INFS1602
INFORMATION SYSTEMS IN BUSINESS

Course Outline
Semester 1, 2016

Part A: Course-Specific Information

Please consult Part B for key information on Business School policies (including those on plagiarism and special consideration), student responsibilities and student support services.
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PART A: COURSE-SPECIFIC INFORMATION

1 STAFF CONTACT DETAILS
Lecturer-in-charge (LIC): Dr Eric Lim
Room: QUAD 2084
Phone No: +61 (2) 9385 4688
Email: e.t.lim@unsw.edu.au
Consultation Times – See below (and by appointment)

Tutor-in-charge: Ms Jill Moore
Room: QUAD2092
Email: jill.moore@unsw.edu.au
Consultation Times – TBA

Tutor: Chona Ryan
Email: chona.ryan@unsw.edu.au

Tutor: To be updated
Email: To be updated

The best way to contact your lecturer or tutor is via email. Consultation time with the Lecturer-in-charge (LIC) is on Wednesdays between 1430hrs and 1530hrs and by appointment.

Please use your UNSW email account to contact staff members. In order to protect student privacy, staff members will not answer queries or disclose information relating to assessments of students if a non-UNSW email account is used. Please note that formal notices and correspondence regarding the course will only be sent to your UNSW email account.

Please contact Margaret Lo (QUAD2091) should you not be able to contact either the LIC or your tutor. Alternatively if you need to contact the school urgently, ring +61 (2) 9385-5320 or email: istm@unsw.edu.au.

2 COURSE DETAILS

2.1 Teaching Times and Locations
The lecture is held Weeks 1-12 on Tuesday from 1300hrs to 1400hrs in Physics Theatre (K-K14-19). A repeat lecture is held on Wednesday from 1300hrs to 1400hrs in Ainsworth Building G03 (K-J17-G03). Please be in lectures and workshops no later than 5 minutes past the hour as late arrivals at classes are very disruptive.

Workshops are held each week from Week 2-13. A list of workshop times and locations is available at: http://www.timetable.unsw.edu.au/current/INFS1602.html. You must attend the workshop IN WHICH YOU ARE ENROLLED. If you wish to change workshops you must do so by yourself via the enrolment system in http://my.unsw.edu.au before 1700hrs on 4 March 2016, after which, MOST classes will be LOCKED and you cannot swap among locked workshops anymore. Therefore DO NOT DROP from a locked class as you might not be able to enrol back in it. Also, no more students can be added to these locked classes after 1700hrs on 4 March.
2016. Only a couple of classes will remain open until 1159hrs on 06 March 2016 after which any late enrolments will be subjected to LIC’s approval.

Attendance is **COMPULSORY** for all workshops. An attendance roll will be kept. It is **YOUR RESPONSIBILITY** to ensure that you arrive **ON TIME** and **SIGN** the attendance sheet. **WITHOUT A SIGNATURE** or **FAILURE TO SIGN** on the attendance roll before the end of the 20th **MINUTE** from the **START** time of the workshop, you will be marked as **ABSENT** even if you have attended the workshop or arrived on time.

Students who attend the **WRONG WORKSHOPS** (those you did not enrol for) or arrive after the end of the 20th **MINUTE** from the **START** time of the workshop (after the tutors have removed the attendance sheet) for workshops or **LEAVE EARLY** (before the tutor dismisses the class or before the official end time of the workshop) will be marked **ABSENT**.

If you are unable to attend your allocated workshop due to illness or misadventure, you **MUST APPLY** for **SPECIAL CONSIDERATION** within the **SPECIFIED TIME FRAME** (3 **WORKING DAYS** from the **DATE OF ASSESSMENT**) (see Part B of the course outline) and attach relevant documentation (e.g., doctor’s certificate). Supporting documentation must be verified by the student central for the application to be valid. Please refer to: [https://student.unsw.edu.au/special-consideration](https://student.unsw.edu.au/special-consideration).

### 2.2 Units of Credit

Information Systems in Business (INFS1602) is 6 Units of Credit. There is no parallel teaching in this course.

### 2.3 Summary of Course

INFS1602 is a foundational course that introduces students to the application of Information Systems (IS) in business and society. It aims to give students an appreciation of how contemporary and emerging technologies affect the:

(i) Operation and management of businesses,
(ii) Relationships that businesses have with external entities (e.g., customers, suppliers and regulators), and
(iii) Products and services that businesses can offer.

### 2.4 Course Aims and Relationship to Other Courses

The course aims to further student development as scholars and future business professionals by refining their communication and group-work skills, improving their time management, and assisting them in developing their research skills.

If you are studying Information Systems (IS), then INFS1602 is the introduction to the area and is a prerequisite for most Stage 2 & 3 IS courses. The material covered in this course will be built upon in more advanced IS courses.

If you are studying accounting, finance, marketing or any other business course, INFS1602 will not only introduce you to the crucial role of technology in modern-day businesses, but it will also improve your overall understanding of how businesses work in general. The course will explore the key systems that are in use by accountants, financial managers and marketing professionals on a daily basis. Because INFS1602 does not assume any prior experience with technology, you will find that it fits easily with your background and degree programme. If you intend to become an accountant, then INFS1602 is an important course to enrol for because it is one of the prerequisites.
for becoming a Certified Practicing Accountant (CPA). By taking INFS1602, you also open up the possibility of doing more advanced business-oriented IS courses such as Enterprise Systems, Business Intelligence, Business Process Management and IS Security.

If you are studying software engineering or computer science, then INFS1602 will give you a better comprehension of the business context in which your software and technology will be deployed. This in turn bolsters your capacity to build and deliver quality systems that organisations want and need.

2.5 Student Learning Outcomes

By the end of this course, you should be able to:

1. Discuss IS components and their use
2. Identify different approaches for developing information systems
3. Illustrate how organisations could leverage on IS to improve organisational / managerial efficiency & effectiveness
4. Propose how an organisation could use information systems and technology (IS/IT) to compete in a global marketplace
5. Evaluate the range of cultural, security, privacy & ethical issues confronting individuals and organisations as a consequence of IS/IT
6. Explain and discuss the suitability of various IS infrastructure options
7. Communicate an argument in oral and written form

The Course Learning Outcomes are what you should be able to DO by the end of this course if you participate fully in learning activities and successfully complete the assessment items.

The Learning Outcomes in this course also help you to achieve some of the overall Program Learning Goals and Outcomes for all undergraduate students in the Business School. Program Learning Goals are what we want you to BE or HAVE by the time you successfully complete your degree (e.g., ‘be an effective team player’). You demonstrate this by achieving specific Program Learning Outcomes – what you are able to DO by the end of your degree (e.g., ‘participate collaboratively and responsibly in teams’).

For more information on the Undergraduate Program Learning Goals and Outcomes, see Part B of the course outline.

<table>
<thead>
<tr>
<th>Business Undergraduate Program Learning Goals and Outcomes</th>
</tr>
</thead>
</table>
| **1. Knowledge:** Our graduates will have in-depth disciplinary knowledge applicable in **local and global contexts.**  
You should be able to select and apply disciplinary knowledge to business situations in a local and global environment. |
| **2. Critical thinking and problem solving:** Our graduates will be critical thinkers and **effective problem solvers.**  
You should be able to identify and research issues in business situations, analyse the issues, and propose appropriate and well-justified solutions. |
| **3. Communication:** Our graduates will be effective professional communicators.  
You should be able to:  
   a. Prepare written documents that are clear and concise, using appropriate style and... |
presentation for the intended audience, purpose and context, and
b. Prepare and deliver oral presentations that are clear, focused, well-structured, and
delivered in a professional manner.

4. Teamwork: Our graduates will be effective team participants.
You should be able to participate collaboratively and responsibly in teams, and reflect on your
own teamwork, and on the team’s processes and ability to achieve outcomes.

5. Ethical, social and environmental responsibility: Our graduates will have a sound
awareness of the ethical, social, cultural and environmental implications of business
practice.
You should be able to:
   a. Identify and assess ethical, environmental and/or sustainability considerations in
      business decision-making and practice, and
   b. Identify social and cultural implications of business situations.

The following table shows how your Course Learning Outcomes relate to the overall
Program Learning Goals and Outcomes, and indicates where these are assessed (they
may also be developed in tutorials and other activities):

<table>
<thead>
<tr>
<th>Program Learning Goals and Outcomes</th>
<th>Course Learning Outcomes</th>
<th>Course Assessment Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>This course helps you to achieve the following learning goals for all Business undergraduate students:</td>
<td>On successful completion of the course, you should be able to:</td>
<td>This learning outcome will be assessed in the following items:</td>
</tr>
<tr>
<td>1 Knowledge</td>
<td>Discuss IS components and their use</td>
<td>• Workshop preparation and participation</td>
</tr>
<tr>
<td>Identify different approaches for developing information systems</td>
<td>• Quiz</td>
<td></td>
</tr>
<tr>
<td>Explain and discuss the suitability of various IS infrastructure options</td>
<td>• Exam</td>
<td></td>
</tr>
<tr>
<td>2 Critical thinking and problem solving</td>
<td>Illustrate how organisations could leverage on IS to improve organisational / managerial efficiency &amp; effectiveness</td>
<td>• Workshop preparation and participation</td>
</tr>
<tr>
<td>Propose how an organisation could use information systems and technology (IS/IT) to compete in a global marketplace</td>
<td>• Assignments</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Exam</td>
<td></td>
</tr>
<tr>
<td>3a Written communication</td>
<td>Communicate an argument in oral and written form</td>
<td>• Assignments</td>
</tr>
<tr>
<td>3b Oral communication</td>
<td>Communicate an argument in oral and written form</td>
<td>• Part of workshop participation mark but not separately assessed.</td>
</tr>
<tr>
<td>4 Teamwork</td>
<td>Illustrate how organisations could leverage on IS to improve organisational / managerial efficiency &amp; effectiveness</td>
<td>• Not specifically assessed.</td>
</tr>
</tbody>
</table>
Propose how an organisation could use information systems and technology (IS/IT) to compete in a global marketplace

| 5a | Ethical, social and environmental responsibility | Evaluate the range of cultural, security, privacy & ethical issues confronting individuals and organisations as a consequence of IS/IT | Workshop preparation and participation | Quiz | Exam |

| 5b | Social and cultural awareness | Not specifically addressed in this course. |

3 LEARNING AND TEACHING ACTIVITIES

3.1 Approach to Learning and Teaching in the Course

The field of Information Systems is exciting, innovative and dynamic. New technologies and novel ways of doing things are emerging all of the time. Nothing stays the same for very long! Such a fast moving environment means that not only do we need to learn about information systems today, but that we need to learn how to continue learning about information systems in the future in order to effectively utilise these systems for developing innovative business practices. This course aims to equip you with necessary understanding of IS fundamentals, as they stand, and to also equip you with critical thinking tools and techniques that will allow you to understand IS in the future.

Information systems are complex entities that form an integral part of every business and our society. Information systems are difficult to study in the abstract and are best understood through the real world examples and case studies, from which we then look for theory to explain their behaviour. Our course takes this approach – lots of cases and examples from which we distil our understanding of what IS are, how they are (and should be) used, and how they are best acquired.

We will cover a lot of material in INFS1602, so it is vital that you study from Week 1. Essentially, this means that you should read the set chapters in the textbook and prepare for your workshops. The course team will facilitate your learning by providing the guidance as to what you need to study, and working with you on problems you may encounter. It is, however, your responsibility to make a concerted and timely effort to study. If you make this effort you will find the material interesting, the course worthwhile and the interaction with your fellow students stimulating. You should also do well.

3.2 Learning Activities and Teaching Strategies

The course involves three key components – lectures, workshops, and your private study.

Each lecture will focus on the topic outlined for that week (see section 7). The lecture will help you understand the organizational and societal context in which IS are built and utilized, and will provide guidance on how to use workshops, laboratories and private study to improve your understanding.

A lecture slide pack for each week will be supplied to you 24 hours before the lecture via the course site on Moodle [http://moodle.telt.unsw.edu.au/course/view.php?id=5780](http://moodle.telt.unsw.edu.au/course/view.php?id=5780).
This is a 'skeleton' pack only. You need to take notes during the lecture to supplement the slides.

Workshops will help build your understanding of each course topic through the application of what you have learnt in the lecture to case studies and real-life scenarios. They also give you the opportunity to discuss your work with your colleagues, and can offer an indication of your own progress. Further information on workshop preparation and participation is provided in section 4, and will be discussed in your first workshop.

Your private study is the most important component of this course. The textbook and accompanying website contain self-assessment exercises to help you. The self-assessment exercises are designed to test your understanding of the topic at hand and include review questions, application questions and discussion questions of varying difficulty. The course site on Moodle will provide you with access to recent news articles and videos on current IS issues. The readings, self-assessment exercises and your own topic summaries form the basis of an excellent private study regime. Keeping up-to-date is very important.

Peer Assisted Study Sessions (PASS). PASS are free, weekly, out-of-class study sessions available to all students enrolled in INFS1602. They are facilitated by a leader (or leaders), who is (are) student(s) who have previously enrolled for and successfully completed the course. PASS (Peer Assisted Study Sessions) study groups offer you the chance to:

- Learn in a supportive environment from your peers
- Meet other students and friends
- Reinforce what you learn in lectures and workshops
- Practice problems with experienced leaders
- Learn how to study effectively
- Feel free to ask any questions

PASS sessions begin in week 3. There is no need to register. It is recommended that you attend the same group regularly but there is no obligation. You can even attend more than one PASS group a week if you like. You can also choose to attend some weeks but not others.

Timetable of PASS will be found on Moodle.

4 ASSESSMENT

4.1 Formal Requirements
To receive a pass grade in this course, you must meet ALL of the following criteria:

- Attain an overall mark of at least 50%.
- Attend at least 80% of all scheduled classes.
- Attain a satisfactory performance in each component of the course. A mark of 45 percent or higher is normally regarded as satisfactory.
- Attain a mark of AT LEAST 45% (45 out of 100) in the final exam.
In the case of peer assessed group work, the mark assigned to each member of the group may be **scaled based on peer assessment of each member’s contribution to the task.**

The School reserves the right to scale final marks to a mean of 60%.

- **It should be noted that group members are expected to work in a harmonious and professional fashion, which includes adequate management of non-performing members. You should inform your tutor **AS SOON AS POSSIBLE** if you experience problems within a project group. You will be required to evaluate the contribution of each group member (including yourself) in all group work. Marks for individual students may be adjusted based on peer assessment.**

### 4.2 Assessment Details

<table>
<thead>
<tr>
<th>Assessment Task</th>
<th>Weighting</th>
<th>Length</th>
<th>Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workshop Preparation and Participation</td>
<td>10%</td>
<td>N/A</td>
<td>Weeks 2 to 13 Workshops</td>
</tr>
<tr>
<td>Quizzes</td>
<td>10%</td>
<td>10 minutes</td>
<td>Weeks 4 to 12 on Moodle</td>
</tr>
<tr>
<td>Assignment A</td>
<td>15%</td>
<td>TBC</td>
<td>Friday 15 April 2016 at 1200hrs (NOON)</td>
</tr>
<tr>
<td>Assignment B</td>
<td>15%</td>
<td>TBC</td>
<td>Friday 27 May 2016 at 1200hrs (NOON)</td>
</tr>
<tr>
<td>Investigation Sessions for Assignment A</td>
<td>N/A</td>
<td>N/A</td>
<td>Wednesday 20 April 2016 - Friday 29 April 2016</td>
</tr>
<tr>
<td>Investigation Sessions for Assignment B</td>
<td>N/A</td>
<td>N/A</td>
<td>Wednesday 1 June 2016 - Thursday 9 June 2016</td>
</tr>
<tr>
<td>Final Exam</td>
<td>50%</td>
<td>2 hours</td>
<td>University Exam Period</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Workshop Preparation and Participation (10%)**

The workshops have been designed to cultivate your critical and analytical thinking skills while at the same time, enhance your understanding and appreciation of information systems within businesses. Additionally, the design of these workshops is also aimed at improving your skills in communication, group-work, time management and personal organization.

You are expected to prepare for workshops by reading the textbook and case studies assigned for that week. Furthermore, you should read/view supplementary materials (articles/videos) posted on Moodle. During workshops, you are not only expected to participate actively in class activities, group discussions and class presentations, but you are also required to answer questions that have been raised during the class. All workshops on **Week 04 and Week 08** will take place **ONLINE ON MOODLE.** For this reason, you **MUST** have **FULL ACCESS** to the Internet and Moodle for the **ENTIRETY** of **Week 04 and Week 08.** If you **FAIL** to complete **ANY** of the assigned tasks for the workshop on **Week 04 and Week 08** **BEFORE THE DESIGNATED DEADLINE FOR**
EACH ASSIGNED TASK, you will be marked as ABSENT for the particular workshop in that week.

Expectations for workshop preparation and participation will be discussed in your first workshop. The marking scheme is available on Moodle.

You are required to attend ALL WORKSHOPS. Students who are absent for ANY workshop MUST APPLY for SPECIAL CONSIDERATION within the SPECIFIED TIME FRAME (see Part B of the course outline) and attach relevant documentation (e.g., doctor’s certificate or UNSW sanctioned letter of support signed by the Associate Dean, Undergraduate). FAILURE TO DO SO WITHIN THE SPECIFIED TIME FRAME will mean that your absence is AUTOMATICALLY UPHELD. If students anticipate that you will have trouble lodging their special consideration application through the system within the specified time frame, they should contact the LIC (within 3 working days from the date of assessment).

ONLY THE LIC can evaluate and decide on applications for special consideration. MEDICAL CONDITIONS, ILLNESSES, and UNSW SANCTIONED ACTIVITIES (with VALID documents VERIFIED by Student Central) are normally considered as valid grounds for special considerations and are likely to be accepted. Any other reasons for application are almost likely to be rejected.

Tutors are NOT ALLOWED to decide on such matters and if found to have done so, they will be held accountable for their actions. Unauthorized decisions made by tutors will be revoked once discovered.

IMPORTANT – The consequences for having your application for special consideration rejected by the LIC are as follows:

- First absence upheld or first special consideration application rejected – Activation of ABSENCE PASS (see description below) and no penalty is awarded.
- Second absence upheld or second special consideration application rejected – Maximum obtainable grade for your Workshop Preparation and Participation will be CAPPED AT 5% (i.e., your P&P grade will not exceed 5 out of 10).
- Third absence upheld or third special consideration application rejected – Grade for Workshop Preparation and Participation will be awarded ZERO.

Each student is allowed ONLY ONE ABSENCE PASS that is intended to make allowance for unforeseen circumstances that could not be covered by medical certificates. It SHOULD NOT be seen as a provision for you to skip a workshop. Such unforeseen circumstances include (but are not limited) to late enrolment, deaths/accidents in the family, death/accidents of pet(s), friend-in-need, broken down transportation, traffic jams and work commitments. Students WILL NOT be granted another absence pass once it has been applied even if another unforeseen circumstance were to be arise. Students are RESPONSIBLE in KEEPING TRACK OF THEIR OWN WORKSHOP ATTENDANCE STATUS/RECORD. Whenever you are unsure, you should contact your tutor or the LIC to inquire about your latest workshop attendance status/record.
Quizzes (10%)

5 short quizzes comprising questions [10 Multiple Choice Questions (MCQs) with 4 options each] about chapters from the textbook will be administered on Moodle on **Week 04, Week 06, Week 08, Week 10, and Week 12** during the semester. You will only have **THREE attempts to complete each quiz**. The time limit for each quiz is set at 10 minutes. You must finish **EACH ATTEMPT of the quiz in ONE sitting**. Closing your browser or quitting Moodle in the middle of the quiz will **NOT** stop the timer. The quiz will be automatically submitted at the end of the time limit, regardless of whether you have managed to answer all questions.

A mock quiz (with unlimited attempts) will be provided for you to test out all possible technical issues you might face when attempting to take the quiz. It is YOUR **RESPONSIBILITY** to make sure that everything is in working order before attempting the actual quiz.

Each quiz will test you on your knowledge of the materials covered in the chapters you have read.

<table>
<thead>
<tr>
<th>Quiz Number</th>
<th>Week Number</th>
<th>Chapters Covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quiz 01</td>
<td>Week 04</td>
<td>TBA in Lectures in Week 03</td>
</tr>
<tr>
<td>Quiz 02</td>
<td>Week 06</td>
<td>TBA in Lectures in Week 05</td>
</tr>
<tr>
<td>Quiz 03</td>
<td>Week 08</td>
<td>TBA in Lectures in Week 07</td>
</tr>
<tr>
<td>Quiz 04</td>
<td>Week 10</td>
<td>TBA in Lectures in Week 09</td>
</tr>
<tr>
<td>Quiz 05</td>
<td>Week 12</td>
<td>TBA in Lectures in Week 11</td>
</tr>
</tbody>
</table>

Your overall mark for this component will be based on the average of 4 quizzes for which you have scored the highest. In other words, you can elect not to take one quiz or have the lowest mark excluded from the final assessment. You are responsible to try to complete each quiz **AS SOON AS** it is activated. In extreme cases whereby the student is ill and possesses medical documentation covering the **ENTIRE DURATION FOR WHICH THE QUIZ IS ACTIVE**, the LIC might exempt the student from taking the particular quiz. There will be **NO** opportunity to undertake supplementary quizzes.

**Please note:** We license the quiz questions, and our license does not allow us to share the answers to the quizzes with students.

Assignments (30%)

**Assignment A (15%).** This is a group assignment. It involves producing and uploading a short video on YouTube on a pitch for a new or innovative technology-based business idea for which you are trying to secure funding from potential investors. For the pitch, you have to conduct feasibility research and present the business model and strategy of your idea in an attempt to convince potential investors of its feasibility and of your team’s credibility. The full assignment document will be made available on Moodle. Submission of Assignment A must be accompanied by a **SIGNED cover page (by ALL GROUP MEMBERS)** provided on Moodle. Digital signatures are **NOT** allowed. Signature on the cover page **MUST MATCH** the one you signed for your workshop attendance. Missing cover page or cover page without proper signatures will result in an automatic penalty of 10% of the maximum marks available for the assignment.
Assignment B (15%). This is a group assignment. It involves writing a report to examine possible enterprise system infrastructures for a company. The assignment will entail conducting research on available software solutions and recommending an appropriate infrastructure. The full case study and assignment will be made available on Moodle. Submission of Assignment B must be accompanied by a SIGNED cover page (by ALL GROUP MEMBERS) provided on Moodle. Digital signatures are NOT allowed. Signature on the cover page MUST MATCH the one you signed for your workshop attendance. Missing cover page or cover page without proper signatures will result in an automatic penalty of 10% of the maximum marks available for the assignment.

Both assignments are peer assessed group work. Each member of the group should submit the physical copy of a peer assessment form (properly filled in and SIGNED) during workshops in Week 07 (for Assignment A) and in Week 13 (for Assignment B). Any claims of unequal contribution in the peer assessment form must be substantiated with supporting documentation or evidence (e.g., emails, communication logs and/or screenshots of text messages being communicated). This supporting documentation must be submitted together with the peer assessment form in the workshop for an investigation to be initiated by the tutor to be attended by all members (see below). If accuser(s) is not able to show up for his/her enrolled workshop in Week 07 (for Assignment A) and in Week 13 (for Assignment B), the peer assessment form together with supporting documentation must be emailed to the tutor before the end of his/her enrolled workshop in Week 07 (for Assignment A) and in Week 13 (for Assignment B) for the claim to be considered valid.

Supporting documentation must demonstrate that: (1) problems were detected promptly (BEFORE 28 March 2016 for Assignment A and BEFORE 9 May 2016 for Assignment B), (2) problems had been ongoing, (3) the accused had been made aware that he/she has continuously failed to meet the expectations of other group member(s), and; (4) any step(s) proposed by the accuser(s) to resolve the problems had been rebuffed or ignored by the accused. Evidence should also demonstrate that the group had exhausted all possibilities to manage the underperforming member(s). Please note that doctoring supporting documentation or making false claims of unequal contribution will be deemed as serious misconduct and the incident will be referred to the Head of School.

Upon receiving the necessary documents from the accuser(s), the tutor will inform the accused (through his/her UNSW email account) that a claim of unequal contribution has been filed against him/her. The accused will then have one working day to submit any supporting documentation in his/her defence against the accusation of unequal contribution. The tutor will compile all these documents into a single case file. The tutor will only initiate an investigation when all the conditions for a valid claim by the accuser(s) of unequal contribution have been met. Whenever the tutor decides to initiate an investigation, he/she will notify all members (through the UNSW email accounts) BEFORE 1700hrs on TUESDAY, 2 APRIL 2016 (for Assignment A) and BEFORE 1700hrs on MONDAY, 6 JUNE 2016 (for Assignment B) that an investigation has been initiated and to schedule an investigation session.

Investigation sessions will be held BEFORE 1700hrs on FRIDAY, 29 APRIL 2016 (for Assignment A) and BEFORE 1700hrs on THURSDAY, 9 JUNE 2016 (for Assignment B).
All group members must make every possible effort to attend the investigation sessions scheduled by the tutor. These sessions also represent an opportunity for the accused to defend their cases in front of their accuser(s). If the group members are not able to find a common time to meet with the tutor after several attempts to schedule the investigation session, the tutor will then be given the discretion to decide on the distribution of each group member’s contribution based on all evidence submitted by both the accuser(s) and the accused. The decision by the tutor is then binding and all members have to accept the outcome.

Upon the conclusion of the investigation, be it in the presence of all members or through the tutor’s discretion (whichever applies), the mark assigned to the underperforming member of the group may be scaled down according to the outcome of the investigation. There will be no scaling up of marks for other group members.

Detailed feedback on your performance for each assignment will be provided using ReView. Marks will be available in the Grade Centre on Moodle after the feedback is provided in ReView. Further details on using Turnitin and ReView will be provided in lectures and workshops.

Final Examination (50%)

The final examination will be held during the formal end-of-session examination period. The final examination will cover ALL TOPICS in this Course, and will be based on material from lectures, workshops and the textbook. The aim of the final examination is to enable you to demonstrate that you have achieved all the Learning Objectives for this course. Further details of the exam will be provided in the Week 12 lecture.

4.3 Late Submission

Deadlines for assignments are ABSOLUTE and they are NOT up for negotiation. We will use the timestamp of the submission system on Moodle and the late penalty will apply starting from 1201hrs (AFTERNOON) and onwards. The late submission of assignments carries a penalty of 10% of the maximum marks available for that assignment PER DAY of lateness (10 MARKS DEDUCTION PER DAY) (including weekends and public holidays), unless an extension of time has been granted. Try to give yourself ample time to submit your assignments and plan for contingencies.

If you faced technical problems in submitting your assignment on Moodle and the deadline is closing in, you should quickly submit your file to your tutor through your UNSW EMAIL account (files sent through any other external email accounts will be automatically rejected). We will still accept your assignment if the timestamp of your email with the correct attached file arriving in your tutor’s inbox is within the deadline. Please note however that this should be the LAST RESORT to avoid flooding your tutor’s email account.

An extension of time to complete an assignment may be granted by the LIC in cases of illness or misadventure through an application for SPECIAL CONSIDERATION within the SPECIFIED TIME FRAME (3 WORKING DAYS from the DATE OF ASSESSMENT) (see Part B of the course outline). You are REQUIRED to substantiate your application with appropriate documentary evidence such as accident reports and medical certificates. Please back up your assignments constantly in a secure manner. Computer crashes, slow Internet, and work commitments are deemed as insufficient grounds for an extension.
Quality Assurance
The Business School is actively monitoring student learning and quality of the student experience in all its programs. A random selection of completed assessment tasks may be used for quality assurance, such as to determine the extent to which program learning goals are being achieved. The information is required for accreditation purposes, and aggregated findings will 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.

5 COURSE RESOURCES
The prescribed textbook for the course is:


This textbook is necessary to help you to prepare for Lectures, workshops and quizzes. It will also be needed to help you prepare for the final examination. The textbook can be purchased from the university bookshop. It is also available as an eBook. To purchase an eBook, you need to purchase a value pack on http://www.pearson.com.au/9781488610899

6 COURSE EVALUATION AND DEVELOPMENT
Your feedback at the end of this course is a valuable tool to help us assess our current course design and plan for further improvements in the future. UNSW’s Course and Teaching Evaluation and Improvement (CATEI) process is an important way in which student evaluative feedback is gathered systematically from all courses. We will also add more specific forms of evaluation, including informal feedback, at the end of semester. Given our approach to teaching and learning and the role of students in these processes, we view students’ evaluation as an integral part of teaching and learning. As a consequence of student feedback from previous years, we have significantly revised the delivery of lectures, workshops, as well as the course assessments. We believe that these changes will lead to an enhanced learning experience for Semester 1 2016, and we look forward to receiving your feedback on the changes.
# COURSE SCHEDULE

**Lecture Schedule** (Lectures start in Week 1 and finish in Week 12).

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1 29 February</td>
<td>Information Systems and IS Professionals in Global Business</td>
<td>Chapter 1</td>
</tr>
<tr>
<td>Week 2 7 March</td>
<td>Information Systems, Organizations, and Strategy</td>
<td>Chapter 2</td>
</tr>
<tr>
<td>Week 3 14 March</td>
<td>Enabling Commerce using the Internet</td>
<td>Chapter 3</td>
</tr>
<tr>
<td>Week 4 21 March</td>
<td>Web 2.0 (Friday 25 March 2015 is a Public Holiday)</td>
<td>Chapter 4</td>
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</tbody>
</table>

Mid-Semester Break: Saturday 25 March 2016 - Saturday 2 April 2016 Inclusive

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Reference</th>
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<tbody>
<tr>
<td>Week 5 4 April</td>
<td>Enterprise Information Systems</td>
<td>Chapter 5</td>
</tr>
<tr>
<td>Week 6 11 April</td>
<td>Supply Chain and Customer Relationship Management Systems</td>
<td>Chapter 6</td>
</tr>
<tr>
<td>Week 7 18 April</td>
<td>Decision Support and Business Intelligence</td>
<td>Chapter 7</td>
</tr>
<tr>
<td>Week 8 25 April</td>
<td>Securing Information Systems (Monday 25 April 2015 is a Public Holiday)</td>
<td>Chapter 10</td>
</tr>
<tr>
<td>Week 9 2 May</td>
<td>Building Information Systems</td>
<td>Chapter 8</td>
</tr>
<tr>
<td>Week 10 9 May</td>
<td>Managing Projects</td>
<td>Chapter 9</td>
</tr>
<tr>
<td>Week 11 16 May</td>
<td>Ethical and Social Issues in Information Systems</td>
<td>Chapter 11</td>
</tr>
<tr>
<td>Week 12 23 May</td>
<td>Review and Exam Preparation</td>
<td></td>
</tr>
<tr>
<td>Week 13 30 May</td>
<td>NO LECTURES</td>
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</tr>
</tbody>
</table>
**Workshop Schedule** (Workshops start in Week 2 and finish in Week 13).

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Reference</th>
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</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>NO WORKSHOPS</td>
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</tr>
<tr>
<td>29 February</td>
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<tr>
<td>Week 2</td>
<td>Information Systems and IS Professionals in Global Business</td>
<td>Chapter 1</td>
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<tr>
<td>7 March</td>
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<tr>
<td>Week 3</td>
<td>Information Systems, Organizations, and Strategy</td>
<td>Chapter 2</td>
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<tr>
<td>14 March</td>
<td></td>
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</tr>
<tr>
<td>Week 4</td>
<td>Enabling Commerce using the Internet (Note: Workshops are ONLINE this week) (Friday 25 March 2015 is a Public Holiday)</td>
<td>Chapter 3</td>
</tr>
<tr>
<td>21 March</td>
<td></td>
<td>Chapter 12, Section 1</td>
</tr>
</tbody>
</table>

Mid-Semester Break: Saturday 25 March 2016 - Saturday 2 April 2016 Inclusive

| Week 5     | Web 2.0                                                              | Chapter 4                          |
| 4 April    |                                                                      |                                    |
| Week 6     | Enterprise Information Systems                                        | Chapter 5                          |
| 11 April   |                                                                      |                                    |
| Week 7     | Supply Chain and Customer Relationship Management Systems            | Chapter 6                          |
| 18 April   |                                                                      | Chapter 12, Section 2              |
| Week 8     | Decision Support and Business Intelligence (Note: Workshops are ONLINE this week) (Monday 25 April 2015 is a Public Holiday) | Chapter 7                          |
| 25 April   |                                                                      |                                    |
| Week 9     | Securing Information Systems                                         | Chapter 10                          |
| 2 May      |                                                                      | Chapter 12, Section 3              |
| Week 10    | Building Information Systems                                         | Chapter 8                          |
| 9 May      |                                                                      |                                    |
| Week 11    | Managing Projects                                                    | Chapter 9                          |
| 16 May     |                                                                      |                                    |
| Week 12    | Ethical and Social Issues in Information Systems                     | Chapter 11                          |
| 23 May     |                                                                      |                                    |
| Week 13    | Exam Preparation                                                     | Chapters 1-12                       |
| 30 May     |                                                                      |                                    |