WISY104

Introduction to Business Information Systems

MUIC Term 2 2016

Macquarie University International College

Contents

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General Information

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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

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

Use discipline specific terminology to communicate concepts and ideas relevant to this unit.

General Assessment Information

Requirements to Pass

In order to pass this unit a student must:

- Pass the final examination or final assessment task
- Achieve a Standard Numerical Grade (SNG) of 50 or more in the unit
- Attend at least 80% of scheduled classes

For further details about grading, please refer to the Grading Policy.

Submission of Assessment Tasks

Assessments must be submitted following instructions provided in class. Assessment tasks which have not been submitted as required will not be marked. They will be considered a non-submission and zero marks will be awarded.

Turnitin

Turnitin compares electronically submitted papers to a database of academic publications, internet sources and other papers that have been submitted into the system to identify matching text. It then produces an Originality Report which identifies text taken from other sources,and generates a similarity percentage to judge whether plagiarism has occurred (see Academic Honesty section below).

Multiple submissions may be possible via Turnitin prior to the due date of an assessment and originality reports may be made available to students. In such cases they should be used to check work for plagiarism prior to a final submission. As a general guideline, a similarity percentage of below 15% will probably indicate that plagiarism has not occurred. However, if there is a matching block of text then this could be considered plagiarism unless it has been correctly referenced.

Where there is a requirement for assessment tasks to be submitted through Turnitin,it is the student's responsibility to ensure that work is submitted correctly prior to the due date. Hard copies will not be accepted unless indicated otherwise by a teaching staff member. Records in Turnitin will be taken as records of submission. For assistance submitting through Turnitin, you may approach your teacher, lodge a OneHelp Ticket, refer to the IT help page or seek

assistance from Student Connect.

Students should note that for a first time submission the Originality Report will be available immediately post submission but for any subsequent submissions it will take 24 hours for the report to be generated. This may be after the due date so students should plan their submission carefully.

Missed Assessments

The University recognises that students may experience unexpected events and circumstances that adversely affect their academic performance in assessment activities, for example illness. In order to support students who have experienced a serious and unavoidable disruption, the University will provide affected students with an additional opportunity to demonstrate that they have met the learning outcomes of a unit. An additional opportunity provided under such circumstances is referred to as special consideration.

The Disruption to Studies Policy applies only to *serious and unavoidable* disruptions that arise after a study period has commenced. Students with a pre-existing disability/health condition or prolonged adverse circumstances may be eligible for ongoing assistance and support. Such support may be sought through Campus Wellbeing and Support Services.

Serious and Unavoidable Disruption The University classifies a disruption as **serious and unavoidable** if it:

- could not have reasonably been anticipated, avoided or guarded against by the student; and
- was beyond the student's control; and
- caused substantial disruption to the student's capacity for effective study and/or completion of required work; and
- occurred during an event critical study period and was at least three (3) consecutive days duration, and / or
- prevented completion of a final examination.

To be eligible for Special Consideration, a student must notify the University of a *serious and unavoidable* disruption within five (5) working days of the commencement of the disruption (Disruption to Studies notification).   All Disruption to Studies notifications are to be made online via the University's Ask MQ system. A Disruption to Studies notification must be supported by documentary evidence.

In submitting a Disruption to Studies notification, a student is acknowledging that they may be required to undertake additional work. The time and date, deadline or format of any required extra assessible work as a result of a disruption to studies notification is not negotiable and in submitting a disruption to studies notification, a student is agreeing to make themselves available to complete any extra work as required.

Please refer to the Disruption to Studies Policy for further details.

Extensions & Late Submissions

To apply for an extension of time for submission of an assessment item, students must submit a Disruptions to Studies notification via ask.mq.edu.au.

Late submissions without an approved extension are possible but will be penalised at 20% per day up to 4 days (weekend inclusive). If a student submits an assessment task 5 or more days after the due date without grounds for special consideration (See Disruptions to Studies Policy) a record or submission will be made but the student will receive zero marks for the assessment task.

Final Examinations and Final Assessment Tasks

Final exams and final assessments will typically take place in Week 6 or Monday of Week 7. All students enrolled in a teaching session are expected to ensure they are available up until and including Monday of Week 7 to undertake examinations. Passing the final exam or final assessment task is a requirement to pass this unit.

Details of teaching session dates can be found on the Important Dates calendar. Due dated for assessments will be available in the unit guide and final examination timetables will be released to students prior to Week 5.

Planning for an exam is very important. All students should be familiar with the Exam Rules. In addition, students should refer to the below links for other important examination related information.

- Talk to your lecturer
- Revision tips
- What to bring with you
- What not to bring with you
- Where to get help
- Tips for Success

It is not uncommon for students to have two examinations in one day.

Conduct During Assessments and Examinations

Students must adhere to the Student Code of Conduct and Academic Honesty Policy at all times.

Students will be provided with instructions relating to conduct during in-class assessment tasks. For all examinations, students will be required to:

- provide photographic proof of identity for the duration of the examination. This must be visible at all times during the examination.
- leave mobile phones, electronic devices, bags, computers, notes, books and similar items outside a final examination venue or in a designated space
- ensure any water brought into the examination room is in a clear and unmarked bottle
- obey all instructions provided by an Examination Supervisor

- refrain from communicating in any way with another student once they have entered the examination venue.

Students are NOT permitted:

- into an examination venue once one hour from the time of commencement (excluding any reading time) has elapsed
- to leave an examination venue *before* one hour from the time of commencement (excluding any reading time) has elapsed
- to be readmitted to an examination venue unless they were under approved supervision during the full period of their absence
- to obtain or attempt to obtain assistance in undertaking or completing the examination script
- to receive or attempt to receive assistance in undertaking or completing the examination script.

Students should also ensure they follow all requirements of the Final Examination Policy.

Supplementary Examinations

Supplementary final examinations are held during the scheduled Supplementary Final exam Period. This may fall in Week 7 or within the first week of the subsequent teaching term. Results for supplementary exams may not be available for up to two weeks following the supplementary examination. Students in their final term of study who undertake supplementary final exams should note that formal completion of their Diploma Program will not be possible until supplementary results are released and this may impact on their ability to enrol in subsequent programs of study on time.

Retention of Originals

It is the responsibility of the student to retain a copy of any work submitted and produce another copy of all work submitted if requested. Copies should be retained until the end of the grade appeal period each term.

In the event that a student is asked to produce another copy of work submitted and is unable to do so, they may be awarded zero (0) for that particular assessment task.

The University may request and retain the originals of any documentation or evidence submitted to support notifications of disruptions to studies. Requests for original documentation will be sent to the applicant's student email address within six (6) months of notification by the student. Students must retain all original documentation for the duration of this six (6) month period and must supply original documents to the University within ten (10) working days of such a request being made.

Contacting Teaching Staff and Obtaining Help and Feedback

Students may contact teaching staff at any time during the term by using the contact details

provided in this guide.

For all university related correspondence, students are required to use their official Macquarie University student email account which may be accessed via the Macquarie University Student Portal. Inquiries from personal email accounts will not be attended to.

Students may seek additional feedback at any time during the term and general feedback about their performance in a unit up to 6 months following results release.

Assessment Tasks

Name	Weighting	Due
Diagnostic Quiz	3%	Practical Lesson Week 3
Assignments	16%	Practical Lesson 7 and 11
Presentation	7%	Lesson 9
Quizzes	24%	Lesson(s) 5 & 8 & 11
Final Exam	50%	MUIC Final Exam Period

Diagnostic Quiz

Due: **Practical Lesson Week 3**
Weighting: **3%**

In Lesson 3 practical class there will be a short quiz. 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:

- An understanding of how such applications work, to a level where students can learn new material without requiring formal training
- Use discipline specific terminology to communicate concepts and ideas relevant to this unit.

Assignments

Due: **Practical Lesson 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 WISY104 is out of 16. You must achieve satisfactory marks in the assignments PASS the course.

Lesson when 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 quizzes and assignments 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:
- An understanding of how such applications work, to a level where students can learn new material without requiring formal training

Presentation

Due: **Lesson 9**
Weighting: **7%**

Group Presentations

Each group will be assigned a topic by their Teacher; 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 teacher will provide more detail in the workshop about this.

On successful completion you will be able to:
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- 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
- Use discipline specific terminology to communicate concepts and ideas relevant to this unit.

Quizzes

Due: **Lesson(s) 5 & 8 & 11**
Weighting: **24%**

Quizzes

In Lessons 5, 8 and 11 there will be a short quiz in the Lectorials. 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 lecturer 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
- An understanding of how such applications work, to a level where students can learn new material without requiring formal training
- Use discipline specific terminology to communicate concepts and ideas relevant to this unit.

Final Exam

Due: **MUIC Final Exam Period**
Weighting: **50%**

This will test all the content covered in the course.

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
- An understanding of how such applications work, to a level where students can learn new material without requiring formal training
- Use discipline specific terminology to communicate concepts and ideas relevant to this unit.

Delivery and Resources

DELIVERY & RESOURCES

Scheduled Class Time & Timetables

Weekly face to face contact for this unit will be 6 hours consisting of 2 x 3 hour lessons (36 hours per term).

Students will be able to enrol in their classes and view their personal timetable via eStudent and may also view general timetable information via Macquarie University's Timetable page.

If any scheduled class falls on a public holiday a make-up lesson may be scheduled. Where appropriate, the instructor may instead organise an online make-up lesson which would require students to access online learning materials and/or complete activities outside of class rather than attending a make-up lesson. Scheduled make-up days will be announced in class and attendance will be taken taken for both for face to face and online make-up lessons.

Attendance Requirements - All students

All students are required to attend at least 80% of scheduled class time to pass this unit.

Attendance will be monitored in each lesson & students will be able to see their attendance records for a unit via iLearn.

Where a student is present for a part of a lesson (for example arrives late, leaves early, leaves the class frequently or for lengthy periods, engages in inappropriate or unrelated activities or does not participate actively in the majority of the lesson) the teacher reserves the right to mark a student absent for that part of the lesson.

Because of the intensive nature of this program, students should be aware that their attendance in this unit may fall below 80% relatively quickly.

In cases of unavoidable non-attendance due to illness or circumstances beyond control, students should lodge a Disruption to Studies Notification via ask.mq.edu.au within 5 working days and supply relevant supporting documentation, even if they have not missed a formal assessment task. This will ensure that that appropriate records of unavoidable absences can be made.

For further information on attendance, please refer to the Attendance and Study Load Policy.

iLearn

iLearn is Macquarie's online learning management system and a principal resource which will be used throughout the term. Students should access iLearn at least 3 times per week as it will contain important information including:

- Announcements - Teaching staff will communicate to the class using

  iLearn announcements.
- A link to the unit guide for the unit and staff contact details

- Lecture notes and recordings where available

- Learning and teaching activities and resources

- Assessment information

- Tutorial questions and solutions

- Assessment submission tools such as Turnitin

- Other relevant material

For any technical or support issues using iLearn, please contact the IT helpdesk (Ph. 02 9850 4357) or lodge a ticket using OneHelp.

Teaching and Learning Strategy

WISY104 is taught in a 3 hour lesson block. Each block is equivalent to a traditional weeks of material. You will have two 3 hour blocks per week. (NB. That is equivalent to 2 weeks of material) The feedback that you receive plays also a crucial role in your learning.

Lessons are used to introduce new material, give examples of the use of programming methods and techniques and put them in a wider context. It is also an opportunity to interact with your peers and with your lecturer who has a sound knowledge of the subject. This forms 2 hours of your 3 hour block.

The 1 hour practical will give you the opportunity to work in the labs with your teacher. This also gives you a chance to practice your technical skills.

You have many opportunities to seek for and to receive feedback. During Lessons, you are encouraged to ask the teacher 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 both lessons per week (Which includes your 2 hour Lesson and your 1 hour practical)

- Read assigned reading material, add to your notes and prepare questions for your lecturer.

- Start working on any assignments immediately after they have been released.

Lectorial 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 lessons, and a one hour practical class per lesson (NB. You have two lessons per week).

Note that classes run for 6 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

iLesson/echo

Digital recordings of lessons are available.

WISY104 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.

Student Support Services

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

Assumed knowledge

Basic computer use skills.

Unit Schedule

Week/ Lesson	Topic / Content Covered in Lesson	Topic / Content Covered in Practical	Textbook Chapter Reference:
1.1	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
1.2	Business Processes, Information and Information Systems - Help with Excel.	Introduction to Excel	Chapter 2
2.1	Organizational Strategy, Information Systems, and Competitive Advantages	**Diagnostic Quiz in the class**	Chapter 3

2.2	Hardware and Software - Introduction to Assignment 1 (Advanced Excel)	Revision on the week 1-3 Look at Assignment 1(Advanced Excel)	Chapter 4
3.1	Database Processing **Quiz 1**	Continue with Assignment 1.	Chapter 5
3.2	Data Communications - Introduction and help with Assignment 2 (Basic Access Databases)	Revision on week 4-5 Continue with Assignment 1.	Chapter 6
4.1	Business Process Management	**Assignment 1 due in the class** Introduce Assignment 2	Chapter 7
4.2	E-Commerce and Web 2.0 **Quiz 2**	Start Assignment 2	Chapter 8
5.1	Business Intelligence and Information Systems for Decision Making	**Presentations**	Chapter 9
5.2	Information Systems Development	Continue with Assignment 2.	Chapter 10
6.1	Information Systems Management **Quiz 3**	**Assignment 2 due in the workshop class**	Chapter 11
6.2	Information Security Management - Final Exam Revision	Revision on week 9-11	Chapter 12

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

New Assessment Policy in effect from Session 2 2016 http://mq.edu.au/policy/docs/assessment/policy_2016.html. For more information visit http://students.mq.edu.au/events/2016/07/19/new_assessment_policy_in_place_from_session_2/

Assessment Policy prior to Session 2 2016 http://mq.edu.au/policy/docs/assessment/policy.html

Grading Policy prior to Session 2 2016 http://mq.edu.au/policy/docs/grading/policy.html

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

Complaint Management Procedure for Students and Members of the Public http://www.mq.edu.au/policy/docs/complaint_management/procedure.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://www.mq.edu.au/about_us/offices_and_units/information_technology/help/.

When using the University's IT, you must adhere to the Acceptable Use of IT Resources 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

- Quizzes

- 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

- Quizzes

- 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

- Use discipline specific terminology to communicate concepts and ideas relevant to this

unit.

Assessment tasks

- Assignments
- Presentation
- Quizzes
- 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
- Use discipline specific terminology to communicate concepts and ideas relevant to this unit.

Assessment tasks

- Assignments
- Quizzes

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
- Use discipline specific terminology to communicate concepts and ideas relevant to this unit.

Assessment task

- Presentation

Changes from Previous Offering

What has changed from previous semesters?

This is the first time we are running WISY104. You will find that the unit is very similar to the unit run within Macquarie University (ISYS104).

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

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

Changes since First Published

Date	Description
29/02/2016	Contact details of teachers are updated.