Information Systems in Organisations – 6348

Unit Outline 2009

Faculty of Information Sciences & Engineering

University of Canberra

Australian Government Higher Education (CRICOS)
Registered Provider number: #00212K

This Unit Outline must be read in conjunction with:

a) *Studying at the University of Canberra: A Guide to Policies and Procedures*, which sets out University-wide policies and procedures, including information on matters such as plagiarism, grade descriptors, moderation, feedback and deferred exams, and is available at http://www.canberra.edu.au/student-services

b) *Guide to Student Services at the University of Canberra*, and is available at http://www.canberra.edu.au/student-services

c) Any additional information specified in section 6f.

1: General Information

1a Unit title – Information Systems in Organisations
1b Unit number – 6348
1c Semester and year offered – Semester 1, 2009
1d Credit point value – 3 credit points
1e Unit level – Level 1
1f Name of Unit Convener and contact details (including telephone and email)
Dale Kleeman, room 11B18, ph 6201 2427 dale.kleeman@canberra.edu.au , box 202
Unit Moderator – Lubna Alam, room 11C13, ph 6201 5143 lubna.alam@canberra.edu.au
1g Administrative contact details (including name, location, telephone and email)
School of ISE Office, 11C15, ph 6201 2619 or 6201 2153, ise@canberra.edu.au

2: Academic Content

2a Unit description and learning outcomes

Syllabus

Students will be introduced to the Informatics discipline as the study of the use of information technology, particularly as applied through information systems, in conducting the work of government, business and other organisations. Students will gain a conceptual framework for understanding the nature and purpose of Informatics by examining typical kinds of information systems, the data, information and knowledge they embody, the technologies they deploy and the management and social issues they raise.

Learning outcomes

On successful completion of this unit, students will be able to discuss the nature, kinds, components and impacts of information systems and their use as a fundamental part of organisational processes. They will be able to interpret the concepts of systems, information and technology, give examples of the methodologies used in building information systems and recognise the roles of the various stakeholders in the development and operation of systems. They will have developed written, oral and visual communication skills and be able to apply them.

2b Prerequisites and/or co-requisites – None

3: Delivery of Unit and Timetable

3a Delivery mode

Traditional mode; that is, on-campus in standard semesters with weekly lectures and tutorials.

3b Schedule of topics/lectures/tutorials/practicals/field classes by week

Information Systems in Organisations has one two-hour lecture scheduled each week: Monday 11.30 – 1.30 in 12B50. Students will also need to select one tutorial/lab from the list on the timetable. All of these will be held in 11C32/33. Schedules of topics to be covered will be included on the unit website in due course. Details may change during the semester if the need arises.

ISO has been included in the In-discipline Support program this semester. This will result in an extra 5 hours of tutorial time for each tutorial, with the main focus on generic skills that are relevant to ISO. This will mean that tutorials will now start in week 1 and that an additional hour will be added to tutorials in weeks 2, 4, and 11.

4: Unit Resources

4a Lists of required texts/readings

There is no textbook set for this unit. Various resources, including extensive course notes, recommended readings from the Library, E-Reserve and the Internet will be used to support the teaching of the unit (see unit website). The following is a list of some useful references for Information Systems in Organisations. All of these are available on short loan in the Library.

Alter, S. 2002, *Information systems: foundation of e-business*, 4th edn, Prentice Hall, Upper Saddle River, NJ ; [Great Britain].

Beynon-Davies, P. 2002, *Information systems: an introduction to informatics in organisations*, Palgrave, Basingstoke.

Checkland, P. & Holwell, S. 1998, *Information, systems, and information systems: making sense of the field*, Wiley, Chichester ; New York.

Jessup, L.M. & Valacich, J.S. 2008, *Information systems today: managing the digital world*, 3rd edn, Pearson Prentice Hall, Harlow.

Pearlson, K. & Saunders, C.S. 2006, *Managing and using information systems: a strategic approach*, 3rd edn, Wiley, Hoboken, NJ.

Rainer, R.K., Turban, E. & Potter, R.E. 2007, *Introduction to information systems: supporting and transforming business*, Wiley, Hoboken, NJ.

Walker, D.W. 1994, *Computer-based information systems: an introduction*, 3rd edn, Prentice Hall Australia, New York, Sydney.

4b Materials and equipment: none

4c Unit website – ISO will have a Moodle site – see *learnonline.canberra.edu.au*

5: Assessment

5a Assessment overview

Assessment Item (including exams held in the exam period)	Due Date of Assignments	Weighting (total to equal 100%)
Lab folder	weeks 4 & 11	20
Case study	weeks 12 & 14	20
Tutorial participation	during tutorials	10
Final examination	exam period	50

5b Details of each assessment item

Note that separate handouts will be available on the unit website to provide further details on the Lab folder and Case study assignments.

Lab folder: There are 4 lab exercises worth 5 marks each. The lab sessions will start from week 2 and will be completed over 7 weeks. The first lab exercise will be handed in separately in week 4 tutorial to assist with feedback prior to submitting the remainder. The other three lab book exercises are due by the tutorial in week 11.

Case study: Groups of 3 or 4 students (from the same tutorial) look at a case study applying ISO concepts. This will involve modeling the work/business processes around a described situation, describing various scenarios of use, stakeholder identification, attributes and needs, preparing some models, such as activity diagrams etc, and presenting this in a management report. There will also be a groupware component to this assignment. A preliminary presentation will be given in the week 12 tutorials. Each group will also present interesting aspects of the study in tutorials in week 14. The final report is due by the tutorial in week 14.

Tutorial participation: Preparation and discussion of tute and lab material, along with tutorial based presentations are a significant aspect of the unit. It is important for students to prepare for tutorials and to participate in the discussion of the issues involved. The tutors will provide an assessment for each student based on their participation in discussions and how well they prepare for the tutorials. Note that attendance does not equate to participation. Students will have an option of providing brief submissions if they are unable to participate in the discussions for some reason, or miss a tutorial – this is due in on the day of the tutorial for which a submission is made.

Examination: A two hour closed book examination will be held at the end of the semester during the examinations period. Language dictionaries will be permitted.

Referencing requirements:

All work quoted from other written sources should be appropriately referenced using the "Harvard author-date" referencing style. This style is described in detail (including electronic sources) in the relevant Reference Guide available at:

http://www.canberra.edu.au/library/research-gateway/research_help/referencing-guides

Note that the references in the list of required readings have been formatted in this style.

Students should keep a copy of all assessment items that are submitted.

If there is any doubt with regard to the requirements of any particular assignments or assessment procedure, the onus for clarifying the issue rests with the student who should contact their tutor (in the first instance), or the lecturer about the matter.

Late penalties:

Students will be expected to make arrangements with their tutor in advance of the due date for assignments if they expect to be submitting them late. Unless appropriate arrangements have been made, supported by a sensible and valid reason, late submissions will attract a penalty of 5% per day or 20% per week.

If you need to use a medical or counselling certificate to justify the late submission of an assignment, it must clearly state: that you were unfit to complete the assignment; the date of the medical consultation; and the period during which you were/are/will be unfit. If the medical certificate does not provide all of these details, the normal late penalties noted above will apply.

5c Special assessment requirements

In order to pass this unit, students have to obtain a mark of 50% or greater for the assessment as a whole, and 50% or greater for the final examination. Higher grades will be awarded on the basis of the total mark being ≥65 for a credit, ≥75 for a distinction and ≥85 for a high distinction. Moderation of marks will be conducted across all tutorial groups.

5d Supplementary assessment

To be eligible to undertake supplementary assessment in a unit, a student must:

- be enrolled in their final semester of study;
- have failed a single unit, with a final mark between 45-49% in the unit;
- have passed all other units undertaken in that semester.

The failed unit must be the final unit required to complete the academic requirements of their course.

5e Text-matching software

Students may be required to submit text-based assignments electronically to be checked for matching text. If so, instructions on how to do this and information about the process will be made available in conjunction with the first of any such assessment items.

6: Student Responsibility

6a Workload

The amount of time you will need to spend on study in this Unit will depend on a number of factors including your prior knowledge, learning skill level and learning style. Nevertheless, in planning your time commitments you should note that for a 3cp Unit the total notional workload over the fifteen week semester is assumed to be 150 hours or an average of 10 hours per week. These hours include time spent in classes. The total workload for Units of different credit point value should vary proportionally. For example, for a 6cp Unit the total notional workload over a fifteen week semester is assumed to be 300 hours or an average of 20 hours per week.

6b Special needs

Students who need assistance in undertaking the unit because of disability or other circumstances should inform their Unit Convenor or the Disabilities Office as soon as possible so the necessary arrangements can be made.

6c Attendance requirements

Attendance at classes is not compulsory but it is advisable for students to attend as many classes as possible. Students should also be aware that the subject will be examined on material covered in classes, including lectures and tutorials and it is the individual student's responsibility to ensure that they are sufficiently familiar with this material. Attendance at classes is one of the best ways of ensuring this familiarity. While some of the lecture notes and course materials are available, these are intended to be broad outlines of the lectures. Do not make the mistake of assuming that the materials perfectly substitute for class attendance.

6d Required IT skills

Students need to possess the ability to use a word processor for the production of assignments and various on-line searching tools from the Internet and the library to undertake various assignments in the subject.

6e Costs

No additional costs will be incurred by students undertaking this unit apart from the normal costs of being a university student.

6f Additional information

Announcements made at lectures or posted to the unit website are deemed to be made to the whole group.

7: Student Feedback

All students enrolled in this Unit will have an opportunity to provide anonymous feedback on the Unit at the end of the Semester via the Unit Satisfaction Survey which will be presented to you on OSIS. Your lecturer or tutor may also invite you to provide more detailed feedback on their teaching through an anonymous in-class questionnaire administered through the University's Teaching and Learning Centre (TLC).

8: Authority of this Unit Outline

Any change to the information contained in Section 2 (Academic content), Section 3 (Delivery of Unit and timetable) and Section 5 (Assessment) of this document, will only be made by the Unit Convenor if the written agreement of staff and a majority of students has been obtained; and if written advice of the change is then forwarded to each student enrolled in the Unit at their registered term address. Any individual student who believes him/herself to be disadvantaged by a change is encouraged to discuss the matter with the Unit Convenor.