



# ISYS104

## Introduction to Business Information Systems

S3 Day 2015

*Dept of Computing*

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#### **Disclaimer**

Macquarie University has taken all reasonable measures to ensure the information in this publication is accurate and up-to-date. However, the information may change or become out-dated as a result of change in University policies, procedures or rules. The University reserves the right to make changes to any information in this publication without notice. Users of this publication are advised to check the website version of this publication [or the relevant faculty or department] before acting on any information in this publication.

## General Information

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Lecturer / Tutor

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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
<u>Diagnostic Quiz</u>	3%	Week 3
<u>Assignments</u>	16%	Week 7 and 11
<u>Presentation</u>	7%	Week 10
<u>Quiz</u>	24%	Varies: Wk 5 & 8 & 11
<u>Final Exam</u>	50%	TBA

### Diagnostic Quiz

Due: **Week 3**

Weighting: **3%**

In week 3 there will be a short quiz in the class. It will be worth 3%. This quiz will test your basic understanding of basic excel. The quiz will normally not take the whole class (approximately 35 mins) and will be followed by a case study or in-class discussion. 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

## Assignments

Due: **Week 7 and 11**

Weighting: **16%**

There are two assignments in the practical workshops for ISYS104, which cover:

Excel (Spreadsheets) and Access (Databases).

The 2 assignments will be graded (in your practical class) with each having a corresponding weighting (refer to the above table) for each. You cannot get the assignment marked in any other class than your scheduled practical class. The total assignment mark for ISYS104 is out of 16. You must achieve satisfactory marks in the assignments PASS the course.

**Week Due Assignment Points** 7 Advanced Spreadsheets 8 11 Advanced Databases 8 Total out of 16% (of final grade)

**NB. All details of 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.

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

## Presentation

Due: **Week 10**

Weighting: **7%**

### Group Presentations

Each group will be assigned a topic by their tutor; the job of the group is to explore the topic and deliver a professional and polished presentation. Each member must contribute to the research

and presentation of the material. The presentation will be approximately 5-6 minutes in length (including question time). The group size will vary between 4-6 persons. Your tutor will provide more detail in the workshop about this.

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

## Quiz

Due: **Varies: Wk 5 & 8 & 11**

Weighting: **24%**

### Quizzes

In weeks 5, 8 and 11 there will be a short quiz in the workshops. Each quiz is worth 8% towards your final grade (i.e 24% in total). These quizzes will cover important parts of the unit material and, as well as assessing your current level of mastery of it, give you and your tutor an opportunity to address any problem areas before the final research paper. The quizzes will normally not take the whole class and will be followed by in-class problems. 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:

- 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

## 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:

- 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

## Delivery and Resources

Teaching and Learning Strategy

ISYS104 is taught via lectures, workshop (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.

Workshops 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. Assignments have been especially designed to deliver continuous feedback on your work.

Each week you should:

- Attend lectures, take notes, ask questions
- Attend your workshops 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 workshops run for 12 weeks and commence in week 1.**

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

### **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>.

### **Staff-Student Liaison Committee**

Being the summer session you will find that the Liaison meetings do not run in such a condensed period. If you have any issues to be addressed then you should consult the Director of Teaching (Dr. Steve Cassidy) or the Head of Department (Dr Christophe Doche). You are entitled to have your concerns raised, discussed and resolved.

## 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

Below are the 3 days that classes run. Each day corresponds to a week. Please remember that we are running an intense version of ISYS104. The Christmas break runs from Sat 21st Dec - Sun 5th Jan for all units running in summer.

Tuesday	Wednesday	Thursday	Assessment week
N/A	1 - 9th Dec	2 - 10th Dec	N/A
3 - 15th Dec	4 - 16th Dec	5 - 17th Dec	Diagnostic test & Quiz 1
<b>XMAS BREAK</b>			
6 - 5th Jan	7 - 6th Jan	8 - 7th Jan	Assign1, Quiz 2
9 - 12th Jan	10 - 13th Jan	11 - 14th Jan	Preso, Quiz 3 & Assign2
12 - 19th Jan	13 - 20th Jan Revision Lecture <b>No Workshop</b>		N/A

Week	Lecture Topics/Events	Workshop 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. Basic Excel.	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	<b>Diagnostic Quiz in the class</b>	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	<b>Quiz 1</b>  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	<b>Assignment 1 due in the class</b> Introduce Assignment 2	Chapter 7
8	E-Commerce and Web 2.0	<b>Quiz 2</b> Start Assignment 2	Chapter 8
9	Business Intelligence and Information Systems for Decision Making	<b>Presentations</b>	Chapter 9
10	Information Systems Development	Continue with Assignment 2.	Chapter 10
11	Information Systems Management	<b>Quiz 3</b> <b>Assignment 2 due in the workshop class</b>	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.	<b>No Workshops</b>	

## 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](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](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](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/](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](http://ask.mq.edu.au).

## 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](http://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](http://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**

- 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 task**

- Presentation

## **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
- Assignments
- Quiz
- 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**

- 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**

- Quiz

- 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

- Assignments
- Presentation
- Quiz
- 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
- Assignments

## 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

- Assignments
- Quiz

## 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 task

- Presentation

## Changes from Previous Offering

### What has changed from previous semesters?

As with every semester we try to use the experiences from previous semesters to enhance the unit. The biggest change is the unit has removed the practical exam which was always considered to be difficult and challenging for a first year unit. The focus now is on making sure all students enjoy the unit.

## 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, practical exam and final examination.

## GRADING

<u>L.O. 1-3</u>	PASS	CREDIT	DISTINCTION	HIGH DISTINCTION
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
<u>L.O. 4-6</u>	PASS	CREDIT	DISTINCTION	HIGH DISTINCTION
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 45% in the quizzes overall.

- 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:
  - obtain a mark of at least 60% in the quizzes overall.
  - 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](http://www.ask.mq.edu.au)

## Changes since First Published

Date	Description
13/12/2015	Slight update as we mention you need to pass the prac exam but this is not an assessment anymore.