KXO101 Business Information Systems

September 2014 - January 2015

Shanghai, China

Unit Coordinator

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Lecturing Staff

Peter LI
UNIT OVERVIEW

Introduction
This unit introduces the concepts of information systems in a business environment. It examines what is meant by an information system and why they are being used in business. The unit explores how information systems are being used and the issues involved in developing, managing and controlling business information systems.

The tutorials are designed to complement the business information systems theory covered in the unit by developing proficiency in business software applications such as Microsoft Excel spreadsheet software.

Prerequisites
None

Unit Weight
12.5% of one academic year

Learning expectations
The University is committed to high standards of professional conduct in all activities, and holds its commitment and responsibilities to its students as being of paramount importance. Likewise, it holds expectations about the responsibilities students have as they pursue their studies within the special environment the University offers. The University’s Code of Conduct for Teaching and Learning states:

*Students are expected to participate actively and positively in the teaching/learning environment. They must attend classes when and as required, strive to maintain steady progress within the subject or unit framework, comply with workload expectations, and submit required work on time.*

Attendance/performance requirements and teaching and learning strategies
No attendance/performance requirements specified.

Communication
No communication specified.

Teaching Pattern
Teaching is grouped into 13 modules which include: 18 lectures, 12 tutorials, and 4 directed learning activities.

Unit Content
The unit content is grouped into 4 major topics:

- Organisations, Management and the Networked Enterprise
- Information Technology Infrastructure
- Key System Applications for the Digital Age
- Building and Managing Systems

For more information see the section titled 'Content' on the unit website.

Prior Knowledge and/or Skills
Basic computer, word processing, and internet skills are essential.

Learning Outcomes
On successful completion of this unit, you will be able to:

1. Demonstrate knowledge of organisations and practices, for the management of information systems in decision-making.
2. Demonstrate knowledge of information and communication technologies and how these enabling technologies can be used as the foundation and infrastructure for managing information system.
3. Produce business reports and be able to use a variety of communication tools.
4. Solve a range of business problems using productivity tools with an emphasis on spread sheets.
5. Demonstrate a global perspective and an awareness of the range of ethical, legal and cultural issues relevant
to professionals in information systems.

**Generic graduate attributes**

Successful completion of this unit supports your development of course learning outcomes, which describe what a graduate of a course knows, understands and is able to do. The course learning outcomes for all the ICT degrees can be found via: [http://www.utas.edu.au/ict/new-courses](http://www.utas.edu.au/ict/new-courses). Course learning outcomes are developed with reference to national discipline standards, Australian Qualifications Framework (AQF), any professional accreditation requirements and the University of Tasmania's Graduate Quality Statement.

The University of Tasmania experience unlocks the potential of individuals. Our graduates are equipped and inspired to shape and respond to the opportunities and challenges of the future as accomplished communicators, highly regarded professionals and culturally competent citizens in local, national, and global society. University of Tasmania graduates acquire subject and multidisciplinary knowledge and skills and develop creative and critical literacies and skills of inquiry. Our graduates recognise and critically evaluate issues of social responsibility, ethical conduct and sustainability. Through respect for diversity and by working in individual and collaborative ways, our graduates reflect the values of the University of Tasmania.

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Descriptor</th>
<th>Unit Specifics</th>
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<tbody>
<tr>
<td>Knowledge</td>
<td>Graduates will have an in-depth knowledge in their chosen field of study and the ability to apply that knowledge in practice. They will be prepared for life-long learning in pursuit of personal and professional development.</td>
<td>◆ Have a broad understanding of how information systems are used in today’s businesses and organisations; ◆ Understand problems and conflicts of interests arising from the use and implementation of information systems; ◆ Have knowledge of the types of systems in use in most businesses;</td>
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<tr>
<td>Communication Skills</td>
<td>Graduates will be able to communicate effectively across a range of contexts.</td>
<td>◆ Demonstrate oral, written, numerical and graphic communication; ◆ Present well-reasoned arguments, using technology as appropriate; ◆ Access, organise and present information, particularly through technology-based activity;</td>
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<td>Problem Solving Skills</td>
<td>Graduates will be effective problem-solvers, capable of applying logical, critical and creative thinking in a range of problems. They will have developed competencies in information literacy.</td>
<td>◆ Analyse problems and provide solutions to a given information systems and business related problem using productivity tools generally available in a business environment. ◆ Conceptualise problems and formulate a range of solutions; ◆ Find, acquire, evaluate, manage and use relevant information in a range of media.</td>
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**Alterations to the unit as a result of student feedback**
UNIT ASSESSMENT

Assessment Pattern

Internal 70%, Exam 30%

Assessment Summary

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>Directed Learning</td>
<td>20%</td>
<td>Friday of required week - 9:00 pm (Shanghai-time)</td>
</tr>
<tr>
<td>Practical Test</td>
<td>20%</td>
<td>End of Module 9's tutorial (as per timetable)</td>
</tr>
<tr>
<td>Business Project</td>
<td>30%</td>
<td>Thursday 11th Dec 2014 - 9:00 pm (Shanghai-time)</td>
</tr>
<tr>
<td>Exam</td>
<td>30%</td>
<td>The final exam is conducted by the University of Tasmania’s Student Centre in the formal examination period. AIEN's Teaching and Learning Administration Office will provide you with the specific date, time and location of your exam.</td>
</tr>
</tbody>
</table>

Assessment Items

**Item 1**  
**Title:** Directed Learning  
**Type:** In-Semester - learning tasks  
**Task Length:** As required  
**Weighting:** 20%  
**Links to Learning Outcomes:** 1, 2, 5  
**Due:** Friday of required week - 9:00 pm (Shanghai-time)  
**How To submit:**  
**Description:** This is an individual assignment that requires logging onto MyLO to complete a series of ‘Best correct answer’ multiple-choice Quizzes that relate to the required textbook chapters and case studies. This allows students to demonstrate and enhance their knowledge of the topics covered in the unit. *Full details are given in the Assignment 1 specifications sheet available from MyLO.*

**Item 2**  
**Title:** Practical Test  
**Type:** In-Semester - test  
**Task Length:** 40 Minutes (duration of tutorial)  
**Weighting:** 20%  
**Links to Learning Outcomes:** 4  
**Due:** End of Module 9's tutorial (as per timetable)  
**How To submit:**  
**Description:** Students are to sit a practical test during their assigned tutorial times. During this time students will be required to complete an MS Excel workbook, as outlined in the assessment sheet, and submit it before the end of the tutorial.

**Item 3**  
**Title:** Business Project  
**Type:** In-Semester - group assignment  
**Task Length:** As required  
**Weighting:** 30%  
**Links to Learning Outcomes:** 1, 2, 3  
**Due:** Thursday 11th Dec 2014 - 9:00 pm (Shanghai-time)  
**How To submit:**  
**Description:** Students will be required to create an in-depth MS Excel workbook that addresses a wide range of the skills that students have learnt in the tutorials held over the semester. It is important that the MS Excel workbook is useful and easy to navigate for the business purpose it is intended for. A high quality MS PowerPoint presentation based on the work developed in the Excel spreadsheet is also required. The presentation is to be of a quality suitable for presenting to members of a Board of Management. *Full details are given in the Assignment 3 specifications sheet available from MyLO.*

**Item 4**  
**Title:** Exam  
**Type:** Formal Examination  
**Task Length:** 2 hours  
**Weighting:** 30%  
**Links to Learning Outcomes:** 1, 2, 5  
**Due:** The final exam is conducted by the University of Tasmania’s Student Centre in the formal examination period. AIEN's Teaching and Learning Administration Office will provide you with the specific date, time and location of your exam.  
**Description:** This is a closed book exam.
See the 'Assessment' section in unit website for more detailed information about assessment items.

**How your Final Grade will be determined**

Overall assessment will be based on the student’s performance throughout the semester as well as in a formal examination. In order to achieve a pass (or better) result, a student must obtain:

1. at least 45% of the total mark for in-semester assessment items  
2. at least 45% of the mark for the formal examination  
3. at least 50% of the overall mark

**Attendance Requirements**

It is a requirement of your Chinese university that you attend all classes. UTAS supports this principle. It is our belief that attendance in class leads to better engagement with the subject matter and therefore to better results. Please attend all classes.
UNIT RESOURCES

Unit Web Site

This unit is Web Dependent: content & communication. This means that you will need to use the Web for this unit. The unit website contains unit information and resources. The unit website is accessed from http://www.utas.edu.au/coursesonline/. You will need to use your University of Tasmania email pop account username and password to log on to the MyLO system. Once authenticated by the system your personalised MyLO Learning Online area will be displayed. It contains links to the websites that you have permission to access - including the website for this unit. If you are not able to access the unit website, please contact the technical staff at SOU.

Prescribed Text


Software

The software that you will need to access the unit website and to study this unit, including general purpose software such as word processors, is provided on the computers in the computing labs. If you intend to use software on other computers please check that the versions are compatible. Students are required to have access to Microsoft Excel, Word and PowerPoint, 2007 or later versions. Assessment tasks are to be completed using the MS Office version/s that AIEN-SOU provide in their computer labs.
GENERAL RESOURCES

School Website

Discipline of ICT, School of Engineering and ICT - Faculty of Science, Engineering, and Technology. http://www.utas.edu.au/ict

Faculty Website

Information and Resources for Faculty of Science, Engineering and Technology students are available on the faculty website at: http://www.utas.edu.au/scieng

University Website

Information and Resources for 'Current Students' are available on the university website at: http://www.utas.edu.au/students/
**Approach to Learning**

The University is committed to high standards of professional conduct in all activities, and holds its commitment and responsibilities to its students as being of paramount importance. Likewise, it holds expectations about the responsibilities students have as they pursue their studies within the special environment the University offers.

The University's Code of Conduct for Teaching and Learning states:

Students are expected to participate actively and positively in the teaching/learning environment. They must attend classes when and as required, strive to maintain steady progress within the subject or unit framework, comply with workload expectations, and submit required work on time.

You are expected to spend about 130 hrs studying in this unit - this includes attendance at scheduled teaching sessions. (For a 13 week semester this is, on average, 10 hr/wk.) This is the amount of study time that the 'typical' student will need to reach the level of competence and understanding required to fulfil the unit objectives. You are expected to:

- attend all scheduled teaching sessions, unless otherwise notified by the unit coordinator
- prepare for, and actively participate in all scheduled teaching sessions
- complete the assigned learning tasks
- review what has been learnt
- complete assessment items and submit them on time
- access and be familiar with the information and resources available on the unit website
- seek help from teaching staff if you have any questions or difficulties in studying this unit

You are encouraged to read the university's Code of Conduct for Teaching and Learning. Part A describes the 'Responsibility of the University to Students' and part B describes the 'Responsibilities of Students to the University'.


It is expected that students will familiarise themselves with access and use of the MyLO system operated by the University for the electronic delivery of course materials, and for various forms of communication.

It is expected that students will consult email sent to their University email address at least twice a week for notices relating to the administration of the unit, and for notification of the results of assignments.

It is expected that students will read the background material specified in the course curriculum, will actively attend and participate in tutorials, and be prepared to discuss relevant issues arising with tutors, lecturers and fellow students.

**Student Expectations of the Unit**

Students enrolled in this Unit may reasonably expect the following:

1. To be able to contact a lecturer or tutor by electronic mail, to raise issues arising in the unit, either relating to content or student performance within the unit.
2. Subject to availability, to be able to discuss such issues in person with the lecturer or tutor.
3. That assignments will be marked and the marks will normally be returned within 3 weeks of due dates.
4. That all relevant notices regarding the administration of the unit, including any necessary changes, will be communicated to all students enrolled in the unit via email.

*These expectations are in addition to those specified in relevant University regulations.*
Plagiarism

In your written work you will need to support your ideas by referring to scholarly literature, works of art and/or inventions. It is important that you understand how to correctly refer to the work of others, and how to maintain academic integrity. Failure to appropriately acknowledge the ideas of others constitutes academic dishonesty (plagiarism), a matter considered by the University of Tasmania as a serious offence.

Unless specifically stated in the specification of the assessment item provided on the unit website, it is required that:

- work submitted by a student is the work of that student alone OR
- where the assessment item is to be completed by a group of students, the work submitted by the group of students is the work of that group of students alone.

While students are encouraged to discuss the assignments in this unit and to engage in active learning from each other, it is important that they are also aware of the University's policy on plagiarism. Plagiarism is taking and using someone else's thoughts, writings or inventions and representing them as your own; for example downloading an essay wholly or in part from the internet, copying another student's work or using an author's words or ideas without citing the source.

"Plagiarism is a form of cheating. It is taking and using someone else's thoughts, writings or inventions and representing them as your own; for example, using an author's words without putting them in quotation marks and citing the source, using an author's ideas without proper acknowledgment and citation, copying another student's work."

If you have any doubts about how to refer to the work of others in your assignments, please consult your lecturer or tutor for relevant referencing guidelines. You may also find the Academic Honesty site on MyLO of some assistance.

The intentional copying of someone else's work as one's own is a serious offence punishable by penalties that may range from a fine or deduction/cancellation of marks and, in the most serious of cases, to exclusion from a unit, a course or the University. Details of penalties that can be imposed are available in the Ordinance of Student Discipline - Part 3 Academic Misconduct, see [http://www.utas.edu.au/__data/assets/pdf_file/0006/23991/ord91.pdf](http://www.utas.edu.au/__data/assets/pdf_file/0006/23991/ord91.pdf).

The University and any persons authorised by the University may submit your assessable works to a plagiarism checking service, to obtain a report on possible instances of plagiarism. Assessable works may also be included in a reference database. It is a condition of this arrangement that the original author's permission is required before a work within the database can be viewed."

It is important that you understand this statement on plagiarism. Should you require clarification please see your unit coordinator or lecturer. Useful resources on academic integrity, including what it is and how to maintain it, are also available at: [http://www.academicintegrity.utas.edu.au](http://www.academicintegrity.utas.edu.au)

Academic misconduct

Academic misconduct includes cheating, plagiarism, allowing another student to copy work for an assignment or an examination, and any other conduct by which a student:

a. seeks to gain, for themselves or for any other person, any academic advantage or advancement to which they or that other person are not entitled; or

b. improperly disadvantages any other student.

Students engaging in any form of academic misconduct may be dealt with under the Ordinance of Student Discipline, and this can include imposition of penalties that range from a deduction/cancellation of marks to exclusion from a unit or the University. Details of penalties that can be imposed are available in Ordinance 9: Student Discipline [http://www.utas.edu.au/__data/assets/pdf_file/0006/23991/Ordinance-9-Student-Discipline.pdf](http://www.utas.edu.au/__data/assets/pdf_file/0006/23991/Ordinance-9-Student-Discipline.pdf) - Part 3 Academic Misconduct.

Referencing

The preferred text referencing systems for the School is the Harvard system (also referred to as the author-date system). In your written work you will need to support your ideas by referring to scholarly literature, works of art and/or inventions. The University library provides information on presentation of assignments, including referencing styles and should be referred to when completing tasks in this unit. For information on presentation of assignments,
It is important that you understand how to correctly refer to the work of others and maintain academic integrity. Failure to appropriately acknowledge the ideas of others constitutes academic dishonesty (plagiarism), a matter considered by the University of Tasmania as a serious offence. The university document on plagiarism contains information about referencing the work or ideas of others (see http://www.utas.edu.au/plagiarism/).
**Submissions**

The details of the submission method (paper, electronic or other) for each assignment will be supplied in a separate assignment specification sheet. All in-semester assignment submissions (including electronic submissions) are to include an Assignment Cover Sheet which includes a statement confirming that the submission is your own work. If this undertaking is not signed, the assignment will not be marked. The Assignment Cover Sheet is available on the Discipline’s web site [http://www.utas.edu.au/ict/resources](http://www.utas.edu.au/ict/resources).

**Extensions**

Assessment items will not be accepted after the due date except under the conditions stated in the Discipline policy on late assessment. [http://www.utas.edu.au/__data/assets/pdf_file/0003/231960/ExtensionPolicy.pdf](http://www.utas.edu.au/__data/assets/pdf_file/0003/231960/ExtensionPolicy.pdf) (PDF - 100KB).

**Review of Assessment and Appeals**

1. It is expected that students will adhere to the following policy for review of any piece of continuous assessment.
   a. Within 5 days of the release of the assessment result, the student should request an appointment with the Lecturer. The student should be prepared to discuss specifically which section of the marking criteria they are disputing and why they consider the mark is inappropriate.
   b. Following this discussion, students may request a formal remark of the original submission (in accordance with Rule of Academic Assessment 111, clause 22.1). This remark will be undertaken, where practicable, by an alternative assessor.

2. Students may also request a review of the final result in a unit. The request and payment must be made within 10 days from the date of the result notification. Students are referred to Rule of Academic Assessment 111, clause 23 at [http://www.utas.edu.au/university-council/university-governance/rules](http://www.utas.edu.au/university-council/university-governance/rules) and [http://www.studentcentre.utas.edu.au/examinations_and_results/results/result_review_results.htm](http://www.studentcentre.utas.edu.au/examinations_and_results/results/result_review_results.htm).

**Complaints Procedure**

It is expected that students will adhere to the following policy for making any complaint or grievance directly related to a Unit:

a. In the first instance, students are to approach the Lecturer or Unit Coordinator concerned and arrange a time to speak with them about their concern.

b. If an issue remains unresolved, the student should approach the Head of School and arrange a time to speak with them about their concern.

If the School's internal policy of complaints is unable to resolve an issue, students should consult Ordinance 8 Student Complaints for further direction, see [http://acserv.admin.utas.edu.au/complaints_info.html](http://acserv.admin.utas.edu.au/complaints_info.html).

**Formal Examination**

The formal examination will be held at SOU, Shanghai, and is conducted by the University Registrar.

**Final Grade**

Passing grades will be awarded based on the AVCC guidelines:

- PP at least 50% of the overall mark but less than 60%
- CR at least 60% of the overall mark but less than 70%
- DN at least 70% of the overall mark but less than 80%
- HD at least 80% of the overall mark

In order to comply with the benchmarks set by the Faculty of Science, Engineering & Technology for distribution of grades in units, both the in-semester and examination marks that students obtain may be adjusted either upwards or downwards. See [http://fcms.its.utas.edu.au/scieng/scieng/policies.asp](http://fcms.its.utas.edu.au/scieng/scieng/policies.asp) for details of the Faculty Assessment Guidelines.

**Further information and assistance**

If you are experiencing difficulties with your studies or assignments, have personal or life-planning issues, disability or illness which may affect your course of study, you are advised to raise these with the unit coordinator in the first instance.

Should you require assistance in accessing the Library, visit their website (http://www.utas.edu.au/library/study) for more information.