Unit Outline*

INMT1103

Information, Technology and Systems

Semester 1, 2011
Crawley Campus

Unit Coordinator – Mrs Cherry Randolph

Business School
www.business.uwa.edu.au

* This Unit Outline should be read in conjunction with the Business School Unit Outline Supplement available on the Current Students web site http://www.business.uwa.edu.au/students
UNIT DESCRIPTION

Unit content
This unit has three strands that you can track through its outcome statement, study schedule and assessment criteria. All three will prove invaluable in your later career whichever profession you choose to follow.

Business skills such as research and report writing will prepare you for assignment work in many other units in all faculties and carry through to your future career. Computer literacy skills will ensure that you can use Word and Excel to the standard expected of professionals and can learn new software (Access and MS Project) independently. You will need this level of competency for your assignments in the Business School. Lastly, Information Systems are the foundation of so many aspects of business life that an ability to apply concepts from this technical area will complement all other courses of study.

The goal of the unit
The goal of this unit is to prepare you for a career in which your every activity is supported by Information and Communication Technology (ICT) and Information Systems (IS). Generic business skills and computer literacy skills are addressed explicitly and related to the principles that underlie the use of ICT and the development of IS.

Learning outcomes
On completion of this unit, you should be able to:

Demonstrate basic computer literacy skills:
- have an appreciation of appropriate document layout and achieve it in Word (2003, 2007, 2010)
- search the Internet for information and judge the value of what is found
- learn how to use software or hardware with minimum support
- use the language of information and communication technology correctly and confidently

Assess opportunities, limitations and major issues related to Information Systems (the application of Information and Communication Technologies (ICTs) to business and industry):
- explain the nature of information and how it is captured, stored and used effectively
- describe types of information systems in use in business and industry
- recognise opportunities to apply ICTs to new applications particularly those provided by the Internet
- discuss the role of information systems in organisational strategy
- apply an ethical framework to consideration of the impact of computer and telecommunication technologies
- describe some common methodologies for the development and maintenance of business information systems
- describe the involvement of business professionals in the development and management of information systems

Use professional level business skills
- apply independent and critical thinking at all times
- write clear and concise English in a style appropriate for formal business reports
- assess the value of references and choose credible sources
- acknowledge and reference all sources correctly
- summarise and synthesise information sources
- manage time commitments, learning strategies and participation requirements
- communicate effectively verbally and in writing

**Educational principles and graduate attributes**

In this unit, you will be encouraged and facilitated to develop the ability and desire to:

- communicate using a range of techniques and technologies through the completion of a simulated virtual team project
- work effectively as a member of a disparate team to complete an open-ended exploration of a topic about changing technologies, using available literature and experimentation
- independently acquire competence in the use of desktop software through typical business style assignments
- analyse and critically evaluate information systems used to support business processes in case studies discussed in class and individual assessment.

**TEACHING AND LEARNING RESPONSIBILITIES**

**Teaching and learning strategies**

Students for whom this is the first semester at university will have many new experiences with which to deal, especially in the first few weeks. University provides support and a structure within which students can learn, but the responsibility for learning now rests with the individual. Academic staff, (lecturers and tutors) are an important resource and students are encouraged to contact the lecturer with all matters related to the unit.

This unit has several strands as described in the outcome statements earlier in this document. Some of these are unrelated and are studied in parallel. Some are connected even if this is not obvious to the student. Lectures, labs, private study and assessment are a package that together covers all of the objectives. These are complementary activities not alternatives.

**Teaching and learning evaluation**

You may be asked to complete two evaluations during this unit. The Student Perception of Teaching (SPOT) and the Students’ Unit Reflective Feedback (SURF). The SPOT is optional and is an evaluation of the lecturer and the unit. The SURF is completed online and is a university wide survey and deals only with the unit. You will receive an email from the SURF office inviting you to complete the SURF when it is activated. We encourage you to complete the forms as your feedback is extremely important and can be used to make changes to the unit or lecturing style when appropriate.

**Assessment**

Very few students fail this unit. Without exception, those who have failed in the past could have passed if they had attempted all elements of the assessment. You are advised to enter the assessment due dates into your diary immediately. Please note the following:

- To encourage the development of time management skills, this unit has a policy of insisting that assessment is completed on time.

- Unlike some other units, INMT1103 has no system of automatic penalties for assignments handed in late. The deadline is strictly enforced and there is no mechanism for handing in after the deadline.

- If necessary, see the lecturer to negotiate a personal deadline at least 24 hours before the published date and time.
Attendance

Participation in class, whether it be listening to a lecture or getting involved in other activities, is an important part of the learning process, therefore it is important that you attend classes. More formally, the University regulations state that ‘to complete a course or unit students shall attend prescribed classes, lectures, seminars and tutorials’.

CONTACT DETAILS

We strongly advise students to regularly access their student email accounts. Important information regarding the unit is often communicated by email and will not be automatically forwarded to private email addresses.

<table>
<thead>
<tr>
<th>Unit coordinator/lecturer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Mrs Cherry Randolph</td>
</tr>
<tr>
<td>Email: <a href="mailto:Cherry.randolph@uwa.edu.au">Cherry.randolph@uwa.edu.au</a></td>
</tr>
<tr>
<td>Phone: 6488 1829</td>
</tr>
<tr>
<td>Consultation hours: By appointment or whenever present.</td>
</tr>
<tr>
<td>Lecture times/venues: Tuesday 12-12.45pm Arts: Fox LT</td>
</tr>
<tr>
<td>Wednesday 9-9.45am BUSN: Ernst &amp; Young LT</td>
</tr>
<tr>
<td>Friday 9-9.45 BUSN: Ernst &amp; Young LT</td>
</tr>
</tbody>
</table>

TEXTBOOK AND RESOURCES

Unit website

Unit material will be provided using the WebCT interface at http://webct.uwa.edu.au .

WebCTID: Student Number Password: Student Connect password

The Business School provides some helpful FAQs to guide you with respect to UWA and BITS accounts and various quotas: http://www.bits.biz.uwa.edu.au/students/faq.htm

Recommended/required text


This is the text book for this year and is essential reading. Lectures and labs are based on this book.

Software requirements

During study for this unit, students will use Microsoft Word, Excel, Access and MSProject. They will also use an email reader, internet browser and search engines. WebCT (via internet browser) is used to access learning materials and submit assignments for this unit.

MSProject and EndNote may be installed on your home computer by following the instructions on the Business School website under StudentNet and then IT Help.

Students are expected to use personal computers for all aspects of this unit. This includes, but is not limited to, access to lecture notes and recordings using Lectopia, word processed assignments, email communication, WebCT for unit materials and submission of assignments.
UNIT STRUCTURE

Lectures
There are three lectures each week, at 12pm Tuesday, 9am on Wednesday and Friday.
The Friday lecture will be used for interactive workshops and mini exams.
Lectures will follow the content of the textbook. The lectures are audio recorded and, with the
PowerPoint slides, provided through the Lectopia system. There is a link to Lectopia from the
WebCT home page for this unit.
There is a timetable at the end of this document.

Tutorials/ Labs
Tutorials for this unit will be held in the Business School computer labs. Students should register
their preferred times for labs through the Online Class Registration System (OLCR).
All students must attend the first tutorial/lab, which will be in the second week of semester to
ensure that everyone has a BITS login and can access WebCT. The MS Project labs in weeks 3,4,6
are compulsory and you will get a mark for attending.

UNIT SCHEDULE

Lab Timetable

<table>
<thead>
<tr>
<th>Week#</th>
<th>Week beginning</th>
<th>Tutor</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>March 7</td>
<td>Chase Song</td>
<td>Login, Word exercise</td>
</tr>
<tr>
<td>3</td>
<td>March 14</td>
<td>Trevor Rabey</td>
<td>MS Project I</td>
</tr>
<tr>
<td>4</td>
<td>March 21</td>
<td>Trevor</td>
<td>MS Project II</td>
</tr>
<tr>
<td>5</td>
<td>March 28</td>
<td>Cherry</td>
<td>Team Assignment Project Plan</td>
</tr>
<tr>
<td>6</td>
<td>April 4</td>
<td>Trevor</td>
<td>MS Project III</td>
</tr>
<tr>
<td>7</td>
<td>April 11</td>
<td>Chase</td>
<td>Excel</td>
</tr>
<tr>
<td>8</td>
<td>April 18</td>
<td>Chase</td>
<td>Excel</td>
</tr>
<tr>
<td>9</td>
<td>May 2</td>
<td>Chase</td>
<td>Team Assignment work</td>
</tr>
<tr>
<td>10</td>
<td>May 9</td>
<td>Chase</td>
<td>Access</td>
</tr>
<tr>
<td>11</td>
<td>May 16</td>
<td>Chase</td>
<td>Access</td>
</tr>
<tr>
<td>12</td>
<td>May 23</td>
<td>Chase</td>
<td>Access</td>
</tr>
<tr>
<td>13</td>
<td>May 30</td>
<td>Chase</td>
<td></td>
</tr>
</tbody>
</table>


## Lecture Timetable

<table>
<thead>
<tr>
<th>Wk</th>
<th>Chp</th>
<th>Topic</th>
<th>Fri 9am Class</th>
<th>Due Dates and Comments</th>
</tr>
</thead>
</table>
| 1  | 1   | Introduction  
Credibility, Readability and Referencing | Teams and projects | |
| 2  | 2   | Word styles and templates  
Information, Systems, Information Systems, | Mini Exam 1  
Teams, projects, Systems Information, IS,  
Collaboration, Credibility, Referencing | Mon is not a UWA holiday |
| 3  | CE1  
CE2  
CE19 | Teams and Projects  
Collaboration | Mini Exam 2  
Web2.0, Hardware, Software, Communications | Mar 18th 9am – Mini Exam 1 |
| 4  | CE14 | Web2.0, Social Networking, UGC,  
Data Communications | Mini Exam 3  
Decisions, MS Project, Excel | Mar 23rd – team allocation |
| 5  | 4  
6  
CE10 | Hardware and Software  
Data Communications | | Apr 1st 9am – Mini Exam 2 |
| 6  | 9   | Decision Making | Mini Exam 3  
Decisions, MS Project, Excel | Apr 9th – Assignment Part 1 |
| 7  | CE5  
CE6 | Excel – addressing, functions, layout,  
No Wednesday lecture PROSH | | Apr 15th 9am – Mini Exam 3 |
| 8  | CE11  
CE12 | Enterprise Systems | Good Friday – no class | Apr 30th – Excel due date |
|    |     |       |               |                        |
|    |     |       |               | **Mid-Semester Break** |
| 9  | 5  
CE7  
CE8 | Databases and DB design  
Enterprise Systems, Databases | Mini Exam 4  
Enterprise Systems, Databases | May 6th 9am – Mini Exam 4 |
| 10 | 10  | Plagiarism, Formal reports – Good, Bad and Ugly  
IS Development | Mini Exam 5 (MCQ)  
All topics to date incl IS Development, Financing | May 14th – Assignment Part 2 |
| 11 | CE22 | Financing IT Projects |      | May 20th 9am – Mini Exam 5 |
| 12 | CE20 | IS Management, Outsourcing | Mini Exam 6  
IS Management, Outsourcing, Security | May 28th – Access due date |
| 13 | 12  | Information System Security |      | Jun 3rd 9am – Mini Exam 6 |
ASSESSMENT MECHANISM

The purpose of assessment

There are a number of reasons for having assessable tasks as part of an academic program. The assessable tasks are designed to encourage you to explore and understand the subject more fully. The grade for your work provides you an indication of how much you have achieved. Reflecting on the feedback on your work serves as part of the learning process.

Each of the assessment tasks described below, is linked to the learning outcomes from earlier in the Unit Outline. In the case of the Team Assignment, the experience of working in a team is part of the assignment. Analysis of the teamwork experience forms a significant portion of the marks for the assignment.

Assessment mechanism summary

Assessment for this unit is designed to test each of the outcomes outlined above. Some of those outcomes require you to reach a level of competency that is well defined in advance (eg Excel, referencing). Each student must manage the time needed to achieve that level individually.

Some of the outcomes are more open ended, and are assessed from written work in the assignment report and exam answers.

Guidance on what is expected of you, in the form of a detailed marking scheme, is provided for every assessment item. You are advised to use this information to direct your effort.

<table>
<thead>
<tr>
<th>Item</th>
<th>Weight</th>
<th>Due date 9pm</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Team assignment allocation</td>
<td></td>
<td>Mar 23</td>
<td>Random allocation by WebCT. Attend lecture to meet team mates.</td>
</tr>
<tr>
<td>Assignment Part 1</td>
<td>8%</td>
<td>Apr 9</td>
<td>Team Contract and Project Plan</td>
</tr>
<tr>
<td>Assignment Part 2</td>
<td>20%</td>
<td>May 28</td>
<td>Submit to WebCT</td>
</tr>
<tr>
<td>Excel</td>
<td>8%</td>
<td>Apr 30</td>
<td>Submit files to WebCT</td>
</tr>
<tr>
<td>Access</td>
<td>8%</td>
<td>May 28</td>
<td>Submit files to WebCT</td>
</tr>
<tr>
<td>MS Project</td>
<td>6%</td>
<td></td>
<td>Attendance at 3 labs and MCQs</td>
</tr>
<tr>
<td>Mini Exams</td>
<td>50%</td>
<td>various</td>
<td>No final exam</td>
</tr>
</tbody>
</table>

Note 1: Results may be subject to scaling and standardisation under faculty policy and are not necessarily the sum of the component parts.

Note 2: Your assessed work may also be used for quality assurance purposes, such as to assess the level of achievement of learning outcomes as required for accreditation and audit purposes. The findings may be used to inform changes aimed at improving the quality of Business School programs. All material used for such processes will be treated as confidential, and the outcome will not affect your grade for the unit.
Assessment components

1. Assignment 28% (teams of 4)

The assignment is divided into Part 1 and Part 2 submissions, and these are described on a separate sheet which includes a marking scheme to help you decide where to concentrate your efforts. You must submit your work as a Word file to WebCT before each of the deadlines. It is better to submit an incomplete assignment than to miss the deadline. You can even submit well in advance and then update it when you do more work.

You will note that the topic is deliberately broad. Your team can choose to focus on one discipline e.g. marketing, management, HR or take a broader perspective. Project planning and the effective use of team members must be documented and will be assessed as part of the assignment.

Please note that reports with brilliant ideas and articulate writing will score only a modest pass if there are no credible references to support the content. Reports with evidence of ‘cut and paste’ behaviour will score zero.

2. Lab Exercises (individual assignments) (22%)

The lab classes provide you with an opportunity to work with three different pieces of desktop software. You need to allow time to work through the exercises and then complete the assignments and submit them to WebCT.

   1. Excel (8%)
   2. Access (8%)
   3. MSProject (6%)

3. Mini Exams (50%)

Every alternate Friday lecture will be used for six mini exams. Each will be worth 10% and the best five marks will count towards your overall grade. See the timetable at the end of this document for the dates of exams.

Questions from 2010 Mini Exams will be provided for preparation and discussion in the Workshop sessions on the Fridays in between.

Submission of assignments

All assignments are submitted electronically.

Assignments for this unit will be submitted through the WebCT site before the cutoff time and date.

To encourage the development of time management skills, this unit has a policy of insisting that assessment is completed on time.

NB. Unlike some other units, INMT1103 has no system of automatic penalties for assignments handed in late. The deadline is strictly enforced and there is no mechanism for handing in after the deadline. If necessary, see the lecturer to negotiate a personal deadline at least 24 hours before the published date and time.

Student Guild

Phone: (+61 8) 6488 2295
Facsimile: (+61 8) 6488 1041
E-mail: enquiries@guild.uwa.edu.au
Website: http://www.guild.uwa.edu.au
Charter of Student Rights and Responsibilities


Appeals against academic assessment

The University provides the opportunity for students to lodge an appeal against assessment results and/or progress status (refer http://www.secretariat.uwa.edu.au/home/policies/appeals).