## UNIT OUTLINE

**Unit:** **IMS1501 Studio1: Information Systems Foundations 1**


**Unit webpage:** The unit web page can be found at: [http://www.sims.monash.edu.au/subjects/ims1501/index.html](http://www.sims.monash.edu.au/subjects/ims1501/index.html)

**Subject locations and Staff:**

<table>
<thead>
<tr>
<th>Time</th>
<th>Location</th>
<th>Academic</th>
<th>Tutor</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Seminar:</strong></td>
<td>Monday 3 pm – 4 pm</td>
<td>Room B2.18</td>
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<tr>
<td><strong>Studio 4:</strong></td>
<td>Tuesday 2 pm – 5 pm</td>
<td>Room T1.26</td>
<td>Natalie Wong</td>
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<td></td>
<td></td>
<td>Sue Foster</td>
<td>Room T1.03, Level 1, Building T</td>
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<td></td>
<td></td>
<td>Room S7.17, Level 7, Building S</td>
<td>Caulfield Campus</td>
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<td></td>
<td>9903 2404</td>
<td>9903 2404</td>
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<td></td>
<td><a href="mailto:sue.foster@infotech.monash.edu.au">sue.foster@infotech.monash.edu.au</a></td>
<td><a href="mailto:natalie.wong@infotech.monash.edu.au">natalie.wong@infotech.monash.edu.au</a></td>
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<tr>
<td><strong>Studio 2:</strong></td>
<td>Wednesday 1 pm – 4 pm</td>
<td>Room T1.26</td>
<td>Kathy Lynch</td>
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<tr>
<td></td>
<td></td>
<td>Kathy Lynch</td>
<td>Room S4.04, Level 4, Building S</td>
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<td>9903 2583</td>
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<td><a href="mailto:kathy.lynch@infotech.monash.edu.au">kathy.lynch@infotech.monash.edu.au</a></td>
<td><a href="mailto:reagan.low@infootech.monash.edu.au">reagan.low@infootech.monash.edu.au</a></td>
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<tr>
<td><strong>Studio 6:</strong></td>
<td>Thursday 11 am – 2 pm</td>
<td>Room T1.26</td>
<td>Chris Gonsalvez</td>
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<td></td>
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<td>Chris Gonsalvez</td>
<td>Room S7.22, Level 7, Building S</td>
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<td>Room S7.22, Level 7, Building S</td>
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<td>9903 2554</td>
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<td><a href="mailto:chris.gonsalvez@infotech.monash.edu.au">chris.gonsalvez@infotech.monash.edu.au</a></td>
<td>Rabeena Prasad</td>
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<td>Rabeena Prasad</td>
<td>Room T1.03, Level 1, Building T</td>
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<td>Room T1.03, Level 1, Building T</td>
<td>Caulfield Campus</td>
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Contacting staff: Outside the scheduled class contact hours, you can contact teaching staff by email, phone, during their consultation hours (available on unit webpage or at SIMS FrontDesk) or by making an appointment.

If you need a staff member urgently and are unable to contact them, please contact:
SIMS FrontDesk, Level 7 – Building S, Ph: 9903 2208

Aim: To provide a general introduction to contemporary information usage and information systems development, together with practical experience of group work and project management in an information system development environment.

Objectives: At the completion of this unit the students will:

have knowledge and understanding of:

• what characteristics define a system
• the basic purposes of information in society
• the main components of a personal computer and their function
• group dynamics, and how to work within groups
• the SDLC as one approach towards project management
• documentation standards and formats for systems development

have the skills to:

• use core productivity tools and software applications, such as presentation software, word-processing software, spreadsheet software, HTML authoring tools, etc
• undertake basic hardware assembly

have developed attitudes which enable them to:

• professionally document their work as an individual and as a member of a group
• develop an appreciation of the value of group work, and its fundamental contribution to the systems process

Prerequisite knowledge:

Nil.

This unit is only available to students enrolled in the BIS or BIS(IM)/BEd or BA/BIS.
**Texts:**

**Highly recommended texts:**


**Other references:**


**Study materials:**

Seminar, studio and assignment materials will be available for download from the unit website. All material must be downloaded before the relevant session.
### Unit structure and organisation:

<table>
<thead>
<tr>
<th>Week</th>
<th>Seminar</th>
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| 1 | Introduction to IMS2000, Administrative issues  
Unit Objectives  
The Systems Development framework | Chris Gonsalvez |
| 2 | Introduction to Systems – Part 1  
What is a system  
Role of information in society | Sue Foster |
| 3 | Introduction to Systems – Part 2  
Role of information systems  
Types of information systems | Sue Foster |
| 4 | The Systems Development Life Cycle  
Systems Development alternatives | Chris Gonsalvez |
| 5 | Group Work  
Communication | Kathy Lynch |
| 6 | Project Management – Part 1 | Chris Gonsalvez |
| 7 | Project Management – Part 2 | Chris Gonsalvez |
| 8 | Documentation | Kathy Lynch |
| 9 | Efficiency Tools | Kathy Lynch |
| 10 | Analysis Overview  
Purpose of information  
Acquiring and organising information | Sue Foster |
| 11 | Design Overview  
Hardware, Operating Systems, Networks | Kathy Lynch |
| 12 | Implementation, Maintenance & Review Overview  
Introduction to HTML authoring | Sue Foster |
| 13 | REVISION | IMS1501 Teaching Team |

Note: This schedule is subject to change without notice
Workload:

This is a six point unit which, according to University guidelines, requires you to spend 12 hours per week (a total of at least 156 hours per semester).

The anticipated workload is:

- 1 hour per week seminar
- 3 hours per week studio session
- 8 hours per week reading, preparation for seminars and studio sessions, and completion of assignment work

Assessment:

The assignments (80% weighting) and a two hour examination (20% weighting) will be used to assess whether you have achieved the objectives of this unit.

See Assessment Note 4 for pass requirements.

The assignments will comprise the following:

- Portfolio assessment (60%): based on a range of assessable tasks, some of which will be conducted during nominated studio sessions.
- Reflection (20%): based on a journal of reflective work

Note:

- Assignments in this unit are no less important than those of other units. Your inability to manage your time or computing resources will not be accepted as a valid excuse. (Several assignments falling due at the same time is an unavoidable fact of university life.)
- Backup copies are required to be made of all assignments and retained for 12 months, in case of loss.
- Hardware failures are not normally recognised as a valid reason for obtaining an extension or handing in a late assignment.
Assessment Notes

1 Acknowledgment of sources

Each time you complete any assessment, please refer to and make yourself familiar with the most current information regarding acknowledgement of sources, plagiarism and academic conduct contained in the SIMS Policy website.


2 Assignments

2.1 Standards for presentation

All printed assignment work must be word processed and meet the standards set out in the assignment. Refer also to the School of Information Management and Systems guidelines for writing assignments for additional information on presentation standards:


2.2 Assignment cover page

All assignments must include an appropriate signed SIMS assignment cover page. See the SIMS web site for downloadable (PDF) copies of SIMS assignment cover pages


2.3 Extensions

If you believe that your assignment will be delayed because of circumstances beyond your control such as illness, you should apply for an extension prior to the due date. All applications for extensions must be made in writing to your lecturer. Medical certificates or other supporting documentation will be required.

Late assignments submitted without an approved extension may be accepted up to one week late at the discretion of your studio academic, but will be penalised at the rate of 10% of total assignment marks per day (including weekends). Example:
Total marks available for the assignment = 100 marks
Marks received for the assignment = 70 marks
Marks deducted for 2 days late submission (20% of 100) = 20 marks
Final mark received for assignment = 50 marks

2.4 Submission of assignments

Assignments should be submitted according to instructions. In the absence of instructions, all assignments are to be submitted to your tutor during the nominated studio session.

2.5 Return of assignments

Assignments will either be returned in specified tutorials during semester or via the SIMS FrontDesk collection system outside semester.

In general, assignments will be returned within two to three weeks of the due date.
3. Student Academic Grievance Procedure

If you have a concern or issue about aspects of your assessment or other academic matters, you are encouraged to follow the SIMS Student Academic Grievance Procedure: [http://www.sims.monash.edu.au/resources/index.html](http://www.sims.monash.edu.au/resources/index.html)

4. Pass requirements

The 40% rule applies to units and determines the final result for a student where the student's performance in either the examination or assignment component of the unit is unsatisfactory. Students need to be aware of the 40% rule which is:

In order to pass a unit, a student must gain all of the following:

- at least 40% of the marks available for the examination component, if any: i.e. the final examination and any tests performed under exam conditions, taken as a whole
- at least 40% of the marks available for the assignment component: i.e. the assignments and any other assessment tasks (such as presentations) taken as a whole
- at least 50% of the total marks for the unit

Where a student gains less than 40% for either the examination or assignment component, the final result for the unit will be no greater than ‘44-N’.

5. Grades

The grades awarded by the Faculty of Information Technology are:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Code</th>
<th>Marks</th>
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<tbody>
<tr>
<td>High Distinction</td>
<td>HD</td>
<td>80-100</td>
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<tr>
<td>Distinction</td>
<td>D</td>
<td>70-79</td>
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<tr>
<td>Credit</td>
<td>C</td>
<td>60-69</td>
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<tr>
<td>Pass</td>
<td>P</td>
<td>50-59</td>
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<tr>
<td>Fail</td>
<td>N</td>
<td>0-49</td>
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<tr>
<td>Near Pass</td>
<td>NP</td>
<td>45-49 (may be awarded by Board of Examiners only)</td>
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<tr>
<td>Deferred</td>
<td>DEF</td>
<td>-</td>
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<tr>
<td>Withheld</td>
<td>WH</td>
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