ISYS104

Introduction to Business Information Systems

S1 Day 2015

Dept of Computing

Contents

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Credit points
3

Prerequisites

Corequisites

Co-badged status
ISYS104 - Introduction to Business Information Systems (MQC1 Day)

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:

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

Understand and describe the core principles and components of the Information Systems discipline

Explain and define how information systems can be used to improve business performance

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

Operate and demonstrate how such applications work, to a level where students can learn new material without requiring formal training

Relate to a 4th-generation programming environment

Assessment Tasks

Name	Weighting	Due
Diagnostic Quiz	2%	Week 3
Assignment 1	7%	Week 5
Mid Semester Exam	14%	week 8

Name	Weighting	Due
Assignment 2	7%	Week 11
Practical Exam	20%	week 13
Final Exam	50%	TBA

Diagnostic Quiz

Due: **Week 3**

Weighting: **2%**

In week 3 there will be a short quiz in the class. It will be worth 2%. This quiz will test your 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:

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

Assignment 1

Due: **Week 5**

Weighting: **7%**

Assignment 1 tests your knowledge on Excel (Spreadsheets). It will be graded (in your practical class). You cannot get the assignment marked in any other class than your scheduled practical class. The assignment mark is calculated out of 7. You must achieve satisfactory marks in the assignments to PASS the course.

On successful completion you will be able to:

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

Mid Semester Exam

Due: **week 8**
Weighting: **14%**

In week 8, there will be a mid-semester exam in your mixed class. It will be a 'mini' version of the final exam which covers the lecture materials in week 1-7. (Worth 14%) The mid semester will normally not take the whole class and will be followed by in-class problems. Please be on time for the mid semester, as it will be the first thing to be conducted in the class.

On successful completion you will be able to:
- Develop an introductory understanding of a range of important and/or current IT issues
- Understand and describe the core principles and components of the Information Systems discipline
- Explain and define how information systems can be used to improve business performance

Assignment 2

Due: **Week 11**
Weighting: **7%**

Assignment 2 tests your knowledge on Access (Databases). It will be graded (in your practical class). You cannot get the assignment marked in any other class than your scheduled practical class. The assignment mark is calculated out of 7. You must achieve satisfactory marks in the assignments to PASS the course.

On successful completion you will be able to:
- Demonstrate and show competence with basic information technology applications, including basic computer management, e-mail, web browsers, web-page creators and productivity software
- Operate and demonstrate how such applications work, to a level where students can learn new material without requiring formal training
- Relate to a 4th-generation programming environment

Practical Exam

Due: **week 13**
Weighting: **20%**

In Week 13 of the unit (the last week of classes for the semester) you will be required to do a practical examination. This 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 40 minutes long, and will take place in the computer labs. The practical exam will count towards 20% of your final mark for the course.

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. Each scheduled practical class will have a different examination task.

On successful completion you will be able to:

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

Final Exam

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

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 Disruption of Studies.

On successful completion you will be able to:

- Develop an introductory understanding of a range of important and/or current IT issues
- Understand and describe the core principles and components of the Information

Systems discipline

- Explain and define how information systems can be used to improve business performance
- Demonstrate and show competence with basic information technology applications, including basic computer management, e-mail, web browsers, web-page creators and productivity software
- Operate and demonstrate how such applications work, to a level where students can learn new material without requiring formal training
- Relate to a 4th-generation programming environment

Delivery and Resources

Teaching and Learning Strategy

ISYS104 is taught via lectures, workshops (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.

Workshop 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 workshop 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 two hours of lectures, and a one hour workshop class.

Note that workshop 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)**.**

Textbook

The textbook for ISYS104 used this semester is:

Experiencing MIS 3ed by Kroenke

*(*ISBN: 9781442561779)

Technology used and required

iLecture/echo

Digital recordings of lectures are available.

ISYS104 makes use of the following software:

- Microsoft Windows 8

- Microsoft Office 2010/13

- 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.

Assignment Submission

Details for each assignment will be available via iLearn.

You are encouraged to:

- set your personal deadline earlier than the actual one;
- keep backups of all your important files;
- ensure that no-one else picks up your printouts.

Late work for the tutorials, quizzes and assignment will not be accepted. If you cannot submit on time because of illness or other circumstances, please contact the lecturer **as soon as possible** so that appropriate measures (such as arriving at an indicative mark from other work in the same category) can be taken.

Staff-Student Liaison Committee

There are Liaison meetings run regularly in the semester. You are entitled to have your concerns raised, discussed and resolved in these meetings. There will be a few student reps assigned to help you. Failing to communicate with the student rep, and you still have any issues to be

addressed then you should consult the unit convenor.

Student Support Services

Macquarie University provides a range of Academic Student Support Services. Details of these services can be accessed at http://www.student.mq.edu.au.

Assumed knowledge

Basic computer use skills.

Unit Schedule

Monday classes will only be held for 3 weeks (week3, 6, and 9), Friday classes will be run every week (week 1 to 13) except for Good Friday.

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 Assignment1 released	Chapter 1
2	Business Processes, Information and Information Systems - Help with Excel.	Introduction to Excel Look at Assignment 1	Chapter 2
3	Organizational Strategy, Information Systems, and Competitive Advantages	**Diagnostic Quiz in the class** Advanced Excel	Chapter 3
4	Hardware and Software - Introduction to Assignment 1 (Advanced Excel)	Revision on the week 1-3 Continue with Assignment 1	Chapter 4
5	Database Processing	**Assignment 1 due in the practical class**	Chapter 5
6	Data Communications - Introduction and help with Assignment 2 (Basic Access Databases)	Revision on week 4-5 Start Assignment 2	Chapter 6
7	Business Process Management	Look at Assignment 2	Chapter 7
8	E-Commerce and Web 2.0	**Mid-semester exam**	Chapter 8
9	Business Intelligence and Information Systems for Decision Making	Revision on 6-8 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. (Lecturer : KO+FL)	**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_management/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/

Results

Results shown in *iLearn*, or released directly by your Unit Convenor, are not confirmed as they are subject to final approval by the University. Once approved, final results will be sent to your student email address and will be made available in eStudent. For more information visit ask.mq.edu.au.

Submission

Details for each assignment will be available via iLearn.

You are encouraged to:

- set your personal deadline earlier than the actual one;
- keep backups of all your important files;

- ensure that no-one else picks up your printouts.

Late work for the tutorials, quizzes and assignment will not be accepted. If you cannot submit on time because of illness or other circumstances, please contact the lecturer **as soon as possible** so that appropriate measures (such as arriving at an indicative mark from other work in the same category) can be taken.

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

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

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

Capable of Professional and Personal Judgement and Initiative

We want our graduates to have emotional intelligence and sound interpersonal skills and to demonstrate discernment and common sense in their professional and personal judgement. They will exercise initiative as needed. They will be capable of risk assessment, and be able to handle ambiguity and complexity, enabling them to be adaptable in diverse and changing environments.

This graduate capability is supported by:

Assessment tasks

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

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

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

Assessment tasks

- Mid Semester 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

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

Assessment tasks

- 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

- Explain and define how information systems can be used to improve business performance
- Operate and demonstrate how such applications work, to a level where students can

learn new material without requiring formal training

Assessment tasks

- Diagnostic Quiz
- Assignment 1
- Assignment 2
- Practical 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

- Develop an introductory understanding of a range of important and/or current IT issues
- Operate and demonstrate how such applications work, to a level where students can learn new material without requiring formal training
- Relate to a 4th-generation programming environment

Assessment tasks

- Assignment 1
- Mid Semester Exam
- Assignment 2

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

- Understand and describe the core principles and components of the Information Systems discipline
- Explain and define how information systems can be used to improve business performance

Changes from Previous Offering

Lecture material has been changed in this offering of the unit and there is a new mid year exam as an assessment task. We incorporated more revision questions in mixed classes.

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 increasing 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 be expected of satisfied the following:

- obtain a satisfactory performance for at least 50% of the tutorial exercises that are required to be submitted.
- 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

Policies

Macquarie is developing a number of policies in the area of learning and teaching. Approved policies and associated guidelines and procedures can be found at Policy Central. There you will find the University's policy and associated procedures on:

- Assessment
- Special Consideration
- Plagiarism
- Grade Appeal

Assessment

The procedure implementing the new assessment policy can be found here.

Disruption of Studies

Disruption of Studies is intended for a student who is prevented by serious and unavoidable disruption from completing any unit requirements in accordance with their ability. In this case, you should follow the procedure implementing the policy available here.

If a Supplementary Examination is granted as a result of the Special Consideration process the examination will be scheduled after the conclusion of the official examination period. For details of the Special Consideration policy specific to the Department of Computing, see the Department's policy page.

Plagiarism

Plagiarism involves using the work of another person and presenting it as one's own. The Department, in line with University policy, treats all cases seriously. In particular, the Department, and the University, keeps a record of all plagiarism cases. This record is referred to so that an

appropriate penalty can be applied to each case. More details are available here.

Grade Appeal

In case of problems arising from the final unit grade provided by academic staff members, the first step is to request a review of your grade. The Department recommends that you submit a request in writing to the convenor of the unit in order to arrange a review session. If this review does not resolve the problem, a formal Grade Appeal can be lodged via www.ask.mq.edu.au