ISYS104

Introduction to Business Information Systems

MQC2 Evening 2014

Computing

Contents

General Information

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By Appointment

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Credit points
3

Prerequisites

Corequisites

Co-badged status

Unit description
This unit provides students with a basic understanding of the content of information systems; the types of information systems; the current roles of information systems in organisations; and the opportunities and business impacts of information systems. The unit also provides an overview of the tools, techniques and frameworks used to build information systems; the range of information technologies used to support information systems; and the ethical responsibilities of both the information system professional and the private user of information. Every business has an information system. These systems are a fundamental component of the business and provide the business with the information its people need to operate and manage the business. This unit lays a foundation for students to use information systems in the context of accounting, marketing, and finance, or develop business information systems that organisations want and need.

Important Academic Dates

Information about important academic dates including deadlines for withdrawing from units are available at https://www.mq.edu.au/study/calendar-of-dates

Learning Outcomes

On successful completion of this unit, you will be able to:

An introductory understanding of a range of important and/or current IT issues

An understanding of the core principles and components of the Information Systems

discipline

A recognition of how information systems can be used to improve business performance

A competence with basic information technology applications, including basic computer management, e-mail, web browsers, web-page creators and productivity software

An understanding of how such applications work, to a level where students can learn new material without requiring formal training

An exposure to a 4th-generation programming environment

Assessment Tasks

Name	Weighting	Due
Diagnostic Quiz	2%	Week 3
Assignment-1	7%	Week 7
Mid Semester Exam	14%	Week 8
Assignment-2	7%	Week 12
Practical Exam	20%	Week 13
Final Exam	50%	TBA

Diagnostic Quiz

Due: **Week 3**
Weighting: **2%**

There will be a short quiz in the class.This quiz will test you basic understanding of excel. The quiz will normally not take the whole class (approximately 35 mins) and will be followed by a case study or in-class questions. Please be on time to these classes, as the quiz will be the first thing in the class.

On successful completion you will be able to:

- A competence with basic information technology applications, including basic computer management, e-mail, web browsers, web-page creators and productivity software
- An understanding of how such applications work, to a level where students can learn new material without requiring formal training
- An exposure to a 4th-generation programming environment

Assignment-1

Due: **Week 7**

Weighting: **7%**

The First Assignment is based on the practical class activities from Week 1 to Week 5. The first Assignment is done on Microsoft Excel. You must achieve satisfactory marks in the assignments PASS the course.

On successful completion you will be able to:

- A competence with basic information technology applications, including basic computer management, e-mail, web browsers, web-page creators and productivity software
- An understanding of how such applications work, to a level where students can learn new material without requiring formal training
- An exposure to a 4th-generation programming environment

Mid Semester Exam

Due: **Week 8**
Weighting: **14%**

It will be a 'mini' version of the final exam which covers the lecture materials in week 1-7.

On successful completion you will be able to:

- An introductory understanding of a range of important and/or current IT issues
- An understanding of the core principles and components of the Information Systems discipline
- A recognition of how information systems can be used to improve business performance

Assignment-2

Due: **Week 12**
Weighting: **7%**

The Second Assignment is based on the practical class activities from Week 8-11. The second assignment is done on Microsoft Access. You must achieve satisfactory marks in the assignments PASS the course.

Please Note: You need to have a computer that runs on Windows Operating Systems. (MacOS doesn't support MS Access)

On successful completion you will be able to:

- A competence with basic information technology applications, including basic computer management, e-mail, web browsers, web-page creators and productivity software
- An understanding of how such applications work, to a level where students can learn

new material without requiring formal training

- An exposure to a 4th-generation programming environment

Practical Exam

Due: **Week 13**
Weighting: **20%**

This practical examination is compulsory - you cannot pass the unit unless you sit for this examination.

You must bring your student identification card. The practical examination will be 45 minutes long, and will take place in the computer labs.

The aim of the examination is simply to give you credit for satisfactory completion of the assignments i.e. Spreadsheets, and Databases. You may not take any USB thumb drives into the examination.

On successful completion you will be able to:

- A competence with basic information technology applications, including basic computer management, e-mail, web browsers, web-page creators and productivity software
- An understanding of how such applications work, to a level where students can learn new material without requiring formal training
- An exposure to a 4th-generation programming environment

Final Exam

Due: **TBA**
Weighting: **50%**

A three-hour written examination will be held at the end of the semester.

Regarding the examination process, note that

1. you are expected to present yourself for examination at the time and place designated in the University Examination Timetable
2. the timetable will be available in Draft form approximately eight weeks before the commencement of the examinations and in Final form approximately four weeks before the commencement of examinations
3. no early examinations for individuals or groups of students will be set. All students are expected to ensure that they are available until the end of the teaching semester, that is the final day of the official examination period

4. the only exception to not sitting an examination at the designated time is because of documented illness or unavoidable disruption. In these circumstances you may wish to consider applying for Special Consideration.

On successful completion you will be able to:

- An introductory understanding of a range of important and/or current IT issues
- An understanding of the core principles and components of the Information Systems discipline
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- A competence with basic information technology applications, including basic computer management, e-mail, web browsers, web-page creators and productivity software
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Delivery and Resources

Teaching and Learning Strategy

ISYS104 is taught via lectures, mix class (tutorials and practicals) in the laboratory. The feedback that you receive plays also a crucial role in your learning.

Lectures are used to introduce new material, give examples of the use of programming methods and techniques and put them in a wider context.

Mixed classes are small group classes which give you the opportunity to interact with your peers and with a tutor who has a sound knowledge of the subject. This also gives you a chance to practice your technical skills.

You have many opportunities to seek for and to receive feedback. During lectures, you are encouraged to ask the lecturer questions to clarify anything you might not be sure of. Each week, you will be given problems to solve in the tutorials and you will have to present solutions to the tutor. The comments and the solutions provided will help you to understand the material in the unit, prepare you for the work in assignments as well as for the final exam. It is important that you keep up with these problems every week. Assignments have been especially designed to deliver continuous feedback on your work.

Each week you should:

- Attend lectures, take notes, ask questions
- Attend your mix class and seek feedback from your tutor on your work
- Read assigned reading material, add to your notes and prepare questions for your lecturer or tutor
- Start working on any assignments immediately after they have been released.

Lecture notes are made available each week but these notes are intended as an outline of the lecture only and are not a substitute for your own notes or reading additional material.

Classes

Each week you should attend three hours of lectures, and a one hour mixed class.

Note that mixed classes commence in week 1.

Please note that you are **required** to submit a certain number of tutorials and assignments. Failure to do so may result in you failing the unit (see the precise Standard and Grading section)

What has changed from previous semesters?

As with every semester we try to use the experiences from previous semesters to enhance the unit. The key change has been incorporating more revision questions in mixed classes.

Textbook

The textbook for ISYS104 used this semester is:

Experiencing MIS 3rd edition by Kroenke

*(*ISBN: 9781486004225)

Technology used and required:

iLecture/echo

Digital recordings of lectures are available.

ISYS104 makes use of the following software:

- Microsoft Windows 8

- Microsoft Office 2010

- Internet Explorer and Mozilla Firefox

Website

The web page for this unit can be found at: http://ilearn.mq.edu.au.

Discussion Boards

The discussion board for this unit can be accessed through http://ilearn.mq.edu.au.

Assumed knowledge

Basic computer use skills.

Unit Schedule

Week	Lecture Topics/Events	Mix class materials	Textbook Chapter Reference:
1	IS in Life of Business Professionals	Get familiar with the computer systems in the lab, and get access to course materials	Chapter 1

2	Business Processes, Information and Information Systems - Help with Excel.	Introduction to Excel	Chapter 2
3	Organizational Strategy, Information Systems, and Competitive Advantages	**Diagnostic Quiz in the class**	Chapter 3
4	Hardware and Software - Introduction to Assignment 1 (Advanced Excel)	Revision on the week 1-3 Look at Assignment 1(Advanced Excel)	Chapter 4
5	Database Processing	Continue with Assignment 1.	Chapter 5
6	Data Communications - Introduction and help with Assignment 2 (Basic Access Databases)	Revision on week 4-5 Continue with Assignment 1.	Chapter 6
7	Business Process Management	**Assignment 1 due in the class**	Chapter 7
8	E-Commerce and Web 2.0	**Mid-semester exam** Start Assignment 2	Chapter 8
9	Business Intelligence and Information Systems for Decision Making	Revision on 6-8 Look at Assignment 2 (Advanced Access Databases)	Chapter 9
10	Information Systems Development	Continue with Assignment 2.	Chapter 10
11	Information Systems Management	**Assignment 2 due in the practical class**	Chapter 11
12	Information Security Management - Start unit revision	Revision on week 9-11	Chapter 12
13	Revision of the entire unit for the final exam.	Practical Exam in labs	

Policies and Procedures

Macquarie University policies and procedures are accessible from Policy Central. Students should be aware of the following policies in particular with regard to Learning and Teaching:

Academic Honesty Policy http://mq.edu.au/policy/docs/academic_honesty/policy.html

Assessment Policy http://mq.edu.au/policy/docs/assessment/policy.html

Grading Policy http://mq.edu.au/policy/docs/grading/policy.html

Grade Appeal Policy http://mq.edu.au/policy/docs/gradeappeal/policy.html

Grievance Management Policy http://mq.edu.au/policy/docs/grievance_managemen

t/policy.html

Disruption to Studies Policy http://www.mq.edu.au/policy/docs/disruption_studies/policy.html *The Disruption to Studies Policy is effective from March 3 2014 and replaces the Special Consideration Policy.*

In addition, a number of other policies can be found in the Learning and Teaching Category of Policy Central.

Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: https://students.mq.edu.au/support/student_conduct/

Student Support

Macquarie University provides a range of support services for students. For details, visit http://students.mq.edu.au/support/

Learning Skills

Learning Skills (mq.edu.au/learningskills) provides academic writing resources and study strategies to improve your marks and take control of your study.

- Workshops
- StudyWise
- Academic Integrity Module for Students
- Ask a Learning Adviser

Student Services and Support

Students with a disability are encouraged to contact the Disability Service who can provide appropriate help with any issues that arise during their studies.

Student Enquiries

For all student enquiries, visit Student Connect at ask.mq.edu.au

IT Help

For help with University computer systems and technology, visit http://informatics.mq.edu.au/help/.

When using the University's IT, you must adhere to the Acceptable Use Policy. The policy applies to all who connect to the MQ network including students.

Graduate Capabilities

Commitment to Continuous Learning

Our graduates will have enquiring minds and a literate curiosity which will lead them to pursue knowledge for its own sake. They will continue to pursue learning in their careers and as they

participate in the world. They will be capable of reflecting on their experiences and relationships with others and the environment, learning from them, and growing - personally, professionally and socially.

This graduate capability is supported by:

Learning outcomes

- An introductory understanding of a range of important and/or current IT issues
- An understanding of how such applications work, to a level where students can learn new material without requiring formal training

Assessment tasks

- Diagnostic Quiz
- Assignment-1
- Mid Semester Exam
- Assignment-2
- Practical Exam
- Final Exam

Discipline Specific Knowledge and Skills

Our graduates will take with them the intellectual development, depth and breadth of knowledge, scholarly understanding, and specific subject content in their chosen fields to make them competent and confident in their subject or profession. They will be able to demonstrate, where relevant, professional technical competence and meet professional standards. They will be able to articulate the structure of knowledge of their discipline, be able to adapt discipline-specific knowledge to novel situations, and be able to contribute from their discipline to inter-disciplinary solutions to problems.

This graduate capability is supported by:

Learning outcomes

- An introductory understanding of a range of important and/or current IT issues
- An understanding of the core principles and components of the Information Systems discipline
- A recognition of how information systems can be used to improve business performance
- A competence with basic information technology applications, including basic computer management, e-mail, web browsers, web-page creators and productivity software

Assessment tasks

- Diagnostic Quiz
- Assignment-1

- Mid Semester Exam

- Assignment-2

- Practical Exam

- Final Exam

Critical, Analytical and Integrative Thinking

We want our graduates to be capable of reasoning, questioning and analysing, and to integrate and synthesise learning and knowledge from a range of sources and environments; to be able to critique constraints, assumptions and limitations; to be able to think independently and systemically in relation to scholarly activity, in the workplace, and in the world. We want them to have a level of scientific and information technology literacy.

This graduate capability is supported by:

Learning outcomes

- A recognition of how information systems can be used to improve business performance

- An understanding of how such applications work, to a level where students can learn new material without requiring formal training

Assessment tasks

- Diagnostic Quiz

- Assignment-1

- Mid Semester Exam

- Assignment-2

- Practical Exam

- Final Exam

Problem Solving and Research Capability

Our graduates should be capable of researching; of analysing, and interpreting and assessing data and information in various forms; of drawing connections across fields of knowledge; and they should be able to relate their knowledge to complex situations at work or in the world, in order to diagnose and solve problems. We want them to have the confidence to take the initiative in doing so, within an awareness of their own limitations.

This graduate capability is supported by:

Learning outcomes

- An introductory understanding of a range of important and/or current IT issues

- An understanding of how such applications work, to a level where students can learn new material without requiring formal training

- An exposure to a 4th-generation programming environment

Assessment tasks

- Diagnostic Quiz
- Assignment-1
- Mid Semester Exam
- Assignment-2
- Practical Exam
- Final Exam

Creative and Innovative

Our graduates will also be capable of creative thinking and of creating knowledge. They will be imaginative and open to experience and capable of innovation at work and in the community. We want them to be engaged in applying their critical, creative thinking.

This graduate capability is supported by:

Learning outcomes

- An understanding of the core principles and components of the Information Systems discipline
- An understanding of how such applications work, to a level where students can learn new material without requiring formal training

Assessment tasks

- Diagnostic Quiz
- Assignment-1
- Mid Semester Exam
- Assignment-2
- Practical Exam
- Final Exam

Effective Communication

We want to develop in our students the ability to communicate and convey their views in forms effective with different audiences. We want our graduates to take with them the capability to read, listen, question, gather and evaluate information resources in a variety of formats, assess, write clearly, speak effectively, and to use visual communication and communication technologies as appropriate.

This graduate capability is supported by:

Learning outcomes

- An understanding of the core principles and components of the Information Systems

discipline

- A recognition of how information systems can be used to improve business performance

Assessment tasks

- Mid Semester Exam

- Final Exam

Standards and Grading

Unlike many units, ISYS104 covers a wide range of areas, but at limited depth. Therefore it is not appropriate to identify core knowledge and assess the students' mastery of that at increaing levels of complexity. Instead, the assessment of learning outcomes is based in large part on the amount of knowledge the student gains across the range of the unit, as assessed by performance in the assignments, quizzes, pratical exam and final examination.

GRADING

L.O. 1-3	PASS	CREDIT	DISTINCTION	HIGH DISCTINCTION
Knowledge development	Reproduce definitions and ideas, show some breath of understanding	Show breath of understanding across most of the unit material	Apply terminology and ideas in some new contexts, show breath of understanding across most of the unit material	Apply terminology and ideas in new contexts, show breath of understanding

L.O. 4-6	PASS	CREDIT	DISTINCTION	HIGH DISCTINCTION
Application Literacy	Able to use most of the application functionality specified in the assignments and practical exam	Able to use almost all of the application functionality specified in the assignments and practical exam for one of the applications covered, and most of the functionality for the remainder.	Able to use almost all of the application functionality specified in the assignments and practical exam for half of the applications covered, and most of the functionality for the other half.	Able to use almost all of the application functionality specified in the assignments and practical exam

Your final grade will depend on your performance in each part of the assessment of the unit. In particular, to obtain a grade of Pass (P) or higher in this unit you will of satisfied the following:

- obtain a mark of at least 40% overall for the assignments.

- obtain a mark of at least 40% in the practical examination.

- obtain a mark of at least 45% in the mid-semester exam.

- obtain a mark of at least 45% in the final exam.
- obtain an overall mark of at least 50% (calculated according to the weightings given above).

Obtaining a higher grade than a Pass (P) in this unit will require a student to obtain (in addition to the above):

- the required total number of marks (Credit - 65, Distinction - 75, High Distinction - 85).
- The following minimal results in both the practical and final exam for grades higher than a pass:
  - 60% in the mid-term exam
  - 60% in the final exam