



UNIVERSITY
OF TASMANIA

School of Information Systems

Faculty of Business

BSA101
Business Information Systems

Semester 2, 2006

Unit Outline

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All emails should be sent to the Unit Co-coordinator via email:
BSA101Help@infosys.utas.edu.au (and not to the lecturer).

Emails should include

*Students full name, Student ID, Unit Code BSA 101, contact detail:
any email history, campus and the exact nature of the question
or request i.e. extension, assessment task*

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Unit summary

Unit code	BSA101				
Unit title	Business Information Systems				
Unit description	<p>This unit is the foundational unit in the Bachelor of Information Systems. It is designed to prepare students for the three streams within the degree course - system development, management of IS and e-business.</p> <p>The unit is designed for all students who wish to gain an understanding of information systems in business; it also acts as a core unit for Commerce students.</p>				
Special notes	None				
Teaching staff	<table><tr><td>Hobart Lecturer</td><td>Asger Steffensen</td></tr><tr><td>Launceston Lecturer</td><td>Lynne Gerke</td></tr></table>	Hobart Lecturer	Asger Steffensen	Launceston Lecturer	Lynne Gerke
Hobart Lecturer	Asger Steffensen				
Launceston Lecturer	Lynne Gerke				
Campus & mode	Hobart & Launceston Delivery of content available via Vista (in Launceston)				
Unit weight	12.5%				
Teaching pattern	Two 1-hour lectures per week (Weeks 14-26) One 1-hour tutorial per week (weeks 15-26)				
Pre and Corequisites	None				
Mutual exclusions	BFA121, KCA173, KCA180, KXA101				
Assessment	Continuous (100%)				
Required texts, etc	<p>BSA101 <i>Study Guide</i>, Semester 2, 2006</p> <p>Laudon, K & and Laudon, J 2006, <i>Management Information Systems (Managing the Digital Firm)</i>, 9th Edition, Prentice Hall, New Jersey</p>				

Recommended reading

Grauer, R & Barber, M, 2004, *Microsoft Office Excel 2003*, Prentice Hall, New Jersey.

Curtis, G 2005, *Business Information Systems*, Prentice Hall, Harlow.

Haag, S Cummings, M & McCubbrey , D 2004 , *Management Information Systems for the Information Age*, McGraw-Hill, New York.

Jessup, LM 2005, *Information Systems Today*, Prentice Hall, New Jersey.

O'Brien J 2005, *Introduction to Information Systems*, McGraw-Hill, New York.

Stair R & Reynolds G 2003, *Principles of Information Systems*, Thomson, Canada.

Turban, E, McLean, E & Wetherbe, J 2004, *Information Technology for Management*, Wiley, USA

Technical Requirements None

Software Requirements Students are expected to have access to Microsoft Excel 2000 and Microsoft Word 2000, or later versions.

Further learning resources required

Non-text resources

Use Vista at

<http://vista.utas.edu.au/webct/logonDisplay.dowebct>

<http://myphilip.pearsoncmg.com/cw/mpbookhome.cfm?vbookid=486>

(This has a Multiple Choice Test for each section)

Other publications

For information on report format refer to

Dwyer, J. 2003, *Business Communication Handbook*, Prentice Hall, Sydney

Courses C3C, C3E, C3L, R3M, C3S, C3U, C3X, F3R, C3Z, R3K, G3B, G3C, L3K

Faculty web site www.utas.edu.au/commerce/

Aim

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.

Lecture topics include

- Business issues - functions, competitive advantage, e-business
- Technology & People - ICT, careers, ethics
- Development & Management of Information Resources

Tutorials are designed to develop proficiency in business software applications including spreadsheets and databases. Business report and financial modelling, case study analysis and personal software productivity are also covered.

Learning outcomes and Evidences

On completion of this unit, you should:

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

Upon successful completion of this unit a student should have attained:

1. *A knowledge of organisations and practices, for the management of information systems in decision-making.*

Assessment

Evidence:

HD level: Demonstrate an in-depth knowledge of organisations and management by comparing, contrasting and justifying information systems.

DN level: Demonstrate an extensive knowledge organisation and management.

CR level: Demonstrate a sound knowledge of organisation and management.

PP level: Demonstrate a satisfactory knowledge of organisation and management.

2. *A knowledge of information and communication technologies and how these enabling technologies can be used as the foundation and infrastructure for information system.*

Assessment

Evidence:

HD level: Demonstrate an in-depth knowledge of how these technologies can be employed.

DN level: Demonstrate an extensive knowledge of how these technologies can be employed.

CR level: Demonstrate a sound knowledge of how these technologies can be employed.

PP level: Demonstrate a satisfactory knowledge of how these technologies can be employed.

3. *An understanding of information system analysis, design and development.*

Assessment

Evidence:

HD level: Demonstrate an in-depth understanding of system analysis, design and development.

DN level: Demonstrate an extensive understanding of system analysis, design and development.

CR level: Demonstrate a sound understanding of system analysis, design and development.

PP level: Demonstrate a satisfactory understanding of system analysis, design and development

4. *An understanding of how to produce business reports, memos and letters and be able to use a variety of communication forms.*

Assessment

Evidence:

HD level: Communicate accurately, using all important and appropriate features

DN level: Communicate accurately and appropriately, using the most important features.

CR level: Communicate using basic features and many important features.

PP level: Communicate using basic features.

5. *The ability to solve a range of business problems using productivity tools with an emphasis on spread sheeting*

Assessment

Evidence:

HD level: Able to produce a solution using a wide range of advanced features and tools.

DN level: Able to produce a solution using the most advanced features and tools

CR level: Able to produce a solution using some advanced features and tools.

PP level: Able to produce a solution using basic features.

6. *The ability to demonstrate a global perspective and an awareness of the range of ethical, legal and cultural issues relevant to professionals in information systems.*

Assessment

Evidence:

HD level: Demonstrate an in-depth knowledge of the ethical, legal and cultural issues.

DN level: Demonstrate an extensive knowledge of the ethical, legal and cultural issues.

CR level: Demonstrate a sound knowledge of the ethical, legal and cultural issues.

PP level: Demonstrate a satisfactory knowledge of the ethical, legal and cultural issues.

Generic graduate attributes

Knowledge - 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

Communication Skills - Graduates will be able to communicate effectively across a range of contexts

Problem-solving Skills - Graduates will be effective problem-solvers, capable of applying logical, critical and creative thinking to a range of problems. They will have developed competencies in information literacy

Global Perspective - Graduates will be able to demonstrate a global perspective and inter-cultural competence in their professional lives

Social Responsibility - Graduates will act ethically, with integrity and social responsibility.

Prior knowledge &/or skills

Basic word processing, internet and e-mail skills.

Students should ensure that they have the above IT skills. Refer to the section on [Further Information and Assistance](#) for help and training courses.

This unit cannot be counted together with BFA121 Business Information Systems, KCA173 Information Systems, KCA180 Information Systems 1 or KXA101 Business Computing, towards a degree or diploma.

Prerequisite/corequisite units - none

Details of teaching arrangements

Lectures

Two 1-hour lectures per week (Weeks 14-26)

Hobart

Geology/Geography Lecture Theatre 1
Tuesday 3.10pm - 5.00pm

Launceston

Room A153 (Lecture Theatre 2)
Thursday 1.10pm – 3.00pm

Cradle Coast

UCL1-13 (this room is in the 'campus link' -next to the postgrad lab- in C Block, TAFE Tasmania Mooreville Road – just 5 minute's walk up the road from the CCC)
Friday 9am – 11am

Tutorials

One 1-hour tutorial per week (weeks 15-26)

Students will be allocated to tutorials by the end of week 14. Viewing and changing tutorial times can be done through the electronic tutorial booking system available via

<http://www.utas.edu.au/infosys/students/tbshelp.html>

Tutorials will cover the practical component of the course and will include financial modelling using the advanced features of EXCEL, as well as some report creation skills using WORD and database skills using ACCESS.

Tutorials are based on the assumption that students have acquired basic skills in Word Processing and Electronic Mail. For those students with no prior experience please refer to the FREE computer courses handout provided by IT Services or telephone 6226 1818 for further details.

Students MUST bring their Statement of Fees and Enrolment to the first tutorial. This document includes each student's user name and electronic password for accessing email.

Help sessions will be organised as per demand.

Access to information technology

Hobart, IS PC Labs, Information Systems Building
Students will have 24 hour 7 day a week access to the computer laboratories during the academic year. Proximity cards have to be used to gain access to laboratories.

Launceston D130, First Floor, Building D
D130 is the main School of Information Systems computer lab. Access is only available during the normal building open hours.

Notes:

Login codes are printed on the student's Statement of Fees and Enrolment. Use of these login codes is based on the assumption that each student has read and agreed to abide by the Ethics Agreement form.

Occupational Health and Safety (OH&S)

The University is committed to providing a safe and secure teaching and learning environment. In addition to specific requirements of this unit you should refer to the University's policy at:

http://www.admin.utas.edu.au/hr/ohs/pol_proc/ohs.pdf

Lecture schedule

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**I
C
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**D
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V
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N
A
G
E**

Week	Lecture	Date Beginning	Topic	Required Reading Laudon	Recommended Reading Haag
14	1	17 Jul	Introduction to Course		
	2		What is a BIS?	Chap 1	Chap 1
15	3	24 Jul	Business functions and systems	Chap 2	Chap 1
	4		Case study -Fisher Paykel		
16	5	31 Jul	Operational & Management IS	Chap 2	Chap 1
	6		Competitive advantage	Chap 3	Chap2&5
17	7	7 Aug	Organisations and Business	Chap 4	Chap 2
	8		Electronic Business	Chap 4 & 1	Chap 5
18	9	14 Aug	Software & Hardware	Chap 6	ELM A
	10		Telecommunications, Networks	Chap 8	
19	11	21 Aug	Internet	Chap 9	ELM B
	12		Systems Analysis & Development	Chap 12	Chap 6
20	13	28 Aug	Design & Demonstration	Chap 7,14	Chap 3
	14		Risk and Change	Chap 13	
			BREAK		
21	15	11 Sep	People - IS Careers		
	16		Project Management	Chap 13	Chap 6
22	17	18 Sep	Executive & DSS	Chap 10 &11	Chap 4
	18		Control and security	Chap 14	Chap 8
23	19	25 Sep	Impact - social, ethical, human,	Chaps. 5 &15	Chap 8
	20		Theory Review		
24	21	2 Oct	Theory Test (Multiple Choice) Time & place to be confirmed		
	22		SETL		
25	23	9 Oct	Business Project (Feasibility)	Proj. Sample	
	24		Project Workbook Demonstration	Project Sample	
26	25	16 Oct	Project Report Demonstration		
	26		Question & Answers		

Tutorial schedule

Week	Tute	Date Beginning	Topic	Module
15	1	24 Jul	Reports and Advanced Word Processing	Module 1
16	2	31 Jul	Business Report SWOT Group Work	Module 2
17	3	7 Aug	Vista, Organising files Referencing, Accessing online Information, Submission	Module 3
18	4	14 Aug	Introduction to Excel Formatting Validation Formulae etc. Webpages	Module 4
19	5	21 Aug	Cell Referencing Functions Times Table	Module 5
20	6	28 Aug	Graphs and charts & Spreadsheets Test Preparation (Mixed Cells)	Module 6
			BREAK	
21	7	11 Sep	Practical Test	Module 7
22	8	18 Sep	Database	Module 8
23	9	25 Sep	List and Data Management Pivot Table & Subtotals	Module 9
24	10	2 Oct	Functions VLOOKUP Scenario Manager Scenario Summary	Module 10
25	11	9 Oct	Consolidation Data Integrating word processing and spreadsheets Linking, Embedding	Module 11
26	12	16 Oct	Assistance with Business Project	

**INFORMATION
ACCESS
SHARING &
PRESENTATION**

**BUILDING A
SPREADSHEET**

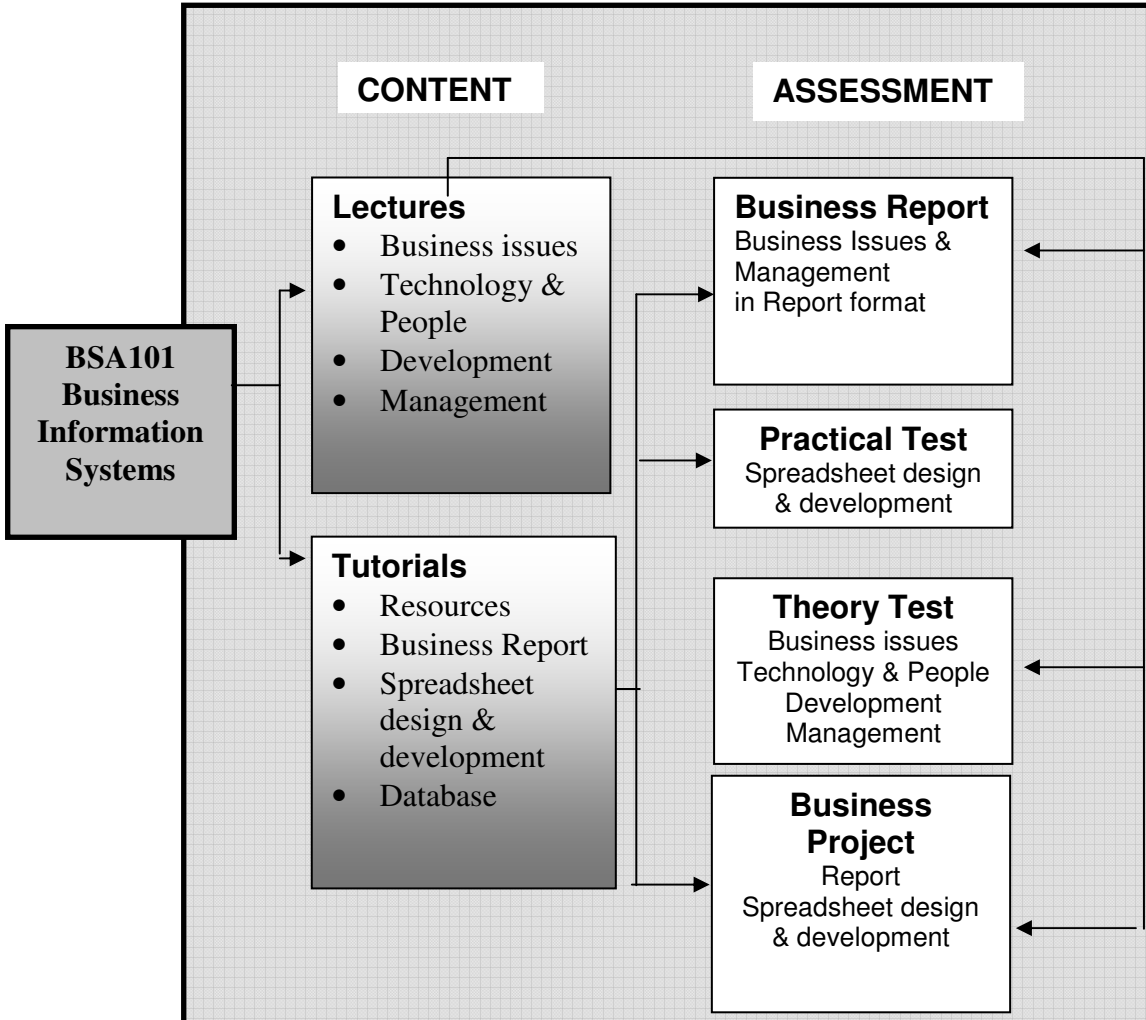
**STRUCTURE
DESIGN &
OUTPUT**

**DATA &
DECISION
MAKING**

INTEGRATION

NOTE: The Unit Co-ordinator reserves the right to alter lecture and tutorial arrangements. Students will be advised of changes to the program via their University email account and it remains the responsibility of the student to check their email for such changes two times every week.

Unit Structure



Learning expectations and strategies

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.

It is expected that students will familiarise themselves with access and use of the Vista 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 have all appropriate course material available electronically (on a week-by-week basis) via the University Vista systems.
2. 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.
3. Subject to availability, to be able to discuss such issues in person with the lecturer or tutor.
4. That assignments will be marked and the marks will be returned with 3 weeks of due dates.
5. 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.

Learning strategies

If you need assistance in preparing for study please refer to your tutor or lecturer. For additional information refer to the Learning Development website : <http://www.utas.edu.au/learndev/>

If you will be using Vista for the first time and would like some information on how to use Vista refer to the following guide:
http://www.utas.edu.au/coursesonline/docs/WebCT_WebCTVista_Brochure.pdf

Assessment Summary

Assessment Task Component	Test Weight/Value	Non-Test Weight /value	Due
Assignment 1: Business Report		25%	Week 17- Sunday 13 Aug.
Assignment 2: Practical Test (Spreadsheet)	20%		Week 21 - Tutorial beginning 11 Sep
Assignment 3: Theory Test (Multiple Choice)	20%		Week 24 - The lecture has been rescheduled for this week only, time & place to be confirmed by lecturer.
Assignment 4: Business Project		35%	Week 26- Sunday 22 Oct
	40%	60%	

Assessment tasks take the form of both Tests (Theory and Practical) and Assignments (Businesses Report and Business Project)

Specific attendance/performance requirements

Tests -Theory and practical

Students must attend their **allocated time in the computer laboratories for the practical test and theory test**. You may be required to leave if you attend at another tutorial time for practical tests.

Students must complete the test in the prescribed week.

Students must produce their student identification card or they may not be permitted to sit the tests.

If you are unable to sit a test in your allocated time due to a medical condition (supported by a medical certificate) or other **serious** cause, you may contact the unit lecturer for an extension. This should be done before the test.

If an extension is granted you will need to complete and have signed by the unit lecturer a Test Extension Form, available from the School Offices. This form can be emailed.

How your final result is determined

In order to pass a unit, the School of Information Systems expects that students:

- Achieve a total of at least 45% in the tests (i.e. at least 18 marks out of 40 marks); and
- Achieve a total of at least 45% in the non-test assessment (i.e at least 27 marks out of 60 marks) and
- Achieve a total mark of at least 50% in the total assessment of the unit.

Note:

In exceptional circumstances, the School reserves the right to adjust the above assessment rule.

Submission of assignments

Students must submit assignments for the unit by the specified dates and times (if given), unless prior approval has been granted via an assignment extension form, at least 24 hours before the assignment is due to be submitted.

Every assessment task has a due date and method of submission. These due dates and methods of submission must be adhered to.

For each piece of assessment, there will be only one method of submission. For BSA101 all assignments are to be submitted via Vista. No email submissions will be accepted. Students are to name their files in the following manner: <username>_<AssignmentName>. **For example: bloggsj_report.**

Notes:

Students must take responsibility for the correct submission of their assignments. Students are expected to adhere to the following procedure for submission:

- **Once submitted to Vista, submitted files MUST be checked by the student to ensure that correct submission of the file has been undertaken.**

- **Students are expected to notify the Lecturer WITHIN TWO HOURS of submission if their files have not been submitted correctly. Students must take responsibility for safely backing up of their own files during the academic year to ensure that no files are permanently lost.**

Requests for extensions

Extensions will be given only under the following conditions:

- Employment related issues: Arrangements for an extension must be made with the lecturer prior to the assignment due date. Documentation from your employer is required.
- Illness: A medical certificate must be presented to the lecturer either prior to the due date or as soon as possible after the due date.

The lecturer of the unit will address any extraordinary extension falling outside of these criteria.

All extensions must be applied for at least 24 hours before and can be emailed, full details must be provided. Verbal extensions will not be accepted.

Students should not assume that all extension applications will be granted. Students must have received confirmation of the extension by the Lecturer in order for an extension to be granted.

Any extension granted will have a new submission due date and time.

Assignments that are not submitted by the due date and time will incur the following penalties:

Penalties

10% (of mark achieved) per day or part thereof (excluding extensions) for late submissions.

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 under with Rule of Academic Assessment 111, clause 23 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:

<http://www.utas.edu.au/universitycouncil/legislation/rule111.pdf>

and http://www.admin.utas.edu.au/ac_serv/flowchart_review_assesment.pdf

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.

Academic referencing

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 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 appropriate referencing style for the School of Information Systems is Harvard Referencing. Students are expected to adhere to the School of Information System's preferred method of Referencing and Citation, as outlined in <http://www.utas.edu.au/library/assist/gpoa/gpoa2.html>.

For information on presentation of assignments, including referencing styles: <http://www.utas.edu.au/library/assist/gpoa/gpoa.html>

Please read the following statement on plagiarism. Should you require clarification please see your unit coordinator or lecturer.

Plagiarism

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 detection software is currently being tested by the University of Tasmania.

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, and the academic integrity resources on the web at <http://www.utas.edu.au/tl/supporting/academicintegrity/index.html>. 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/universitycouncil/legislation/>

The University reserves the right to submit assignments to plagiarism detection software, and might then retain a copy of the assignment on its database for the purpose of future plagiarism checking.

It is important that you understand this statement on plagiarism. Should you require clarification please see your unit coordinator or lecturer

For further information on this statement and general referencing guidelines, see <http://www.utas.edu.au/plagiarism/>. Useful resources on academic integrity, including what it is and how to maintain it, are also available at <http://www.utas.edu.au/tl/supporting/academicintegrity/>

Further information and assistance

To obtain assistance with the course you should:

1. Speak to the lecturer or tutors, who will be available at designated times
2. Contact the Unit Coordinator via
email: BSA101Help@infosys.utas.edu.au
3. Arrange an appointment with a lecturer in advance, either via email to BSA101Help@infosys.utas.edu.au, by phoning the School Office on extension 6200 (Hbt) or 3411 (Ltn), or by calling at the School Office in either Hobart or Launceston.

All emails should be sent to the Unit Co-coordinator (and not to the lecturer) and it should include

- *Student's full name, Student ID, Unit Code BSA 101, campus, contact details (ie mobile no.) and the exact nature of the question or request i.e. extension, assessment task.*

Communicating announcements to students in relation to this unit will be conducted in lectures and via email. Students therefore must check their email and Vista at least on a twice weekly basis.

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 your lecturer in the first instance.

There is a range of University-wide support services available to you including Student Services, International Services and Learning Development. Please refer to the *Current Students* homepage at: <http://www.utas.edu.au/students/> Should you require assistance in accessing the Library visit their website for more information at <http://www.utas.edu.au/library/>

Your contact Librarian for this unit is: Ms Heather Mitchell, Morris Miller Library.

IT Training Online including the International Computer Driver's Licence (ICDL) http://www.utas.edu.au/it_training/

Web Mail ITS Help at

<http://www.utas.edu.au/servicedesk/helpsheet/index.html> or
<http://www.utas.edu.au/servicedesk/student/index.html>

Vista Help- Refer to (Revision Tutorial) Modules

<http://vista.utas.edu.au/webct/logonDisplay.dowebct>

<http://www.utas.edu.au/tlo/browse.htm?L2=students>

<http://www.utas.edu.au/coursesonline/>

International Services website provides information on the assistance available to international students, visit their site at:

<http://www.international.utas.edu.au/index.php>

The Learning Development website has a wide range of resources on study skills and learning strategies, visit their site at

<http://www.utas.edu.au/learndev/>

These include the enabling programs UniStart and UPP.

Help resolving concerns about this unit

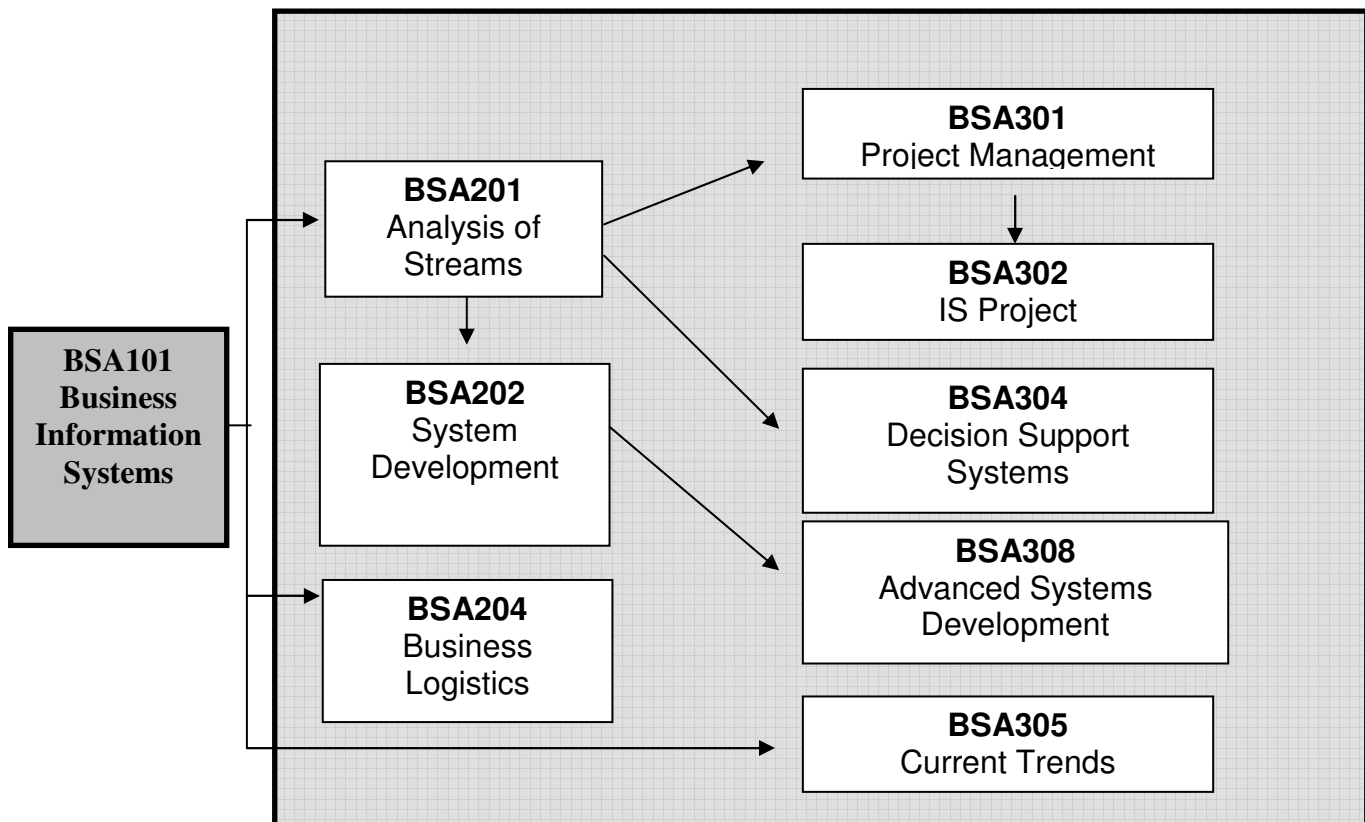
In the first instance you should contact your lecturer. If the matter is still unresolved and you would like to know who to contact or the procedures for resolving your concern refer to the following website:

<http://www.utas.edu.au/universitycouncil/legislation/ord8.pdf>

The Hobart based Tasmanian University Union (TUU) or the Launceston/Burnie based Student Association (SA) may also be able to assist.

Unit overview

BSA101 is a prerequisite for a number of other units offered by the School of Information Systems



The School reserves the right to alter the details contained in this Unit Outline. Students will be advised of changes to the outline via their University email account and it remains the responsibility of the student to check their email for such changes.