According to this source, grades in the A range (A+, A and A-) are defined as being “excellent” and grades in the B range (B+, B, B-) are defined as being “good.” A more detailed description is available at: http://current.ischool.utoronto.ca/system/files/pages/about/grade_interpretation.pdf

Note: The instructor assumes that, as graduate students, you understand the concept of academic integrity. You are responsible for familiarizing yourselves with the University of Toronto’s Code of Behaviour on Academic Matters at: http://www.governingcouncil.utoronto.ca/policies/behaveac.htm.

Students with a Disability or Health Concern

Students with diverse learning styles and needs are welcome in this course. In particular, if you have a disability or health consideration that may require accommodations, please approach your instructor and/or the Accessibility Services office as soon as possible. The Accessibility Services staff are available by appointment to assess specific needs, provide referrals and arrange appropriate accommodations. The sooner you let them and us know about your needs, the quicker we can assist you in achieving your learning goals in this course.

Class Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
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<tbody>
<tr>
<td>January 14</td>
<td><strong>Introduction</strong></td>
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<tr>
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<td>Course overview, expectations</td>
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<tr>
<td>January 21</td>
<td><strong>Business Environment, Basic Terms and Concepts, General Sources</strong></td>
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<td>Assignment 1 Distributed</td>
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<td>January 28</td>
<td><strong>Industry Information</strong></td>
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<td>February 4</td>
<td><strong>Corporate Information</strong></td>
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<td>Assignment 1 Due; Assignment 2 Distributed</td>
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<tr>
<td>February 11</td>
<td><strong>Corporate Information (cont’d), Investment and Equities Information</strong></td>
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<td>February 18</td>
<td><strong>Reading Week</strong></td>
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<tr>
<td>February 25</td>
<td><strong>Investment and Equities Information (cont’d)</strong></td>
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<td>Assignment 2 Due; Assignment 3 Distributed</td>
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<tr>
<td>March 3</td>
<td><strong>Economic Conditions and Business Statistics</strong></td>
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<td>March 10</td>
<td><strong>Legal and Regulatory Environment</strong></td>
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<td>Assignment 3 Due; Assignment 4 Distributed</td>
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<td>March 17</td>
<td><strong>Services to Small Business, International Business</strong></td>
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<td>March 24</td>
<td><strong>Business and Competitive Intelligence</strong></td>
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<td>Assignment 4 Due; Assignment 5 Distributed</td>
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<tr>
<td>March 31</td>
<td><strong>Collection Development, Business Information Services Management</strong></td>
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<tr>
<td>April 7</td>
<td><strong>Concluding Session</strong></td>
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<td>Assignment 5 Due</td>
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Note: The instructor reserves the right to alter the order of the lectures and to schedule guest speakers.
Readings

General Readings


Lecture Readings

The suggested readings are listed below by week and should be completed in advance of the lecture when possible. Supplementary reference resource and reading lists will be distributed throughout the term as needed.

Session 1


Session 2


Session 3

Session 4


Session 5


Session 6


Session 7


Session 8

Session 9


Session 10


Session 11


Session 12


Document URL: http://mccaffrey.ischool.utoronto.ca/2134/syllabus.pdf

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