

71150 Introduction to Information Systems and Technology

(Course material and support pages)

71150 Intro to IS & T - Microsoft Internet Explorer

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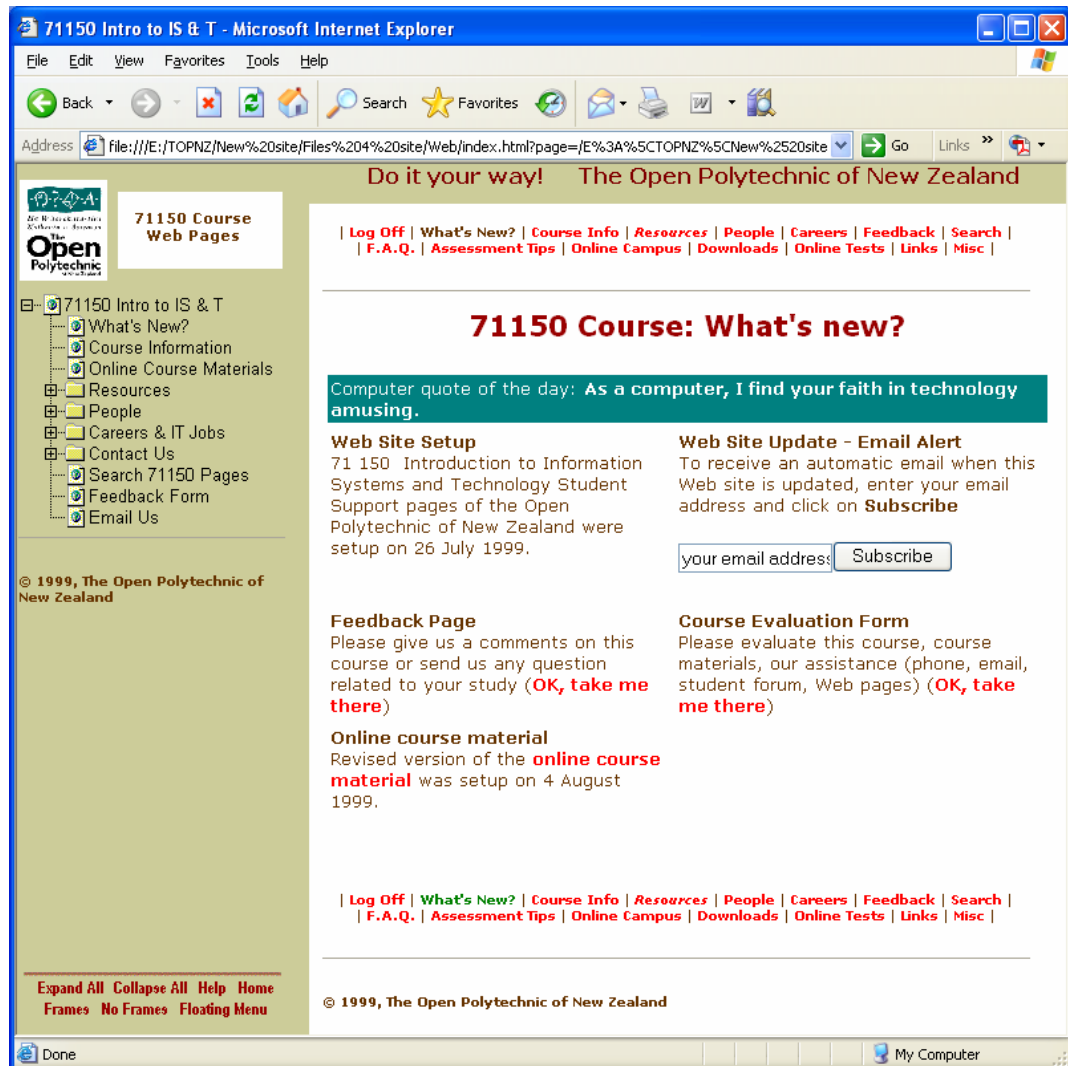
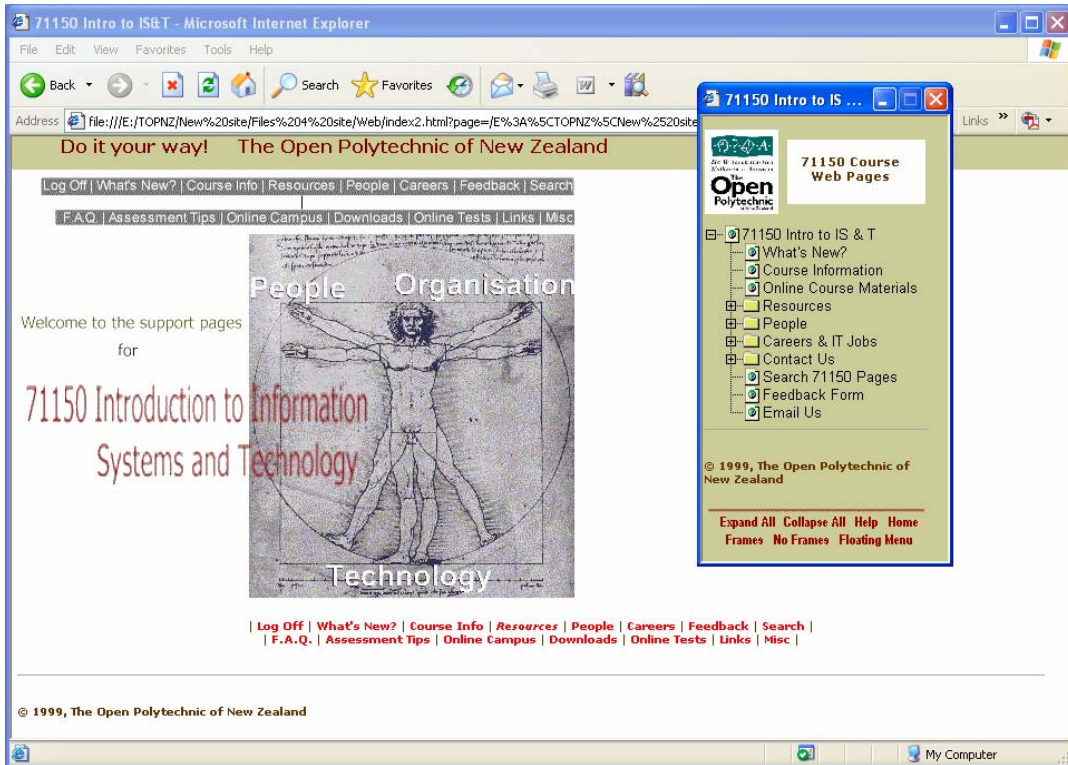
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The screenshot shows a Microsoft Internet Explorer browser window with the title "71150 Intro to IS & T - Microsoft Internet Explorer". The address bar shows a file path: "file:///E:/TOPNZ/New%20site/Files%204%20site/Web/index.html?page=/E%3A%5CTOPNZ%5CNew%2520site". The page content includes a navigation menu on the left, a main heading "71150 Course Information", and several paragraphs of text. The page is framed by a blue border, and the taskbar at the bottom shows "My Computer".

71150 Course Information

71 150 Introduction to Information Systems and Technology introduces you to the basic principles and procedures used to develop, implement, operate and test systems in the information technology environment. You will be able to use current information technologies, for example computers, the Internet, telecommunications and multimedia effectively in simple structured situations. The course will give you awareness of the tremendous changes that information technologies continue to bring to our lives, and how we can best prepare ourselves to understand and use these technologies.

This course leads naturally on to the study of other information systems and technology courses. This course is at level 5 on the **New Zealand Qualifications Authority Framework**.

Thank you for your decision to study with us. We know that you will get a life-long value out of your study of information systems and technology, and that it will open up many career avenues for you (find **more** about careers and jobs in IS&T area).

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71150 Course Evaluation

The Open Polytechnic aims for learning excellence. Your views and comments about this course will help us to improve its effectiveness.

Please fill out this form even if you did not complete the course. Click [here](#) if you want to send us any comments regarding your study with us.

Your tutor:

- Did you contact your tutor? (yes) (no)
- How many weeks did you spend on this course?
- On average, how many hours per week did you spend on this course?

For the questions below please indicate your preferences on the following scales

4. Learning Guide (tick if not applicable)

Clear	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Unclear
Interesting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Boring
Too easy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Too difficult
Too little work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Too much work
Very useful	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Useless

5. Set text (tick if not applicable)

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Search the 71150 Course Pages

Use the form below to search for documents in these *71150 Introduction to Information Systems and Technology course pages* containing specific words or combinations of words. Enter your queries (separated by spaces or commas) in the search box. To search for a sequence of words, place the words in between double quotes (for example, "information technology"). If a match is found for any of the words/phrases you were searching for, the name of the file, that file's size, and the date of its last update (according to the server) are added to the list below the progress bar. You can restrict your search more by checking the "Exclude HTML" and/or "Exact matches only" boxes. If "Exclude HTML" is checked, all text between lesser-than and greater-signs is ignored. If "Exact matches only" is checked, a match is only found if your query is found apart from other words, separated by "spaces." Double click on a file name in the list to have your browser directed to it.

Search for:

Exclude HTML Exact matches only

[AdvSiteSearcher c1999 The Gilbert Post]

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71150 Introduction to Information Systems and Technology

Welcome to *71 150 Introduction to Information Systems and Technology* online course material. Get into the course materials early -- browse through the course, take note of the suggested schedule and plan your study/research times now. Call out for help when you need some motivation. We know it isn't easy to juggle your studies with other commitments, so try to set achievable goals. They will help you to focus and set priorities. We've used a new approach for this course which we believe will benefit you greatly. You will look beyond the recommended text -- draw from your work experience, observations, and discussions with your friends and colleagues. The learning process should be fun and challenging. So get into it now !!!

Study Information

Please read the introduction section at the beginning of the course information. Important details about the course requirements, course materials, assessment and planning your work are included there. The two projects (**Project 1** and **Project 2**) and one **Progress Review** are included with the course materials.

Study timetable

The activities of may be are divided into weeks according to a 18 weeks semester. You may find the following table useful in planning your own work over a year.

Weeks	Learning Sections	Submission Dates	Time for preparing submission	Contributes to final marks
1	1			
2	1			
3	1			
4	1	Progress Review	5 hours	

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He Wharekura-tini
Kaihautu o Aotearoa
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Section 1

Activity 1

Resources

What is a business information system?

The **Student Library Service** can supply any items listed here as **recommended reading**. We will also supply *additional readings* if they are held by the Library. To make a loan request now, [click here](#).


Book of readings

Reading 1, *The idea of a system*

Reading 2, ***Networking on the network***

Reading 5, *Seven steps to better report writing*

Set text



Read the following sections in your set text to identify, in general terms, what an information system is and how it compares with a computer system.

Sections 1.2-1.6, 10.1-10.3

and

Laudon et al (1996, Section 12.1)

Own research

Your own experience with a point-of-sale system, the observation of actual activities in a supermarket, or an interview with supermarket personnel could all help you to gain a full 'picture' of how a business information system for a supermarket is designed, constructed, used, and managed. However, you will not be disadvantaged if you do not have access to a live supermarket system.

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Section 1

Activity 1

Your Tasks

What is a business information system?

Respond to the questions below, and check your responses with **Task feedback**.

- How does the supermarket keep track of the sales figures?
- Given the large number of goods and their different brands, how did they know that a particular brand was not doing well?
- How could they respond so quickly and accurately to the changes in demand?
- Who makes the decision to remove stock?
- On what basis is this decision made?

Hint: *You need to consider the three components of an information system: organisation, people and technology.*

You will need about 2-3 hours to study the relevant resources and apply your learning to the tasks on the supermarket scenario.

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Section 1 Activity 1 Task Feedback

What is a business information system?

The decision made by the manager/owner of the supermarket was clearly based on the use of an automated sales transaction processing system as the response to poor sales was a rapid one. Poor sales shown up in the inventory over a period of time led to the decision by the manager/owner to stop stocking that brand. The advantages of using technology in a business system are demonstrated.

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Section 1		Resources
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What does an effective business information system look like?

The following resources will help you solve the problem for this section. They are mentioned again in the activities for this section where their relevance to component parts of the business system is discussed.

The **Student Library Service** can supply any items listed here as **recommended reading**. We will also supply **additional readings** if they are held by the Library. To make a loan request now, **click here**.

<p>Book of readings</p>	Readings 1 to 5, 11, 13.
<p>Set text</p> 	Laudon, K C, Traver, C G, and Laudon, J P. <i>Information Technology and Society</i> . 2 nd ed. Cambridge, MA: Course Technology, Inc., 1996.
<p>Recommended Readings</p>	Butler, Dr Graham (of the New Zealand Futures Trust). <i>Impact 2001</i> . Wellington, New Zealand: The Information Technology Advisory Group and the Information Technology Association of New Zealand. 1996.

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The main content area features a logo for 'The Open Polytechnic of New Zealand' on the left, which includes the Māori text 'He Wharekura-tini Kaihautu o Aotearoa'. To the right of the logo is a large green box with the text 'Progress Review' in white. Below this, there are three yellow boxes. The 'Weighting' section states that the review is not compulsory but recommended. The 'Purpose' section explains that the review is to help students understand the course and standards. The 'Instructions' section lists two points: to complete the review if possible and to make it about 8-10 pages long.

Weighting This progress review does not contribute to your final mark. It is **not** compulsory work for the course. But we strongly recommend you to submit it.

Purpose The main purpose of the progress review is to help you to get to know the course and the standards your lecturer is expecting from you. It gives you an opportunity to review what you have learned and gain confidence before you submit assessments. It also gives your lecturer the opportunity to give you helpful comments and feedback.

By completing this review, you should have shown that you understand what a business information system is, what a computer system is, and how they can contribute to business efficiency.

Instructions

1. While this progress review is not compulsory you are encouraged to complete it and send it in. You can choose to do only some of the tasks if you like. Your lecturer will make comments on your work and send it back to you.
2. Your answer paper should be about 8-10 pages in length, including appendices.

The browser's status bar at the bottom shows 'Done' and 'My Computer'.


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Section 1

Activity 5

Task Feedback

Database Hints

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 [Primary Keys](#)

1. The following notes explain how to create, edit, update and query your database for four different software packages. For more details see the online help in your software. To access online help, select **Help** from the Main Menu at the top of the screen, then select the topic you want from the list of help topics available. You may find it useful to print off the relevant help topic so you can refer to it as you work through the exercises.

Microsoft Works Version 3

- a. **To create the database with the field lengths and types as given** work through the following instructions:

If you have just started Works and the **Startup** dialog box is visible, choose the **Database** button.

OR

If you are already in Works and the Main Menu is visible at the top of the screen, select **File** from the Main Menu, then select **Create New File** from the drop-down list.

Works displays a blank form in form view.

Done My Computer