The University of Southern Queensland

Course specification

The current and official versions of the course specifications are available on the web at <http://www.usq.edu.au/coursespecification/current>.
Please consult the web for updates that may occur during the year.

Description: Information System Concepts

Subject	Cat-nbr	Class	Term	Mode	Units	Campus
CIS	1000	96172	3, 2009	ONC	1.00	Springfield

Academic group: FOBUS
Academic org: FOB005
Student contribution band: 2
ASCED code: 029999

STAFFING

Examiner: Mustafa Ally

OTHER REQUISITES

Students are required to have access to a personal computer, e-mail capabilities and Internet access to UConnect. Current details of computer requirements can be found at <http://www.usq.edu.au/ict/students/standards/default.htm>.

RATIONALE

Education in business computer concepts is critical for workers in every discipline. Today, computer systems are used for business processes from communications to order processing to customer support and in business functions ranging from marketing to human resources to accounting and finance. Chances are, regardless of the occupation, students will need to have an understanding of what business computing systems can and cannot do and be able to suggest new uses for business computing systems and participate in the design of solutions to business problems employing business computing systems.

SYNOPSIS

The aim of this course is to offer the traditional coverage of computer concepts, but through placing the content within the context of business and information systems, to enable students to effectively apply business computing systems as support tools within their study programme and profession. The course will explore fundamental concepts including: how business computing systems are involved in organisations; hardware and software usage within businesses; telecommunications and internet technologies, including intranets, extranets, and e-commerce; specialised business computing systems, including artificial intelligence, expert systems, and virtual reality; systems development; and security, privacy, and ethical issues. In addition, students will be exposed to a range of business computing applications and tasks including report writing, business analytical spreadsheet usage, database manipulation and report generation, and web development using HTML code.

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OBJECTIVES

On completion of this course students will be able to:

1. demonstrate ethical research and enquiry skills by understanding the social impact of information technology and the need for security, privacy and ethical implications in information systems usage
2. demonstrate problem-solving skills by identifying and resolving issues relating to information systems and their components, and proficiently utilise different types of applications software (especially gaining proficiency in utilising word processors, spreadsheets, Web authoring and presentation applications)
3. demonstrate academic and professional literacy skills by understanding the importance of and differences between information and computer literacy; understand the basic types of software including system software (operating systems and utilities) and applications software (vertical and horizontal software applications); understand the basic hardware components of a computer system, including system unit, storage, input and output devices and the way that they interact to form a single computing system; understand computer-based communications and networking concepts; understand the basic concepts surrounding databases, database management systems and understand the need for information management; understand the concepts surrounding the Internet, e-commerce/e-business activities, and other business information system tools (TPSs, ERPs, MISs, DSSs etc) widely used in organisations today; and understand the processes involved in information system and program development
4. demonstrate written communication skills by understanding basic information communication and technology (ICT) terminology for effective communication and applying it within a business environment
5. demonstrate comprehension of the implications of information system development and usage from a perspective of both different cultures and globally
6. demonstrate the successful adoption of creative skills and processes to develop professional business documents, spreadsheets and web pages that meet a set of requirements.

TOPICS

	Description	Weighting (%)
1.	Introduction to information systems	5.00
2.	Software: systems and application software	5.00
3.	Computer hardware	5.00
4.	Telecommunications and networks	5.00
5.	Network and computer security, privacy, and ethical issues	5.00
6.	The Internet, intranets and extranets	5.00
7.	Organising data and information	5.00
8.	Electronic commerce	5.00
9.	Transaction processing and enterprise resource planning systems	5.00
10.	Specialised business information systems	5.00
11.	Systems investigation and analysis	5.00
12.	Systems design, implementation, maintenance, and review	5.00

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13.	Using applications software - word processors, spreadsheets, Web authoring and presentation applications	40.00

TEXT and MATERIALS required to be PURCHASED or ACCESSED

ALL textbooks and materials are available for purchase from USQ BOOKSHOP (unless otherwise stated). Orders may be placed via secure internet, free fax 1800642453, phone 07 46312742 (within Australia), or mail. Overseas students should fax +61 7 46311743, or phone +61 7 46312742. For costs, further details, and internet ordering, use the 'Textbook Search' facility at http://bookshop.usq.edu.au click 'Semester', then enter your 'Course Code' (no spaces).

Storage media to be purchased or accessed: At least 256MB USB 2.0 Drive, preferably 512MB or larger for storage and backup of course work and assessment items.

CIS1000 study CD available from the USQ Bookshop.

Only the editions listed below are recommended. Use of earlier editions may result in materials critical to passing this semester's offering of the course being missed.

Computer hardware and access: Access to an IBM compatible computer, printing and Internet facilities are essential for the successful completion of this course. Computer requirements can be found at <http://www.usq.edu.au/business/aboutfob.htm>. Note: Access means owning your own computer, using a USQ computer at the Toowoomba, Fraser Coast or Springfield campuses or in one of the study centres, at work or elsewhere.

Computer software: Microsoft Office 2007 - any version of this suite containing: Microsoft PowerPoint 2007, Microsoft Word 2007, and Microsoft Excel 2007 is suitable.

Beskeen, DW, Duffy, J, Cram, CM, Reding, EE & Wermers, L 2008, *Microsoft Office 2007 illustrated for the University of Southern Queensland*, Thomson Course Technology, Melbourne, Victoria.

(This is a custom publication and only available from the USQ Bookshop.)

Cox, VL, Wermers, L & Reding, EE 2007, *HTML illustrated introduction*, 3rd edn, Thomson Course Technology, Boston, Massachusetts.

Stair, R, Moisiadis, F, Genrich, R & Reynolds, G 2008, *Principles of information systems*, Thomson Course Technology, Melbourne, Victoria.

Summers, J & Smith, B 2010, *Communication skills handbook*, 3rd edn, John Wiley & Sons, Milton, Queensland.

REFERENCE MATERIALS

Reference materials are materials that, if accessed by students, may improve their knowledge and understanding of the material in the course and enrich their learning experience.

Benson, S & Standing, C 2007, *Information systems: a business approach*, 3rd edn, John Wiley & Sons, Milton, Queensland.

Brady, JA & Monk, EF 2008, *Problem-solving cases in Microsoft Access and Excel*, 5th edn, Thomson/Course Technology, Boston, Massachusetts.

Fuller, RG & Ulrich, LA 2004, *HTML in 10 simple steps or less*, Wiley Publishing, Indianapolis, Indiana.

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Gottleber, TT & Trainor, TN 2003, *Even more excellent HTML with XML, XHTML and Javascript*, 3rd edn, Irwin/McGraw-Hill, Boston, Massachusetts.

Grauer, RT & Barber, M 2003, *Exploring Microsoft Office 2003 professional*, Prentice Hall, Upper Saddle River, New Jersey.

(volume 1)

Jessup, L & Valacich, J 2007, *Information systems today: managing in the digital world*, 3rd edn, Pearson Prentice Hall, Upper Saddle River, New Jersey.

Kroenke, DM 2008, *Using MIS*, 2nd edn, Pearson/Prentice Hall, Upper Saddle River, New Jersey.

Laudon, KC & Laudon, JP 2009, *Essentials of management information systems: managing the digital firm*, 8th edn, Pearson/Prentice Hall, Upper Saddle River, New Jersey.

Luftman, JN, Bullen, CV, Liao, D, Nash, E & Neumann, C 2004, *Managing the information technology resource: leadership in the information age*, Pearson/Prentice Hall, Upper Saddle River, New Jersey.

Malaga, RA 2004, *Information systems technology*, Pearson Prentice Hall, Upper Saddle River, New Jersey.

McLeod, R Jnr & Schell, GP 2007, *Management information systems*, 10th edn, Pearson/Prentice Hall, Upper Saddle River, New Jersey.

O'Brien, JA 2003, *Introduction to information systems: essentials for the e-business enterprise*, 11th edn, McGraw-Hill/Irwin, Boston, Massachusetts.

(international edition)

O'Brien, JA & Marakas, GM 2009, *Management information systems*, 9th edn, McGraw-Hill Irwin, Boston, Massachusetts.

O'Brien, JA & Marakas, GM 2008, *Introduction to information systems*, 14th edn, McGraw-Hill Irwin, Boston, Massachusetts.

Oz, E 2009, *Management information systems*, 6th edn, Thomson Course Technology, Boston, Massachusetts.

Reding, EE & Vodnik, S 2001, *HTML illustrated introduction*, 2nd edn, Course Technology, USA.

Senn, JA 2004, *Information technology: principles, practices, opportunities*, 3rd edn, Pearson/Prentice Hall, Upper Saddle River, New Jersey.

Shelly, GB, Cashman, TJ, Vermaat, ME, Sebok, SL & Wells, DJ 2002, *Discovering computers 2003: concepts for a digital world*, Course Technology, Boston, Massachusetts.

Stair, RM & Baldauf, KJ 2007, *Succeeding with technology: computer system concepts for real life*, 2nd edn, Thomson Course Technology, Boston, Massachusetts.

Stair, RM & Reynolds, GW 2008, *Principles of information systems: a managerial approach*, 8th edn, Thomson Course Technology, Boston, Massachusetts.

Turban, E, Kelly Rainer, R Jnr & Potter, R 2005, *Introduction to information technology*, 3rd edn, John Wiley & Son, New York.

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STUDENT WORKLOAD REQUIREMENTS

ACTIVITY	HOURS
Laboratory or Practical Classes	26.00
Lectures	13.00
Private Study	100.00
Tutorials	26.00

ASSESSMENT DETAILS

Description	Marks out of	Wtg (%)	Due date	Objectives assessed	Graduate skill	Level assessed
IN-CLASS ACTIVITIES	100.00	5.00	16 Nov 2009 (see note 1)	1, 2, 3, 5	U1, U2, U3, U7	1, 1, 1, 1
ASSIGNMENT 1	100.00	20.00	11 Dec 2009 (see note 2)	2, 3, 4, 6	U2, U3, U4, U9	1, 1, 1, 1
ASSIGNMENT 2	100.00	15.00	11 Jan 2010 (see note 3)	2, 3, 4, 6	U2, U3, U4, U9	1, 1, 1, 1
ASSIGNMENT 3	100.00	10.00	29 Jan 2010 (see note 4)	2, 3, 4, 6	U2, U3, U4, U9	1, 1, 1, 1
EXAM A (MULTI-CHOICE)	40.00	20.00	END S3 (see note 5)	1, 2, 3, 4, 5	U1, U2, U3	1, 1, 1
EXAM B & C (WRITTEN)	60.00	30.00	END S3	1, 2, 3, 4, 5	U1, U2, U3, U4, U7	1, 1, 1, 1, 1

NOTES

1. Details of in-class activities will be advised in week 1.
2. Details of assignment 1 will be advised in week 1.
3. Details of assignment 2 will be advised in week 1.
4. Details of Assignment 3 will be advised in Week 1.
5. The examination is scheduled to be held in the end-of-semester examination period. Students will be advised of the official examination date for exam (parts A, B and C) after the timetable has been finalised. The total working time for exam (parts A, B and C) is 2 hours.

GRADUATE QUALITIES AND SKILLS

Elements of the following Graduate Skills are associated with the successful completion of this course.

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Graduate skill assessed	Level assessed
Ethical Research & Enquiry (Skill U1)	Introductory (Level 1)
Problem Solving (Skill U2)	Introductory (Level 1)
Academic & Professional Literacy (Skill U3)	Introductory (Level 1)
Written & Oral Communication (Skill U4)	Introductory (Level 1)
Cultural Literacy (Skill U7)	Introductory (Level 1)
Creatvty, Initiative & Entrprse (Skill U9)	Introductory (Level 1)

IMPORTANT ASSESSMENT INFORMATION

1 Attendance requirements:
It is the students' responsibility to attend and participate appropriately in all activities (such as lectures, tutorials, laboratories and practical work) scheduled for them, and to study all material provided to them or required to be accessed by them to maximise their chance of meeting the objectives of the course and to be informed of course-related activities and administration.

2 Requirements for students to complete each assessment item satisfactorily:
To satisfactorily complete an individual assessment item a student must achieve at least 50% of the marks. (Depending upon the requirements in Statement 4 below, students may not have to satisfactorily complete each assessment item to receive a passing grade in this course.)

3 Penalties for late submission of required work:
If students submit assignments after the due date without prior approval of the examiner, then a penalty of 5% of the total marks gained by the student for the assignment may apply for each working day late up to ten working days at which time a mark of zero may be recorded.

4 Requirements for student to be awarded a passing grade in the course:
To be assured of receiving a passing grade a student must achieve at least 50% of the total weighted marks available for the course.

5 Method used to combine assessment results to attain final grade:
The final grades for students will be assigned on the basis of the aggregate of the weighted marks obtained for each of the summative assessment items in the course.

6 Examination information:
This is a restricted examination. Candidates are allowed access to specific materials during the examination. The only materials that candidates may use in the examination for this course are (i) Writing materials: non-electronic and free from material which could give the student an unfair advantage in the examination; (ii) Translation dictionaries: with the examiner's approval, candidates may, take an appropriate non-electronic translation dictionary into the examination. This will be subject to perusal and, if it is found to contain annotations or markings that could give the candidate an unfair advantage, it may be removed from the candidate's possession until the appropriate disciplinary action is completed; and (iii) calculators which cannot hold textual information (students must indicate on their examination paper the make and model of any calculator(s) they use during the examination).

7 Examination period when Deferred/Supplementary examinations will be held:

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Any Deferred or Supplementary examinations for this course will be held during the next examination period.

8 University Regulations:
Students should read USQ Regulations 5.1 Definitions, 5.6 Assessment, and 5.10 Student Academic Misconduct for further information and to avoid actions which might contravene university regulations. These regulations can be found at <http://www.usq.edu.au/corporateservices/calendar/part5.htm>. Students should also read the Faculty of Business Procedures which can be found at <http://www.usq.edu.au/business/aboutfob.htm>.

ASSESSMENT NOTES

1 Assignments: (i) The due date for an assignment is the date by which a student must submit the assignment to the USQ. (ii) Students must retain a copy of each assignment submitted for assessment. This must be produced within 24 hours if required by the examiner. (iii) In accordance with university policy, the examiner may grant an extension of the due date of an assignment in extenuating circumstances. (iv) In the event that a due date for an assignment falls on a local public holiday in their area, such as a show holiday, the due date for the assignment will be the next day. Students are to note on the assignment cover the date of the public holiday for the examiner's convenience.

2 Course weightings: Course weightings of topics should not be interpreted as applying to the number of marks allocated to questions testing those topics in an examination paper.

3 Referencing in assignments: Harvard (AGPS) is the referencing system required in this course. Students should use Harvard (AGPS) style in their assignments to format details of the information sources they have cited in their work. The Harvard (AGPS) style to be used is defined by the USQ Library's referencing guide at <http://www.usq.edu.au/library/help/referencing/default.htm>.

4 Make-up work: Students who have undertaken all of the required assessments in a course but who have failed to meet some of the specified objectives of a course within the normally prescribed time may be awarded the temporary grade: IM (Incomplete - Make up). An IM grade will only be awarded when, in the opinion of the examiner, a student will be able to achieve the remaining objectives of the course after a period of non-directed personal study.

5 Deferred work: Students who, for medical, family/personal, or employment-related reasons, are unable to complete an assignment or to sit for an examination at the scheduled time may apply to defer an assessment in a course. Such a request must be accompanied by appropriate supporting documentation. One of the following temporary grades may be awarded: IDS (Incomplete - Deferred Examination); IDM (Incomplete Deferred Make-up); IDB (Incomplete - Both Deferred Examination and Deferred Make-up).

6 Appeals: Any appeal against the award of a grade in the course will be conducted in accordance with university regulations. These regulations are published in the university handbook.

OTHER REQUIREMENTS

1 Computer, e-mail and Internet access: Students are required to have access to a personal computer, e-mail capabilities and Internet access to UConnect. Current details of computer requirements can be found at <http://www.usq.edu.au/ict/students/standards/default.htm>.

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