



The University of New South Wales
School of Information Systems, Technology and Management

INFS1602 Computer Information Systems

Course Outline - Session 1, 2005

1. COURSE OBJECTIVES

On successful completion of this course students should be able to the following at a fundamental level:

- describe Information Systems (IS), their roles in organizations and their current limitations and strengths within organisations;
- critically apply a variety of tools, techniques and frameworks to analyse ISs;
- identify a range of information technologies used to support different types of ISs, and explain their use and suitability to a situation;
- identify and discuss, in an informed way, issues that effect the professional and the private user of information systems; recognise the professional responsibilities and appropriate behaviours of IS professionals;
- use skills in information seeking to identify resources from multiple information sources, in a variety of formats and assess their suitability and appropriateness for a particular purpose;

2. PREREQUISITES

This course has no prerequisites. This course is a prerequisite for all other INFS courses.

3. STAFF

		Office:	Consultations:
Lecturer in charge:	Olivera Marjanovic	QUAD 2111	TBA on the course web site
Co-Lecturer:	Ken Stevens	QUAD 2073	
Associate Lecturer:	Peter Parkin	QUAD 2064	

WebCT will be utilised for all course communications i.e. notices, questions regarding assignments and course content. Students should note that it is school policy to only respond to email messages that are clearly identifiable as having originated from legitimate accounts. Legitimate email accounts are:

- A UNSW student account
- An identifiable employer provided account
- An identifiable ISP account (bigpond, ozemail, etc)

Messages from Hotmail, Yahoo, Google and other similar services will not be replied to. All students and staff are expected to use email responsibly and respectfully.

PLEASE NOTE – only urgent (and very short) enquiries will be answered via e-mail. Please attend consultation times or make an appointment if you need to discuss issues in detail.

4. TEACHING AND LEARNING APPROACHES

4.1. COURSE STRUCTURE

The formal teaching component of this course consists of:

- **Lectures (one hour per week)**

These are given twice weekly. Attendance at one stream only is needed. Reading from the textbook are set for each week. Students are strongly advised to read these before each lecture.

- **Tutorials (one hour per week)**

Tutorials start in Week 2. Each week you will need to attend a one-hour tutorial during which you will work through exercises related to the previous week's lectures and discuss other matters related to the course. Tutorials are designed to give you feedback on your progress during the course. While your tutor is a key person to assist you with understanding the course material, your learning will depend on your regular consistent working through the problems set week by week.

To enrol in tutorials you need to do the following:

- Register for a tutorial using Tutorial allocation System (TAS) by the end of Week 1 (access from the Faculty homepage: <http://www.fce.unsw.edu.au>)
- Tutorial times can be changed until the end of Week 1, if there are vacancies.
- In Week 2, attend the tutorial in which you enrolled. Failure to attend may result in your place being allocated to another student.
- To change tutorials in week 3 you need the permission of the lecturer in charge.

- **Lab sessions**

Labs start in Week 3. To complete your assignments you will need to learn fundamentals of MS Excel and JavaScript software packages. Labs have been booked for students to do this on a self-taught basis, using the recommended workbooks. The course website lists the schedule for both supervised and unsupervised labs. A lab supervisor will be present only during *supervised* labs to answer your questions. **The weekly lab schedule is available on the course web site.** Please be aware that it has peak and off-peak weeks (with different number of supervised hours). Plan your work to make use of "non-peak" weeks, as they are less busy and lab supervisors will have more time for your questions.

- **Consultations:**

In addition to face-to-face teaching sessions, each lecturer will have specific consultation times (to be announced on the course web site). You should contact your lecturer during their consultation times, or arrange an appointment at mutually suitable time. Don't rely on a lecturer being available outside consultation times without making prior arrangements.

- **Your time commitment:**

A university course represents a commitment of 9 to 10 hours of work per week. A full time job is, on average, 35-40 hours per week while full time university study is normally four courses. Based on that assumption 1 course is 35-40 hours divided by 4 = 9 to 10 hours per week. The formal teaching component in INFS1602 is 2 hours therefore you will be required to commit additional 7-8h per week (for reading, working on your assignment, preparation for lectures and tutorials, lab work etc.).

4.2. Lecture Schedule

Week	Date (week beginning)	Topics	References: Chapters from the textbook "Fundamentals of IS" by Stair (2003)
1	28. 02. 2005	Course Overview	
2	07. 03. 2005	Introduction to Information Systems IS in Organisations	Ch 1
3	14. 03. 2005	IS enabling technologies: Hardware and software	Ch 2
4	21. 03. 2005	IS enabling technologies: Telecommunications and networks	Ch 4
SESSION RECESS			
5	04. 04. 2005	Data resource management	Ch 3
6	11. 04. 2005	Decision Support Systems	Ch 6
7	18. 04. 2005	Mid-session quiz (in lecture)	
8	25.04. 2005	Public holiday – individual on-line work	
9	02. 05. 2005	Specialised Business IS (Expert Systems etc.)	Ch. 7
10	09. 05. 2005	E-Business	Ch 5
11	16. 05. 2005	IS System planning, development and implementation	Ch 8
12	23. 05. 2005	Security, Privacy and Ethical Issues in IS	Ch 9
13	30. 05. 2005	Future of Information Systems	Lecture notes
14	06. 06. 2005	Course Review and Exam Preparation	

Lectures are subject to alteration.

4.3. Tutorial/ Lab Schedule

Week	Tut Topic	Lab topic
2	Introduction to IS	/
3	IS Types	- Excel 2003
4	Hardware and Software	- Work on Assignment 1 (MS Excel)
RECESS		
5	Telecommunications and networks	
6	Data resource management	Assignment 1 due on Thursday (14.04.2005) at 5pm (to be submitted into the assignment box)
7	Integration of previous tutorial topics: IS developments in business	- JavaScript - Work on Assignment 2 (JavaScript)
8	Public holiday: Individual (on-line) work	
9	Decision Support Systems	
10	Specialised IS	
11	E-business	
12	IS development	Assignment 2 due on Thursday (26.05.2005) at 5pm (to be submitted into the assignment box)
13	Security, Privacy and Ethical issues in IS	

4.4. Course Web Site

This course has a web site for notices, handouts, references and other useful information. It is suggested that you consult the web site at least once a week. The address of the web site is at:

<http://webct.edtec.unsw.edu.au/webct/public/home.pl>

You will need your student number and your unipass to gain access to this page. Access is only available to students enrolled in INFS1602.

Included on the Course Web Site will be:

- Lecture slides (PowerPoint)
- List of consultation times
- Notices
- Lots of other useful information, etc.

You **must** visit this site regularly for updates and important notices (at least twice per week).

4.5. Text Books

Textbooks

A textbook pack:

- Stair, R.M., Reynolds, G.W. (2003), *Fundamentals of Information Systems*, Second edition, Thomson Course Technology (this is the main textbook) **AND**
- Shelly, Cashman and Quasney, (2004), *MS Office Excel 2003, Complete Concepts and Techniques*, Course Technology **AND**
- Shelly, Cashman, Dorin and Quasney, *JavaScript – Complete Concepts and Techniques, Second edition*, Course Technology.

The textbook pack is already available from the UNSW bookshop. All three books will be used in the course.

Please note that the textbook “Fundamentals of Information Systems” is a shorter version of the textbook “Principles of Information Systems” that was used in Semester 1, 2004. You can still use “Principles of IS” if you already have it but you need to find the corresponding chapter numbers.

References

- O'Brien, J. A. 2003 *Introduction to Information Systems: Essentials for the E-Business Enterprise*. 11th Edition (International). New York, McGraw-Hill Irwin.
- Alter, S. 2002 *Information Systems: the Foundations of E-Business*. 4th Edition USA:Pearson Education.
- Benson, S. and Standing, C. 2002 *Information Systems: A business Approach*. Milton, Queensland: John Wiley and Sons, Australia.
- Cottrell, S. 1999 *The Study Skills Handbook*. Great Britain: Palgrave.
- Haag, S., Cummings, M. and McCubrey, D. J. 2002 *Management Information Systems for the Information Age*. 3rd Edition. USA:McGraw Hill Irwin.
- Nickerson, R. C. 1998 *Business and Information Systems*. USA: Addison-Wesley Educational Publishers, Inc.
- Turban, E., Rainer, R.K. and Potter, R. E. 2001 *Introduction to Information Technology*. USA:John Wiley and Sons, Inc.

5. ASSESSMENT

Component:	Percentage	Due date	Method of assessment
Mid-semester quiz (in lectures)	15%	Week 7	- 1-hour quiz will take place during lectures - You need to attend your lecture stream.
Assignment 1 (Ms Excel) (group work)	10%	Week 6 Thursday (14.04.2005) at 5.00 p.m.	- You need to submit your assignment into the submission box
Assignment 2 (JavaScript) (group work)	10%	Week 12 Thursday (26.05.2005) at 5pm	- You need to submit your assignment into the submission box - Your assignments will be returned to you during your allocated tutorial.
Tutorial revision exercises (group or individual work)	5%		- There will be 3 tutorial revisions (each worth 2.5 marks). - You are required to submit at least 2 out of 3 tutorial revisions. The best 2 marks will be taken into account. - Tutorial revisions consists of <u>very short exercises</u> (e.g. a short case study or problem-solving question(s)) designed to consolidate your work done in previous tutorials and encourage self-reflection - Questions are designed to help you to prepare for the mid-session and final exam and provide you with additional feedback. - Tutorial revisions will be issued in weeks 4, 8 and 11 and are due within one week. You need to submit them to your tutor at the beginning of your allocated tutorial.
Final Exam	60%	Examination period	- 2h closed book exam

Group Work

To complete your assignment and tutorial revisions you are requested to form groups of 2 or max 3 students. You may be allowed to complete the assignments and revisions on your own (if permitted by the lecturer in charge).

It is the **individual student's responsibility** to ensure that they are assigned to a group and stay in this group for the duration of the group assignment. Assignment to a group will be completed in class in Week 2.

In the case of peer assessed group work, the mark assigned to each member of the group will be scaled based on peer assessment of each member's contribution to the task. It should be noted that group members are expected to work in a harmonious and professional manner, which includes adequate management of non-performing members. Each member of the group will need to clearly demonstrate their participation and contribution to the project if requested.

6. Criteria to Pass the Course

To receive a passing grade in this course, you must meet ALL of the following criteria:

- Attend at least **80 %** of all scheduled classes (lectures and tutorials)
- Attain a satisfactory mark in each assessment component (a mark of at least **45%** is normally regarded as satisfactory for an assessment component).
- Attain a mark of at least **45%** in your final exam: and
- Attain an overall mark of at least **50%**.

7. Assignment Extensions and Late Penalties

Late submission of assignments and tutorial work will incur a penalty of **2 marks per day** (including weekends and public holidays). An extension in the time of submission will only be granted under exceptional circumstances by the lecturer-in-charge. Work commitments are not considered to be sufficient grounds for an assignment extension. In all cases, documented evidence must be provided.

8. STUDENT SUPPORT AND ASSISTANCE

8.1. *Your Lecturers*

If you experience a problem in the course (due to the course materials or assignments, health or any other reason) which is likely to interrupt your attendance in class or delay submission of assignments then please contact the lecturer-in-charge or one of the co-lecturers. Your lecturer should be always the first point of contact. Please do contact staff as soon as any problem arises, as we may be able to help and save a lot of anxiety on your part.

8.2. *Education Development Unit*

Additional learning support, tailored to the needs of FCE students, is available from the Education Development Unit (EDU) in the Faculty. The EDU offers a range of services for FCE students including:

- o Academic skills workshops run throughout the session;
- o Printed and on-line study skills resources e.g. referencing guide, report writing and exam preparation;
- o A drop-in resource centre containing books and audio visual material that can be borrowed;
- o A limited consultation service for students with individual or small group learning needs.

More information about the EDU services including on-line resources, workshop details and consultation request forms are available from the EDU website.

Contacts and location:

EDU Web: <http://education.fce.unsw.edu.au>
EDU Location: Room 2039, Level 2 Quadrangle Building

EDU services are free and confidential and are available to students of the Faculty of Commerce and Economics.

Other UNSW support

In addition to the EDU services, the UNSW Learning Centre provides academic skills support services for students. The Learning Centre is located on Level 2 of the Library and can be contacted by Phone: 9385 3890 or through their website: <http://www.lc.unsw.edu.au/>. Students experiencing problems of an academic or personal nature are encouraged to contact the Counselling Service at UNSW. This service is free and confidential and run by professional counsellors. The Counselling Service is located on Level 2, Quadrangle East Wing, and can be contact on 9385 5418.

9. ADMINISTRATIVE RULES AND REGULATIONS

9.1. Academic Misconduct

Students are reminded that the University regards academic misconduct as a very serious matter. Students found guilty of academic misconduct are usually excluded from the University for 2 years. Because of the circumstances in individual cases the period of exclusion can range from one session to permanent exclusion from the University. The following are some of the actions which have resulted in students being found guilty of academic misconduct in recent years:

1. submitting work for assessment knowing it to be the work of another person;
2. failing to acknowledge the source of material in an assignment;
3. improperly obtaining prior knowledge of an examination paper and using that knowledge in the examination;
4. taking unauthorised materials into an examination.

9.2. Plagiarism

Plagiarism entails taking and using as one's own, the thoughts or writings of another without acknowledgement including:

- (a) where paragraphs, sentences, a single sentence or significant part of a sentence which are copied directly, are not enclosed in quotation marks and appropriately footnoted;
- (b) where direct quotations are not used, but ideas or arguments are paraphrased or summarised, and the source of the material is not acknowledged either by footnoting or other reference within the text of the paper; and
- (c) where an idea, which appears elsewhere in print, film or electronic medium, is used or developed without reference being made to the author or the source of the idea.

Student discussion and comparison of the ideas and concepts raised in this course is encouraged. However, students may not submit the work of anyone else in an assignment unless full credit for the source is given. Use of another person's work from any source without proper acknowledgment is considered to be plagiarism - this is a serious academic offence.

9.3. FCE policies

To avoid any misconduct/plagiarism please familiarise yourself with the content of FCE policies available from the following web site.

http://www/fce.unsw.edu.au/current_students/responsibilities.shtml#misconduct

9.4. School policies

Students should refer to the School policies at

<http://sistm.web.unsw.edu.au/student/schoolpolicies.html>

(This web site includes the School policy on "Special Consideration and Supplementary Examination").

Your notes: