Unit Outline

INMT 2234
Information Systems Management

Semester 2
2009
Crawley Campus

Unit Coordinator
Mrs Cherry Randolph

Business School
www.business.uwa.edu.au
UNIT DESCRIPTION

Introduction

The strategic use of information technology to manage, control and exploit information is the focus of this unit. In an increasingly globalised world, the strategic alignment of information systems and business functions are fundamental to basic business survival and can be instrumental in achieving competitive advantage. Students study the fundamentals of strategic planning and change management so that, as business professionals, they will be able to make an informed contribution to the use, evaluation and development of information systems in organisations.

Practical skills learned in this unit include the design, creation and use of a small/ personal information system based around a database using Microsoft Access.

Unit content

Students will learn about the role of IT resources in organisations. From small purchases of desktop software to major investments in IT infrastructure, business graduates are increasingly involved in management decisions on how to use IT effectively in organizations. IT has many guises from ‘the cost of doing business’ to ‘enabling strategic advantage’. In this unit students explore the issues that influence this perception.

Integrating a knowledge of the role of IS/IT with a sound preparation for a career in a functional area (such as accounting or human resource management) is the only sure way of guaranteeing the business/IT alignment essential for outstanding performance in today’s business environment. Information systems are pervasive in business and the content of this unit is relevant and important to all disciplines within the Business School.

Students will also learn about databases from a conceptual and a practical standpoint. Graduate employment is increasingly referred to as knowledge work and most tasks required of graduates involve the use of computers and information systems in structured and semi structured ways. Knowledge workers are typically required to source the information on which major decisions are based. This usually necessitates the use of small and large databases.

The relational model, SQL, database design, management and administration will be studied. A project using Microsoft Access will provide the basis for application of these concepts to a realistic problem.

Learning outcomes

Students enrolled in this unit will be provided with the opportunity to study:
- The relationship between Business strategy and Information Systems strategy
- Issues and approaches for managing information, knowledge and information technology as strategic resources.
- Techniques and approaches to planning and managing IT infrastructure
- People management skills for IT professionals and business professionals
- Evolution of systems development practices in the e-Business and Knowledge Management eras
- Ethical issues special to IS and IT?
- Funding models for IT and IS.
- Project management for IS/IT development

CONTACT DETAILS

Students are required to access their student email accounts regularly. Important information regarding the unit is often communicated by email and will not be automatically forwarded to private email addresses.

You are encouraged to communicate with any of the academic staff working on this unit. If you choose to use email PLEASE remember to put INMT2234 in the subject line AND include your student number in the email.
Unit coordinator/lecturer

name: Mrs Cherry Randolph
email: Cherry.Randolph@uwa.edu.au
phone: +61 8 6488 1829
consultation hours: 9am – 3pm, Tues, Weds, Fri when not in class or by appointment
class times: Tuesday 9-10; Wednesday 9-11
class venue: Business School G42

TEACHING AND LEARNING RESPONSIBILITIES

Teaching and learning strategies
This is where you indicate to the students how they will learn in the unit. For example, in designing the unit you may have included problem-based learning, a team project, or some student choice. Explain to the students why you have included this in the unit and how the students should approach the work in order to get the most out of the unit.

Charter of student rights and responsibilities
This Charter of Student Rights and Responsibilities upholds the fundamental rights of students who undertake their education at the University of Western Australia.

It recognises that excellence in teaching and learning requires students to be active participants in their educational experience. It upholds the ethos that in addition to the University's role of awarding formal academic qualifications to students, the University must strive to instil in all students independent scholarly learning, critical judgement, academic integrity and ethical sensitivity.

Please refer to the Academic Secretariat website for the full charter of student rights, located at http://www.secretariat.uwa.edu.au/home/policies/charter

ASSESSMENT MECHANISM

Summary

<table>
<thead>
<tr>
<th>Item</th>
<th>Weight</th>
<th>Due date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Database project</td>
<td>20%</td>
<td>9pm October 23rd</td>
</tr>
<tr>
<td>Seminar attendance</td>
<td>10%</td>
<td>For student presentations</td>
</tr>
<tr>
<td>Group seminar presentation</td>
<td>20%</td>
<td>To be agreed</td>
</tr>
<tr>
<td>Mid semester exam</td>
<td>10%</td>
<td>September 16th</td>
</tr>
<tr>
<td>Final exam</td>
<td>40%</td>
<td></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
Assessment components

Database Project (20%)
You are required to build an information system based around a database and write a report. A detailed description of what is required will be provided.

Seminars (group 20%)
This is a group project in teams of two or three students. Each group will present one of the topics from the textbook. Arrangements for the seminars will be discussed in class.

Mid Semester Exam (10%)
A mid semester exam will test your ability to design a database.

Final Exam (40%)
The final exam will cover the material presented in the seminars.

Submission of assignments
All assignments for this unit will be submitted through WebCT by the due date and time. Late submission must be negotiated with the lecturer.

TEXTBOOK(S) & RESOURCES

Unit Website
All unit material will be available through WebCT. All assignments will be submitted through WebCT. Lectopia may be accessed through WebCT. If you are enrolled in the unit you will automatically have access to the WebCT pages for this unit. If you do not have this unit in your list of units either adjust your enrolment or speak to the lecturer.

Recommended/required text(s)
If you have access to the 3rd edition you can use that but will need to check for new content against the copy of the 4th edition in closed reserve.

Software requirements
Students are expected to use either Microsoft Access 2003 or 2007. Students who would like to develop their database project using different software must discuss their intentions with the lecturer.

UNIT STRUCTURE

Overview

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. It is therefore important that you attend classes (and be on time). This is particularly important for the seminars presented by student groups. For the database lectures you may choose to attend or not depending on your previous experience of the subject.
### UNIT SCHEDULE

<table>
<thead>
<tr>
<th>Week #</th>
<th>Beginning</th>
<th>Suggested Labwork</th>
<th>Tuesday DB Lecture</th>
<th>Wednesday Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20 July</td>
<td>Introduction to ISM2234</td>
<td>“IT Doesn’t Matter” case study</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>27 July</td>
<td>Create tables and relationships</td>
<td>Introduction to databases</td>
<td>Preparing for group work, Presentation Skills, Verbal plagiarism</td>
</tr>
<tr>
<td>3</td>
<td>3 Aug</td>
<td>Data entry forms</td>
<td>Relational Model</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>10 Aug</td>
<td>Queries</td>
<td>Data Modelling and ER diagrams</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>17 Aug</td>
<td>Reports</td>
<td>Database Design</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>24 Aug</td>
<td>Review questions</td>
<td>Database Design</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>31 Aug</td>
<td>No lecture</td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>NTB</td>
<td>7 Sept</td>
<td></td>
<td>Non Teaching Break</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>14 Sept</td>
<td>Work on your own project</td>
<td>No lecture</td>
<td>16th Sept, Mid semester Exam – DB design</td>
</tr>
<tr>
<td>9</td>
<td>21 Sept</td>
<td></td>
<td>Check DB designs for Project</td>
<td></td>
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<tr>
<td>10</td>
<td>28 Sept</td>
<td></td>
<td>SQL</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>5 Oct</td>
<td></td>
<td>DB Administration</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>12 Oct</td>
<td>V</td>
<td>Other DBMS – life beyond Microsoft Access</td>
<td>Review and revision</td>
</tr>
<tr>
<td>13</td>
<td>19 Oct</td>
<td>Work on your own project</td>
<td>Review and revision</td>
<td>9pm Oct 23rd Submit project to WebCT</td>
</tr>
</tbody>
</table>
Standard of Assessment

The Business School must ensure that the processes of assessment are fair and are designed to maintain the standards of the School and its students. The School follows the University of Western Australia’s grading system:

- **HD** (Higher distinction) 80-100%
- **D** (Distinction) 70-79%
- **CR** (Credit pass) 60-69%
- **P** (Pass) 50-59%
- **N+** (Fail) 45-49%
- **N** (Fail) 0-44%
- **FC** (Failed component)

The School awards marks leading to these grades by using the following general criteria which are presented here as a clear indication of the School’s expectations. These general criteria may be supplemented by specific standards with regard to a particular assignment.

**HD** The student has a clear understanding of theory, concepts and issues relating to the subject and is able to adopt a critical perspective. The student is able to clearly identify the most critical aspects of the task and is able to offer a logically consistent and well-articulated analysis within the analytic framework presented in the unit. The student is able to draw widely from the academic literature and elsewhere but maintains relevance.

**D** The student has a clear understanding of theory, concepts and issues relating to the subject. The student is able to develop an analysis of an issue using the analytic framework presented in the unit and is able to identify and evaluate the critical issues. The student is able to draw upon relevant academic and other material.

**CR** The student demonstrates an understanding of the analytic framework developed in the unit and a partial understanding of concepts and issues. The student is able to identify some key issues and is able to present a logical discussion, but with some conceptual errors or gaps between analysis and conclusions. The student is able to draw upon an adequate range of references and other materials.

**P** The student generally takes a descriptive rather than analytic approach to the subject. The student is able to demonstrate some understanding of the issues involved but does not demonstrate the ability to apply the analytic framework which had been developed in the unit. Draws primarily upon unit materials for referencing.

**N+** The student is unable to demonstrate that he or she understands the core elements of the subject matter. The student is able to provide some insight into issues but misapplies analytic framework developed in the unit, omitting key factors and, for example, drawing conclusions which are not related to the preceding discussion.

**N** The student is unable to demonstrate any understanding of the subject matter. Material presented for assessment is unrelated to unit framework and shows no effort to identify or address critical aspects of the topic.

**FC** Failure of the unit due to failure to complete an identified essential assessment component.

The scaling of marks to ensure comparability between classes is an acceptable academic practice. The School and Board of Examiners have the right to scale marks where it is considered necessary to maintain consistency and fairness.

Special Consideration and Deferred Exams

If something exceptional and beyond your control has interfered with your ability to study in the normal way you should consider completing an application for special consideration. The forms can be obtained at the Undergraduate Student Centre, or from the Student Administration website http://www.studentadmin.uwa.edu.au/welcome/forms

In exceptional circumstances you can also apply for a deferred mid-semester/trimester exam or a deferred end of semester/trimester exam within three (3) university working days from the date of the exam. Application forms can be obtained at the Undergraduate Student Centre.

A student may be granted a deferred examination in one or more of their units if the Sub-Dean of the Business School is satisfied that on the basis of medical or other exceptional reasons the candidate was either:

- substantially and unusually hindered in their preparation for an examination; or
- unavoidably absent from or unable to complete an examination.

Further information concerning Special Consideration and Deferred Examinations is available on the Business School website http://www.business.uwa.edu.au/students/assessments

Supplementary Assessment

Supplementary Assessment is not offered by the Business School, however, students who achieve a grade between 45-49 in the last unit for their undergraduate degree taken in the last semester of study, will be eligible for a supplementary assessment.

Ethical Scholarship, Academic Literacy and Academic Misconduct

**Ethical scholarship** is the pursuit of scholarly enquiry marked by honesty and integrity.

**Academic Literacy** is the capacity to undertake study and research, and to communicate findings and knowledge, in a manner appropriate to the particular disciplinary conventions and scholarly standards expected at university level.

**Academic misconduct** is any activity or practice engaged in by a student that breaches explicit guidelines relating to the production of work for assessment, in a manner that compromises or defeats the purpose of that assessment. **Students must not engage in academic misconduct.** Any such activity undermines an ethos of ethical scholarship. Academic misconduct includes, but is not limited to cheating, or attempting to cheat, through:

- Collusion
- Inappropriate collaboration
- Plagiarism
- Misrepresenting or fabricating data or results or other assessable work
- Inappropriate electronic data sourcing/collection
- Breaching rules specified for the conduct of examinations in a way that may compromise or defeat the purposes of assessment.
Penalties for academic misconduct vary according to seriousness of the case, and may include the requirement to do further work or repeat work; deduction of marks; the award of zero marks for the assessment; failure of one or more units; suspension from a course of study; exclusion from the University, non-conferral of a degree, diploma or other award to which the student would otherwise have been entitled. Refer to the Ethical Scholarship, Academic Literacy and Academic Misconduct located on the University's website at http://www.teachingandlearning.uwa.edu.au/14/for_uwa_staff/policies/student_related_policies/academic_conduct

Academic Conduct Essentials (ACE)

All newly enrolled students are required to complete a short compulsory online unit called Academic Conduct Essentials (ACE) within the first 10 weeks of semester. ACE introduces students to essential knowledge regarding ethical scholarship, it helps prepare them for the expectations they will need to meet during their university career and it informs them of correct academic conduct.

ACE can be accessed via WebCT (http://webct6.uwa.edu.au). In order to pass the unit, the unit quiz must be completed with a mark of 80% or greater. To gain the required pass mark students may attempt the quiz as many times as they wish. Completion of the unit will be recorded as an Ungraded Pass (UP) on the student’s academic record. Non-completion (NC) within the required timeframe will also be documented on formal academic records (ie, in either case the grade will appear on transcripts). More information on ACE is available at http://ace.uwa.edu.au

Acknowledging sources of information

In the course of your individual and team work assignments, you will encounter ideas from many sources. These will include journal and newspaper articles, commentaries, books, web sites and other electronic sources, original case sources, lecture materials. All assignments that you submit must acknowledge all the different sources you have used. Not to acknowledge your sources is plagiarism, a form of dishonesty. Plagiarism is the misappropriation of the work or ideas of others and presenting them as your own. This is reprehensible from both an ethical and legal viewpoint. Neither the School nor the University accepts ignorance or the fact that a student’s previous acts of plagiarism had been undetected as a defence.

In order to avoid engaging in plagiarism it is your responsibility to acknowledge all of your sources in any work submitted for assessment and it is essential that you reference the work of others correctly. Where you quote directly from a source, you must ensure that any direct quotations are placed in quotation marks and are fully referenced. Even when you do not quote directly and are just referring to or expanding on the work of others, you must still acknowledge the sources of your information and ideas. Close paraphrasing in which you change a few phrases around, leave a clause out of a long sentence or put the original sentences in a different order is still plagiarism. To mark words as a quotation the entire text that has been copied should be enclosed within the quotation marks. If the copied text is four or more lines in length, it may be more appropriate to set it as a separate and indented paragraph. Each time that text is copied, the source must be acknowledged with a reference citation, including the page number. If you have any doubts concerning appropriate referencing formats or how to acknowledge the work of others correctly, you should seek the advice of your lecturer.

The Business School has the following regulation on Plagiarism:

“...The Faculty will promote the highest levels of probity and honesty amongst students and will provide instruction on ethical conduct. By submitting assignments and other work for assessment, students acknowledge Faculty's duty to guard against plagiarism, including by electronic means such as Turnitin or Mydropbox. A lecturer may require students submitting written or electronic work to sign a Plagiarism Declaration Form indicating that the work is original.”

Referencing

It is important that the referencing of any sources used in your written work is done properly, if only to substantiate the points you are making in your assignment or project. The Harvard style is the preferred and there are some notes for guidance which have been prepared by the library staff: ‘Citing your Sources Harvard Style’

http://libguides.library.uwa.edu.au/education_training__and__support/guides/how_to_cite_your_sources/citing_your_sources_-_harvard_style

EndNote is a really good system for building up a database of references. Not everyone will want to invest the time in using this system but you should consider it if you intend to build up resource materials or plan to undertake extensive research in a particular area. The library staff have also developed a tutoring package: ‘A Quick Guide to Using EndNote’ which provides the basics for using EndNote with an essay http://libguides.library.uwa.edu.au/endnote

Business IRIS (Introductory Research and Information Skills)

>From Semester 1, 2009 all commencing undergraduate students are required to complete Business IRIS within the first 10 weeks of semester. (Postgraduate students will normally complete Business IRIS as part of their Orientation program.) Business IRIS is an online, self paced unit that provides an introduction to the skills needed to find and use information effectively and efficiently when studying in Business. Topics covered include how to locate and use library resources, the search process and search strategies, how and why to reference work, and evaluating online sources.

Business IRIS is a WebCT unit containing 8 modules, the final one being a self-test module. It is recommended that you work through the modules in the order they are presented and finish with the Test Yourself quiz and survey. Multiple attempts at the quiz are allowed. Completion of the unit will be recorded as an Ungraded Pass (UP) or Ungraded Fail (UF) on your academic record.

Appeals against academic assessment

In the first instance, students are strongly advised to talk informally to the lecturer about the grade awarded. The University provides the opportunity for students to lodge an appeal against any mark which he or she feels is unfair. Any student making an appeal is under an obligation to establish a prima facie case by providing particular and substantial reasons for the appeal. It is recommended that students contact the Guild Education Officers to aid them in the appeals process.

There is a 20 day time limit for making any such appeal. An appeal against academic assessment may result, as appropriate, in an increase or decrease in the mark originally awarded. The University regulations relating to appeals and the form on which the appeal should be lodged can be found at http://www.secretariat.uwa.edu.au/home/policies/appeals

Student Guild contact details

The University of Western Australia Student Guild
35 Stirling Highway