Unit Outline 2012: Semester 2
Faculty of Information Sciences & Engineering

Information Systems in Organisations
6348
This Unit Outline must be read in conjunction with:

a) *UC Student Guide to Policies*, 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 *(scroll to bottom of page)*
http://www.canberra.edu.au/student-services

b) *UC Guide to Student Services*, and is available at *(scroll to bottom of page)*
http://www.canberra.edu.au/student-services

c) Any additional information specified in section 6h.

## 1: General Information

1a **Unit title** – Information Systems in Organisations

1b **Unit number** – 6348

1c **Teaching period and year offered** – Second Semester, 2012

1d **Credit point value** – 3 credit points

1e **Unit level** – UG

1f **Name of Unit Convenor and contact details (including telephone and email)**

   Dr Peter Radoll
   Room: 11C24, Phone: (02) 6201 2134
   Email: peter.radoll@canberra.edu.au

Unit Moderator –

   Lubna Alam
   Room: 11C13, Phone: (02) 6201 5143
   Email: lubna.alam@canberra.edu.au

1g **Administrative contact details (including name, location, telephone and email)**

   **ISE Faculty Office**
   Room: 11B14, Phone: (02) 6201 2417
   Email: 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 should be able to:
1. understand the nature, kinds, components and impacts of information systems and their use as a fundamental part of organisational processes.
2. interpret the concepts of systems, information and technology, give examples of the methodologies used in building information systems, recognise the roles of the various stakeholders in the development and operation of systems.
3. develop written, oral and visual communication skills and be able to apply them.
4. acquire a working knowledge of how information systems are constructed and how such systems are integrated into the organisational environment

2b Generic skills
The generic skills developed in your course are described at https://guard.canberra.edu.au/policy/policy.php?pol_id=3030.

The generic skills that will be reinforced and assessed in this unit are:
1. Communication: The ability to present knowledge, ideas and opinions effectively and communicate within and across professional and cultural boundaries
2. Problem solving: The ability to apply problem-solving processes in novel situations; to identify and analyse problems then formulate and implement solutions
3. Working independently and with others: The ability to plan their own work, be self-directed, and use interpersonal skills and attitudes to work collaboratively
4. Professionalism and social responsibility: The capacity and intention to use professional knowledge and skills ethically and responsibly, for the benefit of others and the environment

2c Prerequisites and/or co-requisites - none

3: Delivery of Unit and Timetable

3a Delivery mode
On-campus; that is, with weekly on-campus lectures and f-2-f tutorials/computer laboratories. This unit will be delivered on campus as a 2 hour lecture each week and tutorial/lab session of 2 hours each week.

3b Timetable of activities, such as lectures/ tutorials/ practicals/ field classes, showing key dates and topics
Information Systems in Organisations (ISO) has lectures (f-2-f) scheduled in weeks 1 -7 and weeks 10-14. There will be no classes in week 9 due to the public holiday. Lecture slides/notes are posted ahead of the lecture and recorded lecture echoes will be made available.
Students will also need to select one two-hour tutorial/laboratory from the list on the timetable. Please consult the UC timetable site for details. Tutorials/laboratories start in week 2.

A comprehensive schedule of topics to be covered in the classes will be posted on the unit web site. As a preliminary broad outline, topic areas to be covered are as follows. This schedule is a guide only and may be adjusted as the semester progresses. Note, week 8 is class-free period and week 9 is public holiday and thus no classes in week 9.

<table>
<thead>
<tr>
<th>Week</th>
<th>Lecture Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weeks 1 - 4</td>
<td>Introductory information systems (IS) concepts, Business and Systems modeling &amp; spreadsheet design issues</td>
</tr>
<tr>
<td>Week 5-6</td>
<td>Typical organisational systems: Basics of internet business, supply chains, strategic decision making and business intelligence</td>
</tr>
<tr>
<td>Week 7 &amp; 10</td>
<td>systems development and use; project management,</td>
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<tr>
<td>Week 11 &amp; 13</td>
<td>IS architecture fundamentals: enterprise architecture, databases and networks</td>
</tr>
<tr>
<td>Week 12 &amp; 14</td>
<td>IS impacts, security and ethical issues</td>
</tr>
</tbody>
</table>

### 4: Unit Resources

#### 4a Lists of required texts/readings

The **recommended** text for the unit is:


Various resources, including academic and industry literature, readings from the Library, e-Reserve and the Web will be used to support the teaching of the unit (see unit Web site). The following is a list of some useful references for ISO. Many of these are available on short loan in the Library.


#### 4b Materials and equipment

This unit may require the use of Microsoft Project and Visio, Microsoft Office tools such as Microsoft Word and Excel running under Windows 7, and a Web browser (suggest Internet Explorer 7 and above) available in labs.

#### 4c Unit web site

ISO will have a Moodle site – see learnonline.canberra.edu.au. It is your responsibility to check your student email account, or unit Web site, on a regular basis.
5: Assessment

5a Assessment overview

<table>
<thead>
<tr>
<th>Assessment item (including an exam held in the exam period)</th>
<th>Due date of assignments</th>
<th>Weighting (total to equal 100%)</th>
<th>Addresses learning outcome(s)</th>
<th>Related generic skill(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab folder</td>
<td>weeks 4, 6 &amp; 9</td>
<td>30</td>
<td>1, 3, 4</td>
<td>1, 3</td>
</tr>
<tr>
<td>Case study</td>
<td>week 13</td>
<td>30</td>
<td>1, 2, 3, 4</td>
<td>1, 3, 4, 5</td>
</tr>
<tr>
<td>Final examination</td>
<td>exam period</td>
<td>40</td>
<td>1, 2, 3</td>
<td>1, 4, 5</td>
</tr>
</tbody>
</table>

5b Details of each assessment item

Note that separate handouts will be available on the unit Web site to provide further details on the lab folder and case study assignments.

**Lab folder:** There are 3 lab exercises worth 30%. The lab exercises require individual effort, will start from week 1 and will be completed over the following weeks by week 5. The three lab exercises will be commenced in tutorial/laboratories and expected to be completed outside class time. The lab exercises are due on Fridays in weeks 4, 6 & 9.

**Case study:** Groups of 3 or 4 students (from the same tutorial class) will look at a case study applying ISO concepts. This will involve modelling the work/business processes around a given context, describing various scenarios of use, stakeholder identification, attributes and needs, discussing various issues, and presenting it all in a management report. The group presentation is due in week 12 tutorials and final report is due on Friday week 13. The case study is worth 30%.

**Examination:** A two hour closed book examination will be held at the end of the semester during the examinations period. Non-electronic unannotated language dictionaries will be permitted. The final examination is worth 40%.

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.

Section 9 of the UC Assessment Policy describes grades and their numerical equivalents ([https://guard.canberra.edu.au/policy/policy.php?pol_id=2900](https://guard.canberra.edu.au/policy/policy.php?pol_id=2900)). Some scaling of marks and academic judgement may be applied to determine students' final grades - in this process no student will be disadvantaged.

All assignments are required to be submitted by the due date. If for any reason you are unable to do an assignment by the due date you must submit, to the lecturer, a request for an extension in writing before the due date (unless impossible) setting out in detail the genuine and exceptional reason for requesting the extension. If there is a medical or counselling reason for the extension request it must be accompanied by a medical or counselling certificate which clearly states:

- that you were unfit to complete the assignment;
- the date of the medical or counselling consultation; and
- the period for which you were / are / will be unfit to complete the assignment.

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 there is any doubt...
with regard to the requirements of any assignment or assessment procedure, the onus for clarifying the issue rests with the student who should contact the lecturer about the matter.

Each assignment submission must have a cover sheet with the student’s name, student number, and a declaration that the submission is the student’s own work. Students should keep a copy of all assessment items that are submitted at least until unit grades have been published at the end of semester. The teaching staff reserves the right to question students orally on any of their submitted work or assessment items.

**Referencing requirements:**
In all submitted written work, the referencing should comply with the author-date or 'Harvard' system, as outlined in the University Library Citation Guide available at: [http://www.canberra.edu.au/library/research-gateway/research_help/referencing-guides](http://www.canberra.edu.au/library/research-gateway/research_help/referencing-guides)

5d **Supplementary assessment**

5e **Academic Integrity**
Students have a responsibility to uphold University standards on ethical scholarship. Good scholarship involves building on the work of others and use of others work must be acknowledged with proper attribution made. Cheating, plagiarism, and falsification of data are dishonest practices which contravene academic values. See policy at [https://guard.canberra.edu.au/policy/policy.php?pol_id=3175](https://guard.canberra.edu.au/policy/policy.php?pol_id=3175)

5f **Text-matching software**
Students may be required to submit assignments electronically to be checked for matching text. If so, instructions on how to do this will be made available at the earliest opportunity.

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 semester or term is assumed to be 150 hours. 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 semester or term is assumed to be 300 hours.

The estimated workload distribution across assessments is as follows:

**Lectures:**
- Preparation and Attendance: 12x5 hours = 60 hours

**Tutorials:**
- Preparation plus Tutorials & lab: 12x3 hours = 36 hours

**Lab Folder – individual assignment**
- Lab completion and write-up report: 3x5 hours = 15 hours

**Case Study - Group assignment**
- Analysis, modelling, processes, impacts: 10 hours
- Report write-up: 10 hours
- Presentation: 5 hours
- Exam Review: 14 hours

**Total**
- 150 hours
6b **Special needs**
Students who need assistance in undertaking the unit because of disability or other circumstances should inform their Unit Convener or UC AccessAbility (formerly 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 all classes. 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 **Withdrawal**
If you are planning to withdraw please discuss with your unit convener. Please see this link for further information on deadlines.

6e **Required IT skills**
Students need to possess the ability to use on-line searching tools from the Internet, a word processor and other software applications to undertake various assignments in the subject.

6f **Costs**
No additional costs will be incurred by students undertaking this unit apart from the normal costs of being a university student.

6g **Work placements, internships or practicums**
The unit uses an existing organisation as the basis for the case study assignment. This assignment may be based in the student's workplace if that is appropriate. References to relevant professional communities like ACS (Australian Computer Society), AACSB (The association to advance Collegiate Schools of Business) are built into the unit content.

6h **Additional information**
Announcements made at lectures or posted to the unit Web site 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 (USS) which you can access by logging into MyUC via the UC homepage: http://www.canberra.edu.au/home/. Your lecturer or tutor may also invite you to provide more detailed feedback on their teaching through an anonymous questionnaire.

8: **Authority of this Unit Outline**

Any change to the information contained in Section 2 (Academic content), and Section 5 (Assessment) of this document, will only be made by the Unit Convener if the written agreement of Head of Discipline and a majority of students has been obtained; and if written advice of the change is then provided on the unit site in the learning management system. If this is not possible, written advice of the change must be 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 Convener.