

Tutorial Letter 101/0/2026

Introduction to Business Information Systems

INF1505

Year module

Department of Information Systems

Please register on myUnisa, activate your myLife e-mail account and make sure that you have regular access to the module website, INF1505-2026-Y, as well as your group website on myUnisa. This is a fully online module, and is therefore available only on myUnisa.

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Dear Student

1. INTRODUCTION

Unisa is a comprehensive open distance e-learning (CODEL) higher education institution offering carefully planned and structured vocational and academic certificates, diplomas and degrees.

Multiple modes of delivery are involved in teaching and learning in a CODEL context, ranging from blended to fully online learning. All postgraduate programmes are offered fully online with no printed study materials being made available, whereas the majority of undergraduate programmes are offered using a blended mode of delivery, with printed study materials being augmented with online teaching and learning via myUnisa, our learning management system.

Our programmes are aligned with the vision, mission and values of the university. Unisa's commitment to serving humanity and shaping futures – combined with a clear appreciation of our location on the African continent – means that Unisa graduates:

- are independent, resilient, responsible and caring citizens able to fulfil and serve in multiple roles in their immediate and future local, national and global communities
- have a critical understanding of their location on the African continent, taking account of its histories, challenges and potential in relation to globally diverse contexts
- are able to critically analyse and evaluate the credibility and usefulness of information and data from multiple sources in a globalised world with ever-increasing information and data flows and competing worldviews
- know how to apply their discipline-specific knowledges competently, ethically and creatively to solve real-life problems
- have an awareness of their own learning and developmental needs and future potential

INF1505 is offered fully online, which means that you will need to use myUnisa, the university's virtual campus, in order to study and to complete the prescribed learning activities. The website for INF1505 is <https://mymodules.dtls.unisa.ac.za/course/view.php?id=87489>.

2. MODULE OVERVIEW

2.1 Purpose

This module covers the latest practices and trends in information technology. INF1505 provides you with an introduction to the role of information technology in the modern enterprise, with a focus on applying technology to achieve and maintain a competitive advantage. We use real-world examples and case studies to equip you with skills and knowledge that can easily be transferred to the business world. After you have studied this module, you will be able to apply concepts relating to information technology in your everyday life and to identify different classes of business information systems. You will also understand systems development and information systems in business and society in general. This module also introduces you to systems and development concepts, technology acquisition, and various types of application software that have become prevalent or are emerging in modern organisations and society. The knowledge, skills and values that you acquire will support you in any further studies you embark on and any work you do in the field of information technology, information systems, computer science or commerce.

2.2 Outcomes

For this module, you will have to master the outcomes listed below:

- **Specific outcome 1:** Demonstrate and apply a fundamental knowledge base of information systems in modern organisations, including global organisations.
- **Specific outcome 2:** Analyse information technology components.
- **Specific outcome 3:** Give an overview of business information systems.
- **Specific outcome 4:** Examine how projects are planned, aligned with corporate goals, and developed.
- **Specific outcome 5:** Describe emerging trends and privacy, legal, security, health and ethical concerns in information systems.

3. CURRICULUM TRANSFORMATION

Unisa has implemented a transformation charter that places curriculum transformation high on the teaching and learning agenda. Curriculum transformation includes student-centred scholarship, the pedagogical renewal of teaching and assessment practices, the scholarship of teaching and learning, and the infusion of African epistemologies and philosophies, all of which are being phased in at both programme and module levels. We encourage you to embrace these changes during your studies at Unisa responsively and within the framework of transformation.

4. LECTURER AND CONTACT DETAILS

4.1 Lecturer

The primary lecturer for this module is **Mr Ephraim Bogopa**:

Department: Information Systems

Telephone: 011 670 9058

E-mail: INF1505@unisa.ac.za

4.2 Department

You can contact the Department of Information Systems at:

Telephone number: 011 670 9200

E-mail: computing@unisa.ac.za

4.3 University

Contact addresses of the various administrative departments appear on the Unisa website:

<http://www.unisa.ac.za/sites/corporate/default/Contact-us/Student-enquiries>.

Please include your student number in all correspondence.

5. RESOURCES

5.1 Prescribed book

The only prescribed book for INF1505 for 2026 is:

Title	<i>MIS</i>
Author	Hosseini Bidgoli
Publisher	Cengage
Edition	11 th edition; 358 pages, PB, 4 colours
Date of publication	2024
ISBN	0357883861 9780357883860

Please purchase the prescribed book. For the contact details of official booksellers, please consult the list of official booksellers and their addresses in *Study @ Unisa*. If you find it difficult to obtain the prescribed book from these bookshops, please contact the Prescribed Books Section at 012 429 4152 or send an e-mail to vospresc@unisa.ac.za.

5.2 Recommended books

There are no recommended books for this module.

5.3 E-reserves

There are no e-reserves for this module.

5.4 Library services and resources

The Unisa library offers a range of information services and resources and has prepared a number of library guides, available at <http://libguides.unisa.ac.za>

Recommended guides:

- For brief information about the library, go to <https://www.unisa.ac.za/library/libatglance>
- For more detailed library information, go to <http://www.unisa.ac.za/sites/corporate/default/Library>
- For frequently asked questions, go to <https://www.unisa.ac.za/sites/corporate/default/Library/Frequently-Asked-Questions>
- For research support and services such as the Personal Librarian service and the literature search request service, offered by the Information Search Librarian, go to <http://www.unisa.ac.za/sites/corporate/default/Library/Library-services/Research-support>
- For library training for undergraduate students, go to <https://www.unisa.ac.za/sites/corporate/default/Library/Library-services/Training>
- For lending services, go to <https://www.unisa.ac.za/sites/corporate/default/Library/Library-services/Lending-services>
- For services for postgraduate students, go to <https://www.unisa.ac.za/sites/corporate/default/Library/Services-for-Postgraduates>
- For support and services for students living with disabilities, go to <https://www.unisa.ac.za/sites/corporate/default/Library/Services-for-students-with-special-needs>
- For library technology support, go to <https://libguides.unisa.ac.za/techsupport>

- For information on finding and using library resources and tools, go to http://libguides.unisa.ac.za/Research_skills
- For an A–Z list of library databases, go to <https://libguides.unisa.ac.za/az.php>

Important contact information

- Technical problems encountered in accessing library online services: Lib-help@unisa.ac.za
- General library-related queries: Library-enquiries@unisa.ac.za
- Queries related to library fines and payments: Library-fines@unisa.ac.za
- Interlibrary loan service for postgraduate students: libr-ill@unisa.ac.za
- Literature Search service: Lib-search@unisa.ac.za
- Services and resources available to clients living with disabilities: lib-disability@unisa.ac.za
- Library book requests from, and book deliveries to Correctional Services: lib-corrections@unisa.ac.za
- Social media channels: Facebook: Unisa Library and X: @UnisaLibrary

To view the Library orientation video, please click here: [📄 Unisa Library and Information Services Video 1 1 \(2\).mp4](#)

6. STUDENT SUPPORT SERVICES

6.1 *Study @ Unisa* and myModules

The *Study @ Unisa* online publication is available on myUnisa at www.unisa.ac.za/brochures/studies

It contains important information and guidelines for successful studies through Unisa.

If you need assistance with the myModules system, you are welcome to use the following contact details:

- Toll-free landline: 0800 00 1870 (select option 07 for myModules)
- E-mail: mymodule22@unisa.ac.za or myUnisaHelp@unisa.ac.za

You can access and view short videos on topics such as how to view your calendar, how to access module content, how to view announcements for modules, how to submit assessments

and how to participate in forum activities by visiting <https://dtls-ga.unisa.ac.za/course/view.php?id=32130>

Registered Unisa students receive a free myLife e-mail account. Important information, notices and updates are sent exclusively to this account.

Please claim your e-mail account immediately after registering at Unisa by following this link: myLifeHelp@unisa.ac.za. Note that it can take up to 24 hours for your account to be activated after you have claimed it.

Your myLife account is the **only** e-mail account recognised by Unisa for official correspondence between you and the university, and it will remain your official primary e-mail address on record at Unisa.

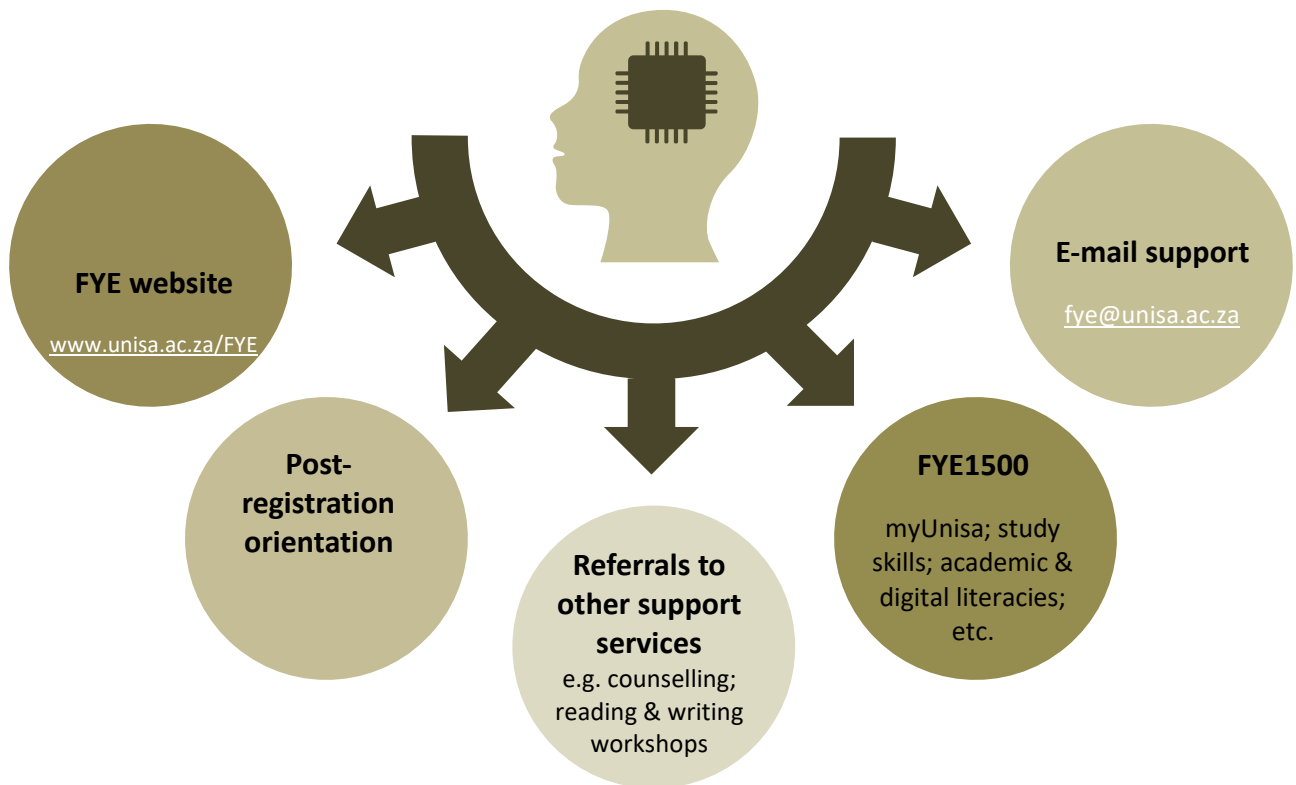
You remain responsible for the management of this e-mail account.

6.2 The Unisa First-Year Experience Programme

Many students find the transition from school education to tertiary education stressful, and this is often true for students enrolling at Unisa for the first time. Unisa is a dedicated open distance and e-learning institution and is very different from face-to-face/contact institutions. It is a mega university, and all its programmes are offered through either blended learning or fully online learning. For these reasons, we offer first-time students additional or extended support to help them navigate the Unisa teaching and learning journey as easily as possible.

Unisa's First-Year Experience (FYE) Programme has been specially designed to provide you with prompt and helpful information about the services that the institution offers.

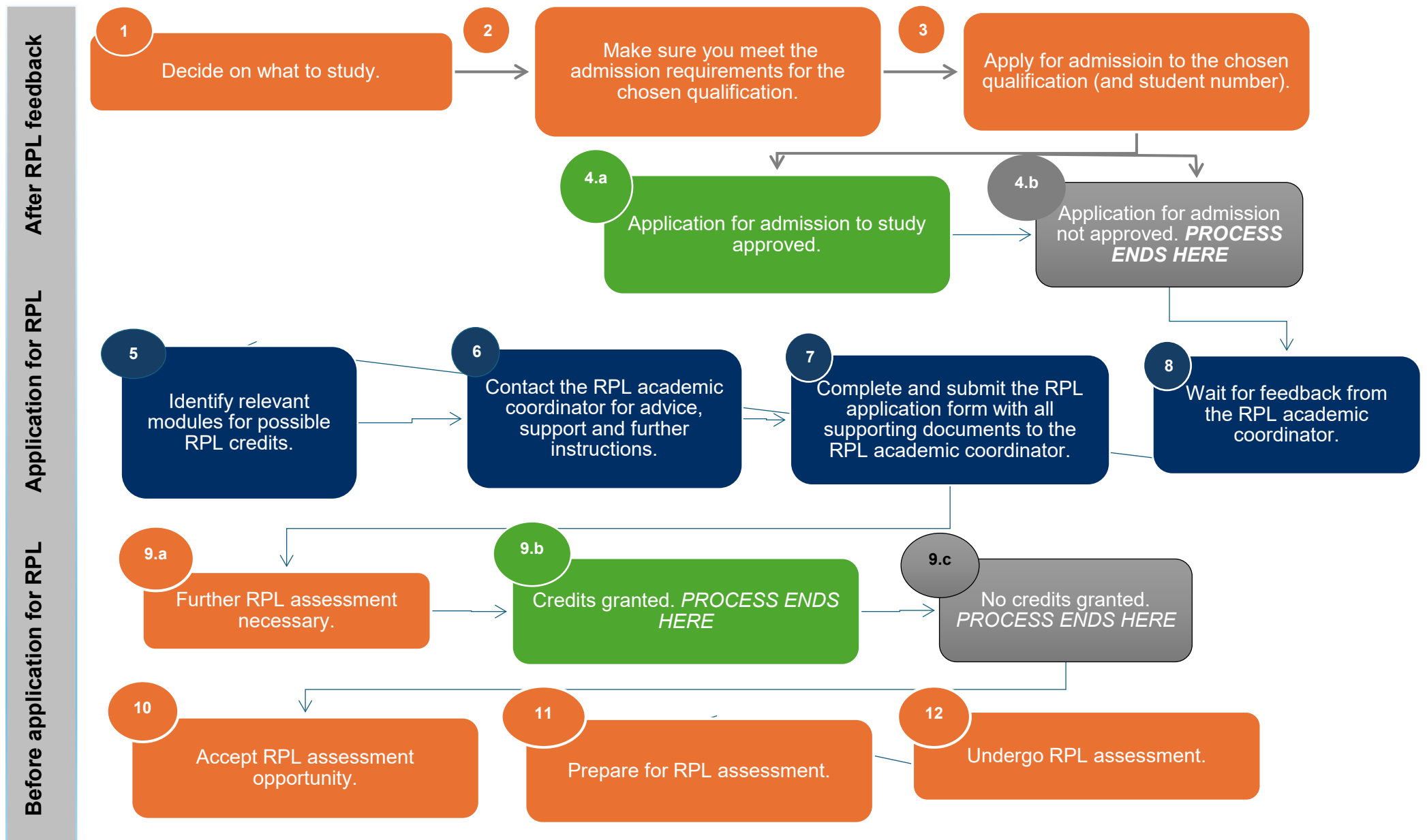
The following FYE services are currently available:



To ensure that you don't miss out on important academic and support communication from the Student Retention Unit, please check your myLife inbox regularly.

6.3 Recognition of prior learning (RPL)

If you have been exposed to the learning outcomes of the module for which you have registered for three years or more either through work experience or other involvement, you can apply to be exempted from completing assignments and writing examinations. As part of your application for this exemption, you will be required to compile a portfolio of evidence substantiating how your experience is equivalent to the learning outcomes. The diagram below shows the steps involved in obtaining recognition of prior learning (RPL) for module credit. For more information on the process, RPL fees, and the contact details of your college RPL coordinator, visit www.unisa.ac.za/rpl



6.4 The Academic Integrity course

Students registered for programmes at NQF levels 5 to 8 are required to complete the Academic Integrity course annually.

Academic integrity represents our commitment to and demonstration of honest and ethical behaviour in academic settings. Academic integrity is a foundational principle at Unisa, underpinning the quality and credibility of our qualifications. At its core, the Academic Integrity course is designed to advance values such as discipline, fairness, honesty and commitment, which are important to your success as a student and your future as a professional.

The course can be accessed at: <https://mooc.unisa.ac.za/>. Use your myLife credentials to log in.

First-time students

If you are student enrolling at Unisa for the first time in 2026, you must complete the full Academic Integrity course as part of your orientation. This course is designed to instil academic values and equip you with the necessary skills required to uphold integrity throughout your academic journey.

The course comprises five comprehensive study units:

1. Unisa's values and mission as these relate to academic integrity principles
2. Defining academic integrity in an open distance learning (ODL) environment
3. Basic skills in academic writing
4. Ethical usage of artificial intelligence
5. Unisa's processes in identifying academic misconduct and detection tools

Returning students

Those of you who completed the Academic Integrity course in 2025 are required to complete the refresher version of the course in 2026. The refresher course serves to reinforce the principles and practices of academic integrity. While it is a shortened version of your previously completed Academic Integrity course, it remains compulsory and must be completed within the specified period.

The refresher course aims to:

- Reinforce understanding of academic integrity principles
- Update you on any changes in policies or practices

- Ensure continued commitment to ethical academic conduct

Both first-time and returning students must complete the respective versions of the Academic Integrity course within the specified periods. Unisa remains steadfast in its commitment to fostering a culture of honesty, fairness and responsibility. Non-compliance may lead to academic consequences as outlined in Unisa's Student Rules. For support, contact mymodule22@unisa.ac.za

7. STUDY PLAN

The outcomes for this module are covered in the chapters of the prescribed book listed below.

Chapter	Learning outcomes
1	<p>Chapter 1: Information systems in business</p> <p>Learning objectives</p> <p>The main aims of this chapter are:</p> <ul style="list-style-type: none"> • LO1 Discuss common applications of computers and information systems. • LO2 Explain the differences between computer literacy and information literacy. • LO3 Define transaction processing systems. • LO4 Define management information systems. • LO5 Describe the four major components of an information system. • LO6 Define strategic information systems. • LO7 Discuss the differences between data and information. • LO8 Explain the importance and applications of information systems in functional areas of a business. • LO9 Analyse how information technologies are used to gain a competitive advantage. • LO10 Apply the five forces model and strategies for gaining a competitive advantage. • LO11 Review the IT job market. • LO12 Summarise the future outlook of information systems.
2	<p>Chapter 2: Computers and their business applications</p> <p>Learning objectives</p> <p>The main aims of this chapter are:</p> <ul style="list-style-type: none"> • LO1 Define a computer system and describe its components. • LO2 Discuss the history of computer hardware and software. • LO3 Analyse the impact of the three factors distinguishing the computing power of computers. • LO4 Summarise the three basic computer operations. • LO5 Discuss the types of input, output and memory devices. • LO6 Explain how computers are classified and discuss their business applications. • LO7 Apply knowledge of the two major types of software and their use in a business setting.

	<ul style="list-style-type: none"> • LO8 List the five generations of computer languages. • LO9 Define object-oriented programming.
3	<p>Chapter 3: Data and business intelligence</p> <p>Learning objectives</p> <p>The main aims of this chapter are:</p> <ul style="list-style-type: none"> • LO1 Define a database and a database management system. • LO2 Explain logical database design and the relational database model. • LO3 Define the five components of a database management system. • LO4 Summarise three recent trends in database design and use. • LO5 Analyse the four major components and functions of a data warehouse and their use for business. • LO6 Describe the functions of a data mart. • LO7 Compare data lakes and data warehouses. • LO8 Explain what business analytics is and describe its role in the decision-making process. • LO9 Examine the advantages and challenges of big data and predictive analytics for a business. • LO10 Explain database marketing and its business applications. • LO11 Explain key features of Tableau and Power BI as two popular business intelligence and visualisation platforms.
4	<p>Chapter 4: Personal, legal, ethical, and organisational issues</p> <p>Learning objectives</p> <p>The main aims of this chapter are:</p> <ul style="list-style-type: none"> • LO1 Discuss information privacy and methods for improving the privacy of information. • LO2 Explain general data protection regulation. • LO3 Explain the privacy issues relating to e-mail and data collection in a business setting. • LO4 Examine the ethical issues relating to and censorship of information technology. • LO5 Discuss the principles of intellectual property and issues related to the infringement of intellectual property. • LO6 Examine the impact of information technology on society: the digital divide, telecommuting, and health issues. • LO7 Describe green computing and the ways it can improve the quality of the environment.
5	<p>Chapter 5: Protecting information resources</p> <p>Learning objectives</p> <p>The main aims of this chapter are:</p> <ul style="list-style-type: none"> • LO1 Understand cybercrime and its impact on the global economy. • LO2 Describe information technologies that could be used in computer crimes. • LO3 Describe basic safeguards in computer and network security. • LO4 Identify the nine most common intentional security threats.

	<ul style="list-style-type: none"> • L05 Identify and discuss the nine security measures and enforcements that a comprehensive security system should include. • L06 Summarise the guidelines for a comprehensive security system, including business continuity planning.
6	<p>Chapter 6: Data communication: Delivery information, anywhere and anytime</p> <p>Learning objectives</p> <p>The main aims of this chapter are:</p> <ul style="list-style-type: none"> • L01 Describe the major applications of a data communication system. • L02 Explain the major components of a data communication system. • L03 Describe the three major types of processing configurations. • L04 Explain the three types of networks. • L05 Describe the five main network topologies. • L06 Explain important network concepts such as bandwidth, routing, routers and the client/server model. • L07 Describe wireless and mobile technologies and networks. • L08 Describe networking trends such as Wi-Fi, WiMAX and Bluetooth. • L09 Discuss the importance of wireless security and the five techniques used. • L010 Summarise the convergence phenomenon and its applications for business and personal use.
7	<p>Chapter 7: A connected world</p> <p>Learning objectives</p> <p>The main aims of this chapter are:</p> <ul style="list-style-type: none"> • L01 Describe the makeup of the internet and the Web. • L02 Discuss navigational tools, search engines and directories. • L03 Describe four common internet services and how they are used in a business environment. • L04 Explain business applications of the internet. • L05 Describe the role of intranets in various business functions. • L06 Describe the role of extranets in various business functions. • L07 Analyse Web trends and their impact on business. • L08 Analyse the Internet of Everything and its business applications.
8	<p>Chapter 8: E-commerce</p> <p>Learning objectives</p> <p>The main aims of this chapter are:</p> <ul style="list-style-type: none"> • L01 Define e-commerce and describe its advantages, disadvantages and business models. • L02 Explain the major categories of e-commerce. • L03 Describe the five major activities of the business-to-consumer e-commerce cycle. • L04 Summarise the four major models of business-to-business e-commerce.

	<ul style="list-style-type: none"> • L05 Describe mobile-based and voice-based e-commerce. • L06 Explain four supporting technologies for e-commerce. • L07 Explain social commerce and the reasons for its popularity. • L08 Explain hypersocial organisations and their growing popularity. • L09 Explain social media information systems.
9	Chapter 9: Global information systems in business is NOT included in the syllabus.
10	<p>Chapter 10: Building successful information systems</p> <p>Learning objectives</p> <p>The main aims of this chapter are:</p> <ul style="list-style-type: none"> • L01 Apply the systems development life cycle (SDLC) as a method for developing information systems. • L02 Explain the tasks involved in the planning phase. • L03 Explain the tasks involved in the requirements-gathering and analysis phase. • L04 Explain the tasks involved in the design phase. • L05 Explain the tasks involved in the implementation phase. • L06 Explain the tasks involved in the maintenance phase. • L07 Describe new trends in systems analysis and design, including service-oriented architecture, rapid application development, extreme programming and agile methodology.
11	<p>Chapter 11: Enterprise systems</p> <p>Learning objectives</p> <p>The main aims of this chapter are:</p> <ul style="list-style-type: none"> • L01 Explain how supply chain management is used within an organisation. • L02 Describe customer relationship management systems. • L03 Describe knowledge management systems. • L04 Describe enterprise resource planning systems. • L05 Discuss the advantages and disadvantages of cloud-based enterprise systems.
12	<p>Chapter 12: Supporting decisions and processes</p> <p>Learning objectives</p> <p>The main aims of this chapter are:</p> <ul style="list-style-type: none"> • L01 Examine the types of decisions made in each phase of the decision-making process. • L02 Describe a decision-support system. • L03 Explain the importance of an executive information system in decision-making. • L04 Summarise the uses for a geographic information system. • L05 Describe collaboration systems or software, including the types available and criteria for their selection. • L06 Apply the eight guidelines for designing a management support system.

13	<p>Chapter 13: Artificial intelligence and automation</p> <p>Learning objectives</p> <p>The main aims of this chapter are:</p> <ul style="list-style-type: none"> • LO1 Define artificial intelligence (AI) and explain how AI technologies support decision-making. • LO2 Describe an expert system, its applications, and its components. • LO3 Describe case-based reasoning, including the four Rs involved in its design and implementation. • LO4 Summarise each of the four types of intelligent agents and how they are used. • LO5 Describe fuzzy logic and its uses. • LO6 Explain machine learning and artificial neural networks. • LO7 Describe how genetic algorithms are used. • LO8 Explain natural-language processing and its major categories. • LO9 Identify and discuss the five benefits of integrating AI technologies into decision support systems. • LO10 Explain contextual computing. • LO11 Explain the impacts of AI on automation. • LO12 Discuss the ethical issues relating to AI.
14	<p>Chapter 14: Emerging trends, technologies, and applications</p> <p>Learning objectives</p> <p>The main aims of this chapter are:</p> <ul style="list-style-type: none"> • LO1 Summarise new trends in software and service distribution. • LO2 Describe virtual reality components and applications. • LO3 Explain non-fungible tokens (NFTs) and their business applications. • LO4 Discuss the metaverse, its foundation and its applications. • LO5 Describe the foundation, models and applications of cloud computing. • LO6 Discuss uses of nanotechnology. • LO7 Describe blockchain technology and cryptocurrency. • LO8 Explain quantum computing and its applications.

See the proposed schedule supplied at the beginning of the year to help you manage your time effectively so that you can cover all the material.

8. STUDYING ONLINE

Studying a fully online module differs completely from studying some other modules at Unisa.

- All the study material and learning activities for an online module are designed to be delivered online on myUnisa.
- All assignments must be submitted online. This means that you have to complete all the activities and submit all the assignments on myUnisa. In other words, you may **not** post any assignments to Unisa using the South African Post Office.

- All communication between you and the university takes place online. Lecturers will communicate with you by e-mail and SMS, as well as through the **Announcements**, **Questions and Answers** and **Discussion Forum** tools on myUnisa. (Please note that the **Discussion Forum** tool has been moved to the e-tutor sites.) You can also use all these platforms to ask questions and to contact lecturers.

Although the myUnisa system is generally extremely reliable, there may be times when it is not available owing to upgrades. Also, you may sometimes experience problems with your internet connection when trying to access myUnisa. There have also been occasional complaints that the submission dates indicated on the myUnisa system were not correct.

The Department of Information Systems is **not** responsible for myUnisa, and is therefore unable to help you with any problems that may occur when you are using the system. If you have any queries regarding the services provided by myUnisa, contact the Unisa helpline and ask to be connected to the myUnisa helpdesk (which falls under the ICT Department).

NB: It is very important that you log in to myUnisa regularly – at least once a week – to do the following:

- *Check for new announcements.* You can also set your myLife e-mail account so that you receive the announcement e-mails on your cellphone.
- *Complete the discussion forum activities on your e-tutor site.* When completing the activities for each learning unit, we would like you to share your answers with the other students in your group. You can read the instructions and even prepare your answers offline, but you have to go online to post your messages.

9. ASSESSMENT

9.1 Assessment criteria

You must submit **four** formal quiz assignments for this module.

To find the assignments – which are labelled **Assessments** – go to myModules and then to **Assessment** on the left-hand side of the screen, and access your assignments:

UNISA > 2025 > INF1505-25-Y > Welcome Message > Assessment 4

QUIZ

Assessment 4

Opens: Thursday, 11 September 2025, 8:00 AM
Closes: Monday, 29 September 2025, 7:00 PM

711310

There are four assignments for the module, one for each group of chapters in the syllabus. The last quiz assignment covers the last four chapters. Assignments 01, 02, 03, and 04 each contribute **25%** towards your year mark. The submission window for assignments will be open **10 days** before the due dates. **No extension** of the due dates will be granted. If you do not submit an assignment before or on its due date, you will forfeit the marks assigned to that assignment. Each quiz assignment has an allocated completion time of **40 minutes**, after which automatic marking will start. It is your responsibility to set aside 40 minutes to complete each assessment. You will have **two attempts** to complete each of **quiz Assignments 01 and 02** during the period they are open, and the highest mark you achieve for each will be recorded. You will have only **one** opportunity to submit each of the other assignments. Make sure that you attempt a quiz assignment only after you have read the chapters relating to it.

9.2 Assessment plan

- To complete this module, you will be required to submit four assignments.
- All information about when and where to submit your assignments will be made available to you on the website for the module.
- The due dates for the assignments, as well as the assignments themselves, will be available on the website for the module.
- To gain admission to the examination, you will be required to submit at least one assignment.
- To gain admission to the examination, you will need to obtain a year mark average of **40%** for the assignments.
- The assignment weighting for the module is **20%**.
- Examination information will be posted on the website for the module. Please watch out for announcements about how the examination will be conducted.
- The examination will count **80%** towards the final module mark.

Assessment Number	Method of assessment	Chapters covered in assessment
01	Quiz	1–3
02	Quiz	4–6
03	Quiz	7–8 & 10
04	Quiz	11–14

9.3 Assessment/assignment due dates

- No assessment/assignment due dates have been included in this tutorial letter.
- Assessment/assignment due dates will be made available to you on the myUnisa landing page for this module.

9.4 Submission of assessments/assignments

- The myUnisa virtual campus offers you access to the myModules site, where learning material is available online and where assessments should be completed. Together, myUnisa and myModules form an online system that is used to administer, document and deliver educational material to you and to support engagement between you and Unisa's academics.
- The myUnisa platform can be accessed via <https://my.unisa.ac.za>. Click on the **myModules 2026** button to access the sites for the modules that you are registered for.
- The university undertakes to communicate clearly and as frequently as is necessary to ensure that you get the most out of using myUnisa. Please read the announcements on your module site regularly, as this is where we will post important information.
- When you access the site for the module, you will see a welcome message posted by your lecturer. Below the welcome message you will see the assessment shells for the assessments that you need to complete. All assessments must be completed on the assessment shells available on the module platform.
- To complete quiz assessments, please log in to the module site. Click on the relevant assessment shell to see the date on which the assessment will open for you. When the assessment is open, access the quiz online and complete it within the time available to you.
- It is not advisable to use a cellphone to complete quizzes. Please use a desktop computer, tablet or laptop for this task. Students who use cellphones find it difficult to navigate the **Online Assessment** tool on the small screen and often struggle to navigate between questions and complete the quizzes successfully. In addition, cellphones are more vulnerable to dropped internet connections than other devices.

All four assignments for this module are mandatory. This means that the mark you achieve for each contributes to your year mark. If you do not submit a mandatory assignment, you forfeit the mark assigned to it, which will have a negative effect on your final mark for the module.

9.5 The examination

Examination information and details about the format of the examination will be made available to you on the module site on myUnisa. Look out for information from your lecturer and e-tutors, as well as for communication from the university.

An integrated assessment system is used for this module. This means that your final mark will be based not only on your examination mark, but also on your performance during the semester.

Your final mark will be calculated as follows:

$$\text{year mark (out of 100)} \times 20\% + \text{examination mark (out of 100)} \times 80\%$$

You need a final mark of at least **50%** to pass this module.

Below is a detailed example of how the integrated assessment system works, assuming that Assignments 01, 02, 03 and 04 are submitted.

(M = marks achieved; T = total number of possible marks)

Assignment	Chapters	Marks achieved (M/T)	% (M/T x 100)	x weight	% year mark
01	1–3	15/25	60%	x 0.25	15%
02	4–6	15/25	60%	x 0.25	15%
03	7–8 & 10	20/25	80%	x 0.25	20%
04	11–14	25/25	100%	x 0.25	25%
					15% of 20%

Your **year mark** will contribute 20% towards your **final mark** and the **examination mark** will make up the remaining 80%. The examination will be written at the end of the year.

The sequence of steps by which your final mark will be calculated is as follows:

1. Year mark = (Assignment 01 x 25%) + (Assignment 02 x 25%) + (Assignment 03 x 25%) + (Assignment 04 x 25%)
2. Examination mark (EM) = examination mark (EM)
3. Final mark = (year mark x 20%) + (examination mark x 80%)

=> 40% in order to qualify for a supplementary examination

=> 50% final mark in order to pass the module

Admission to the examination will be managed automatically by computer. If you have any queries relating to the examination, you can send an e-mail to the Examination Department at exams@unisa.ac.za. You will be admitted to the examination only if you have submitted at least one assignment.

9.6 Invigilation/proctoring

Since 2020, Unisa has been conducting all its assessments online. Given the stringent requirements imposed by professional bodies, as well as increased solicitation of Unisa's students by third parties offering to unlawfully assist them with the completion of assignments and examinations, the university is obliged to assure the integrity of its assessment by using various proctoring tools: Turnitin, Moodle Proctoring, The Invigilator app and IRIS. These tools authenticate a candidate's identity and flag suspicious behaviour to ensure the credibility of their responses during assessments.

Turnitin is plagiarism detection software that facilitates checks for originality in a student's submissions against internal and external sources. Turnitin assists in identifying academic fraud and ghostwriting. A student must submit **typed** responses for submission to Turnitin.

The **Moodle Proctoring** tool is facial recognition software that authenticates a student's identity during quiz assessments. This tool requires access to a student's **mobile or laptop camera**. The camera must be activated in the browser settings prior to the start of the assessment.

The Invigilator is a mobile application-based service that verifies the identity of an assessment participant. It detects student dishonesty-by-proxy and ensures that the assessment participant is in fact the student registered for the module concerned. The student must download the app from the Google Play Store (in the case of Android devices), the Huawei AppGallery (in the case of Huawei devices) or the Apple App Store (in the case of Apple devices) on a **camera-enabled** mobile device prior to the start of the assessment.

IRIS invigilation software verifies the identity of a student during assessment and provides for both manual and automated facial verification. It can record and review a student's assessment session and it flags suspicious behaviour for review by an academic administrator. IRIS software requires installation on a **webcam-enabled laptop device**.

Students who are identified and flagged for suspicious or dishonest behaviour arising from the invigilation and proctoring reports will be referred to the disciplinary office for formal proceedings.

Refer to your module assessment information to find out which proctoring, or invigilation tool will be used for your formative and summative assessments. CSET assessments utilise IRIS software. Therefore, IRIS will be used for at least one assignment.

10. ACADEMIC DISHONESTY

10.1 Plagiarism

Plagiarism is the action of taking the words, ideas and thoughts of others and presenting them as your own. It is a form of theft. Plagiarism includes:

- copying and pasting from any source without acknowledging that source
- either not including references, or else deliberately inserting incorrect bibliographic information
- paraphrasing without acknowledging the source of the information

For more information about plagiarism, follow the link below:

<https://www.unisa.ac.za/sites/myunisa/default/Study-@-Unisa/Student-values-and-rules>

10.2 Cheating

Cheating includes:

- completing assessments on behalf of another student, copying the work of another student during an assessment, or allowing another student to copy your work
- using social media (e.g. WhatsApp, Telegram) or other platforms to disseminate assessment information
- buying completed answers from so-called tutors or internet sites (contract cheating)

You are not allowed to use the assignment answers posted by someone else on social media (e.g. Instagram, Facebook or WhatsApp). If someone posts their assignment answers on a social media network, please report that person at INF1505@unisa.ac.za. You are not allowed to take pictures of assignment questions to share them on social media. Furthermore, you are not allowed to distribute an illegal copy of the prescribed book, such as a PDF copy, on social media. Steps will be taken by the university authorities should this practice come to light.

11. AN INVITATION TO STUDENTS LIVING WITH DISABILITIES

The Advocacy and Resource Centre for Students with Disabilities (ARCSWiD) provides an opportunity for staff to interact with first-time and returning students living with disabilities.

If you are a student living with a disability and would like additional support, or if you need additional time for assignments/assessments, contact **Mr ME Bogopa** at INF1505@unisa.ac.za to discuss the assistance that you need.

12. FREQUENTLY ASKED QUESTIONS

- ***I did not receive any study material. What should I do?***

You will not receive any study material in hardcopy format because the module is a fully online offering. You do, however, have to buy the prescribed book.

- ***What do I do if I cannot find the prescribed book?***

See the information in section 5.1.

- ***What will happen if I fail to submit an assignment on time?***

If the myUnisa system is down when you try to submit an assignment, do not contact the lecturers. Wait until the problem has been resolved, and then submit your assignment as soon as possible. We are usually aware of problems relating to myUnisa. No assignment will be marked after the solutions to the assignment have been published. This is usually a week or two after the assignment due date.

- ***How do I request an extension?***

No extensions will be granted. Submit the assignment before or on the due date, otherwise you will forfeit that portion of your year mark.

- ***What do I do if there are mistakes in the marking of my assignment?***

There is no inconsistency in our marking, because all online assignments are marked by the system. There is no remarking in the case of **quiz/MCQ assignments**.

- ***What do I do if I do not receive my study material, or I lose it?***

Download an electronic copy (PDF file) of your study material.
Unisa does not supply students with prescribed books. You are expected to buy the book.

- ***May I submit my assignment by e-mail?***

No, this is not possible in the case of quiz/online assignments.

- ***How do I know whether Unisa has received my assignment?***

If you want to find out whether Unisa has received your assignment, check the status of your assignment on myUnisa.

Other questions and the answers to them can be found under the **FAQ** tool on myUnisa.

13. IN CLOSING

You are welcome to contact me by e-mail if you have any questions relating to the content of this tutorial letter or with any academic aspect of the module.

Wishing you every success in your studies!

Mr Ephraim Bogopa

Lecturer for INF1505

School of Computing, Department of Information Systems

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