

THE UNIVERSITY OF
NEW SOUTH WALES



Faculty of Commerce and Economics
School of Information Systems, Technology and Management

INFS5988
BUSINESS INFORMATION SYSTEMS

COURSE OUTLINE
SESSION 2, 2005

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INFS5988 Business Information Systems

This subject aims to provide a comprehensive introduction to the use and management of information systems (IS) in business. Students will have the opportunity to develop their knowledge and understanding of the role of IS in organizations, study relevant and current topics to the area, and examine the components that interact within IS. This subject also encourages students to consider ethical practices related to the development and use of IS.

1. OBJECTIVES

- Introduce postgraduates to the fundamentals of managing IS, as well as to the up-to-date topics such as electronic commerce, electronic business, business intelligence and the internet;
- Encourage students to apply what they learn from the course to real-world cases; and
- Promote students' interpersonal communication and project management skills, and create awareness of the ethics / social implications / professional practice of managing IS.

2. PREREQUISITES

This course has no prerequisites.

This course is a prerequisite for INFS5848, INFS5885, INFS5905, INFS5953, INFS5983, INFS5989, INFS5991.

3. COURSE STAFF

	Office	Email
Lecturer in charge: Dr. Denise Tolhurst	QUAD2086	d.tolhurst@unsw.edu.au

3.1 Communication with staff

Consultation times: Tuesday 4:30 –5:30pm during session weeks, at other times by arrangement.

Note: Email messages should be sent using your student email account. Email from other accounts (eg. yahoo, hotmail) will not receive a response.

4. LECTURE SCHEDULE

Tuesday 6pm-9pm in the Physics Theatre. Old Main Building.

5. LEARNING EXPERIENCES

Information Systems is a discipline undergoing continuous change. Technologies and practices change frequently and those of us involved in the areas of information technology and information management need to be able to understand fundamental IS concepts and to relate them to changes as they occur. This course aims to prepare students for an area experiencing rapid change, helping to develop flexible and independent learning approaches. Students will be expected to:

- complete the preparatory work every week,
- attend class every week
- undertake weekly readings
- take notes during classes and keep them organised
- reflect on work and progress in the course
- complete and hand-in assignments on-time
- manage their own time effectively (hint: develop a weekly plan and a session plan)
- take responsibility learning and become self-reliant
- work as a team-player in group activities in class and the group assignment
- prepare and present clearly expressed work of a professional standard
- acknowledge sources and properly reference using an acknowledged method (Harvard or APA)
- engage with the discipline, think about and question ideas
- support arguments with evidence

6. ASSESSMENT

6.1 Components

	Percentage	Date Due
Individual assignment	20%	Dates to be specified
Case Study Assignment	30%	Week 11
Final Examination	50%	Examination Period

6.2 Individual Assignment

An assignment will be distributed early in the semester that specifies an individual assessment task. It is intended that the individual assignment will allow students to demonstrate their skills in researching a topic using multiple sources, integrating ideas and communicating findings in oral and written forms.

6.3 Case Study Assignment

An assignment description will be distributed early in the semester that specifies a group assignment. The assignment will require students to work in groups of four. It is intended that the group assignment will assist students to develop collaborative team-based skills, in addition to research and communications skills. All students will complete a peer-assessment form to be submitted at the same time as the assignment. Peer-assessment forms can be submitted confidentially.

6.4 Examination

A two-hour closed-book examination will be held during the examination period. Details of the format and expectations regarding the examination will be provided in the week 14 class. The examination will include short-answer questions and case study questions. To be assured of a pass in the course students must pass the final examination.

6.5 General Assessment issues

- In order to pass the course, satisfactory performance is expected in each component of the assessment. (NOTE: A mark of 45 percent or lower in a component of the course would normally be regarded as unsatisfactory). Low marks in one component may be offset by a very good mark in another.
- Each component of the course may be scaled.
- To be assured of a pass in the course students must pass the final examination.
- To pass the course an overall mark of 50% must be attained.
- ALL work submitted is expected to be clear, accurate, well-structured, grammatically correct, neat work which does not contain spelling errors. All submitted work should be suitable for presentation to senior management in an organisation.
- All work submitted must have a title page attached (see last pages of printed outline). A printable version can be downloaded from the website. Pages should be top-left corner stapled. Please do not submit work in a plastic sleeve unless a disk needs to be submitted with printed materials.
- Assignments are due on the day of your class in the week specified. Any hand-in work is due at the beginning of class.
- Late submission of work will incur a penalty of 10 percent of the possible mark per day. An extension in the time of submission will only be granted under exceptional circumstances by the lecturer-in-charge, and should be sought before the due date. In all cases documented evidence must be provided.

7. STUDENT RESPONSIBILITIES AND CONDUCT

7.1 Workload

It is expected that you will spend at least **ten hours** per week studying this course. This time should be made up of reading, research, working on exercises and problems, and attending classes. In periods where you need to complete assignments or prepare for examinations, the workload may be greater.

Over-commitment has been a cause of failure for many students. You should take the required workload into account when planning how to balance study with employment and other activities.



7.2 Attendance

Your regular and punctual attendance at classes is expected. University regulations indicate that if students attend less than eighty per cent of scheduled classes they may be refused final assessment.

7.3 General Conduct and Behaviour

You are expected to conduct yourself with consideration and respect for the needs of your fellow students and teaching staff. Conduct which unduly disrupts or interferes with a class, including ringing or talking on mobile phones, is not acceptable and students may be asked to leave the class. More information on student conduct is available at: www.my.unsw.edu.au

7.4 Keeping informed

You should take note of all announcements made in class or on the course web site. From time to time, the University will send important announcements to your university e-mail address without providing you with a paper copy. You will be deemed to have received this information.

8 ACADEMIC HONESTY AND PLAGIARISM

The University regards plagiarism as a form of academic misconduct, and has very strict rules regarding plagiarism. For full information regarding policies, penalties and information to help you avoid plagiarism see: <http://www.lc.unsw.edu.au/plagiarism/index.html>

Plagiarism is the presentation of the thoughts or work of another as one's own.* Examples include:

- direct duplication of the thoughts or work of another, including by copying work, or knowingly permitting it to be copied. This includes copying material, ideas or concepts from a book, article, report or other written document (whether published or unpublished), composition, artwork, design, drawing, circuitry, computer program or software, web site, Internet, other electronic resource, or another person's assignment without appropriate acknowledgement;
- paraphrasing another person's work with very minor changes keeping the meaning, form and/or progression of ideas of the original;
- piecing together sections of the work of others into a new whole;
- presenting an assessment item as independent work when it has been produced in whole or part in collusion with other people, for example, another student or a tutor; and,
- claiming credit for a proportion a work contributed to a group assessment item that is greater than that actually contributed.†

Submitting an assessment item that has already been submitted for academic credit elsewhere may also be considered plagiarism.

The inclusion of the thoughts or work of another with attribution appropriate to the academic discipline does *not* amount to plagiarism.

Students are reminded of their Rights and Responsibilities in respect of plagiarism, as set out in the University Undergraduate and Postgraduate Handbooks, and are encouraged to seek advice from academic staff whenever necessary to ensure they avoid plagiarism in all its forms.

The Learning Centre website is the central University online resource for staff and student information on plagiarism and academic honesty. It can be located at:

www.lc.unsw.edu.au/plagiarism

The Learning Centre also provides substantial educational written materials, workshops, and tutorials to aid students, for example, in:

- correct referencing practices;
- paraphrasing, summarising, essay writing, and time management;
- appropriate use of, and attribution for, a range of materials including text, images, formulae and concepts.

Individual assistance is available on request from The Learning Centre.

Students are also reminded that careful time management is an important part of study and one of the identified causes of plagiarism is poor time management. Students should allow sufficient time for research, drafting, and the proper referencing of sources in preparing all assessment items.

* Based on that proposed to the University of Newcastle by the St James Ethics Centre. Used with kind permission from the University of Newcastle

† Adapted with kind permission from the University of Melbourne.

If you are uncertain about how to cite or reference the work of others please refer to the collection of resources about citations and referencing located on the UNSW Library Web Site. This can be found at: http://www.library.unsw.edu.au/links/Research_and_Study_Skills/

9. COURSE RESOURCES

9.1 Text

Laudon K. C. and Laudon J. P. (2006). *Management Information Systems: Managing the Digital Firm*, 9th edition, Prentice Hall International, Inc. [ISBN 0-13-153841-1].

For more information see the publisher's website www.prenhall.com/laudon Please bring your textbook to class, as we will use it regularly in class.

9.2 References

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 McCubbrey, D. J. 2002 *Management Information Systems for the Information Age*. 3rd Edition. USA:McGraw Hill Irwin.

McNurlan, B. C. and Sprague, R. H. 2006 *Information Systems Management in Practice*. 7th Edition. USA: Prentice-Hall

Porter, M. E. and Millar, V. E. 1985 How information gives you competitive advantage. *Harvard Business Review*, July August, 149-160.

Richardson, J., Beiers, H., Bruno, H., Deng, H. and Henschke, K. 2005 *Computing for Business Success*. Pearson Education: Australia.

Stair, R. M. and Reynolds, G. W. 2001 *Principles of Information Systems: A Managerial Approach*. 5th Edition. USA:Course Technology.

Turban, E., Rainer, R.K. and Potter, R. E. 2001 *Introduction to Information Technology*. USA:John Wiley and Sons, Inc.

9.3 Course website

This course has a web site for notices, handouts, references and other useful information. The address of the web site is:

<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 this course. Included on the Course Web Site:

- The course outline (a copy of this document)
- Weekly information
- Consultation times
- Notices
- Resources
- Assessment tasks

Visit this site regularly every week for updates and important notices.

9.4 Software

Software required for the course is available in the Faculty of Commerce and Economics laboratories. The main software packages used in this course are Microsoft Office, Netscape Communicator (or alternative browser), Mozilla Composer (or equivalent for creating html pages) Eudora (or other email software), Adobe Acrobat Reader.

10. OTHER RESOURCES, SUPPORT AND INFORMATION

The University and the Faculty provide a wide range of support services for students, including:

- **Learning and study support**
 - FCE Education Development Unit (<http://education.fce.unsw.edu.au>)
 - UNSW Learning Centre (<http://www.lc.unsw.edu.au>)
 - EdTec – WebCT information (<http://www.edtec.unsw.edu.au>)
- **Counselling support** - <http://www.counselling.unsw.edu.au>
- **Library training and support services** - <http://info.library.unsw.edu.au>
- **Disability Support Services** – Those students who have a disability that requires some adjustment in their teaching or learning environment are encouraged to discuss their study needs with the Course Coordinator or the Equity Officer (<http://www.equity.unsw.edu.au/disabil.html>). Early notification is essential to enable any necessary adjustments to be made.

In addition, it is important that all students are familiar with University policies and procedures in relation to such issues as:

- **Examination procedures** and advice concerning illness or misadventure
<https://my.unsw.edu.au/student/academiclife/assessment/examinations/examinationrules.html>
- **Occupational Health and Safety** policies and student responsibilities;
<http://www.riskman.unsw.edu.au/ohs/Policies%20&%20Procedures/UNSW%20OHS%20Accountability.pdf>
- **School policies** Refer to the School of Information Systems, Technology and Management web site for information on School Policies:
<http://sistm.web.unsw.edu.au/student/schoolpolicies.html>

It is your responsibility to make sure that you are aware of, and understand, these policies.

11. CONTINUAL COURSE IMPROVEMENT

Each year feedback is sought from students and other stakeholders about the courses offered in the School and continual improvements are made based on this feedback. UNSW's Course and Teaching Evaluation and Improvement (CATEI) Process (http://www.ltu.unsw.edu.au/ref4-5-1_catei_process.cfm) is one of the ways in which student evaluative feedback is gathered. Significant changes to courses and programs within the School are communicated to subsequent cohorts of students.

10. COURSE SCHEDULE

Dates (week beginning)	Week/ Unit No:	Unit Topic	Reading/ Preparation
July 25	1	Course introduction. What is: a system, an IS?, IT?, IM? KM? Managing the digital firm.	Chapter 1
August 1	2	Information systems in the enterprise. Types of Information Systems.	Chapter 2
August 8	3	Information Systems, organizations, management and strategy.	Chapter 3
August 15	4	The digital firm: e-business and e-commerce.	Chapter 4
August 22	5	Ethical and social issues in the digital firm. Lab session at end of class.	Chapter 5
August 29	6	IT Infrastructure and platforms. Lab session at end of class.	Chapter 6
September 5	7	Managing data resources. Managing knowledge in the digital firm.	Chapters 7 and 12
September 12	8	Telecommunications, networks, and the Internet. The wireless revolution.	Chapters 8 and 9
September 19	9	Security and control.	Chapter 10
September 26		Mid-session break	Review reading
October 3	10	Review, group study, group meetings and consultations. Lab session.	Review reading
October 10	11	Enterprise applications and business process integration. Case study assignment due	Chapter 11
October 17	12	Enhancing decision making in the digital firm.	Chapter 13
October 24	13	Redesigning the organization with information systems. System development	Chapter 14
October 31	14	Course evaluation, review, exam information.	Review reading

Note:

- Chapter readings refer to the course textbook.
- Additional readings will be advised on the course website in the weekly announcements.
- The course schedule may change due to unforeseen circumstances that may arise during session. Changes will be announced in class and posted on the course web site.

Attach a copy of this page to assignment work you submit



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

INFS 5988 Business Information Systems

INDIVIDUAL ASSIGNMENT TITLE PAGE
Session 2, 2005

Assignment topic/title:

Date Due: **Date Submitted:**

Lecturer's Name: Dr. Denise Tolhurst

Student Details:

Family name:

Given name:

Student number:

I certify that this assignment is my own work in which my sources are acknowledged and which I submit for the first time.

Signed _____ Date: _____

Attach a copy of this page to your assignment



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

INFS 5988 Business Information Systems

GROUP ASSIGNMENT TITLE PAGE
Session 2, 2005

Assignment Topic

Name of file to be opened first:

Date due: **Date Submitted:**

Lecturer's Name: Dr. Denise Tolhurst

Student Details:

Family name: Family Name:

Given name: Given Name:

Student ID: Student ID:

Signature: Signature:

Family name: Family Name:

Given name: Given Name:

Student ID: Student ID:

Signature: Signature:

By signing we certify that this assignment is our own work in which our sources are acknowledged and which we submit for the first time.