ISYS104

Introduction to Business Information Systems

S1 Day 2017

Dept of Computing

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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

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

General Assessment Information

Late submission

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 can be taken.

Assessment Tasks

Name	Weighting	Hurdle	Due
Assignments	20%	No	Week 6 and 11
Quiz	30%	No	Varies: Wk 5 & 8 & 11
Final Exam	50%	No	TBA

Assignments

Due: **Week 6 and 11**
Weighting: **20%**

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 worth 10%. You cannot get the assignment marked in any other class than your scheduled practical class. The total assignment mark for ISYS104 is out of 20%.

Week Due Assignment Points 6 Advanced Spreadsheets 10% 11 Advanced Databases 10% Total out of 20% (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.

On successful completion you will be able to:

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

Quiz

Due: **Varies: Wk 5 & 8 & 11**
Weighting: **30%**

Quizzes

In weeks 5, 8 and 11 there will be a short quiz in the workshops. The quizzes are worth 10% each towards the final grade. 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 exam 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:

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- 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.

5. If you apply for Disruption to Study for your final examination, you must make yourself available for the week of July 24 – 28, 2017. If you are not available at that time, there is no guarantee an additional examination time will be offered. Specific examination dates and times will be determined at a later date.

On successful completion you will be able to:

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- 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 advances in business information systems and technologies 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. (Remember that in the summer each day we have class represents a traditional week in other sessions)

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

Textbook

The textbook for ISYS104 used this semester is:

Experiencing MIS 4ed by Kroenke

(ISBN: 9781486019281)

Technology used and required

iLecture/echo

Digital recordings of lectures are available.

ISYS104 makes use of the following software in the lab:

- Microsoft Windows 8
- Microsoft Office 2013
- 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 accessed at http://www.student.mq.edu.au.

Assumed knowledge

Basic computer use skills.

Unit Schedule

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	Introduction to Assignment 1	Chapter 3
4	Hardware and Software - Introduction to Assignment 1 (Advanced Excel)	Revision on week 1-3 materials Continue with Assignment 1	Chapter 4
5	Database Processing	**Quiz 1** Introduction to Assignment 2	Chapter 5
6	Data Communications - Introduction and help with Assignment 2 (Basic Access Databases)	**Assignment 1 due in the workshop class** Continue with Assignment 2	Chapter 6
7	Business Process Management	Continue with Assignment 2 Assignment 1 & Quiz 1 feedback	Chapter 7
8	E-Commerce and Web 2.0	**Quiz 2** Continue with Assignment 2	Chapter 8
9	Business Intelligence and Information Systems for Decision Making	Revision on week 4-8 materials Continue with Assignment 2 Quiz 2 feedback	Chapter 9
10	Information Systems Development	Continue with Assignment 2	Chapter 10
11	Information Systems Management	**Assignment 2 due in the workshop class** **Quiz 3**	Chapter 11

12	Information Security Management - Start unit revision	Revision on week 9-11 materials	Chapter 12
13	Revision of the entire unit for the final exam.	**No Workshops**	

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_2016.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 (in effect until Dec 4th, 2017): http://www.mq.edu.au/policy/docs/disruption_studies/policy.html

Special Consideration Policy (in effect from Dec 4th, 2017): https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policies/special-consideration

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 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
- 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

Assessment tasks

- Assignments
- Quiz

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:

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

Assessment tasks

- 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 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

Assessment tasks

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

Assessment tasks

- Assignments
- 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

- 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

Assessment tasks

- Assignments
- Quiz
- 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
- 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

- Assignments
- Quiz
- 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 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
- Quiz
- Final Exam

Engaged and Ethical Local and Global citizens

As local citizens our graduates will be aware of indigenous perspectives and of the nation's historical context. They will be engaged with the challenges of contemporary society and with knowledge and ideas. We want our graduates to have respect for diversity, to be open-minded, sensitive to others and inclusive, and to be open to other cultures and perspectives: they should have a level of cultural literacy. Our graduates should be aware of disadvantage and social justice, and be willing to participate to help create a wiser and better society.

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

Assessment tasks

- Quiz
- Final Exam

Socially and Environmentally Active and Responsible

We want our graduates to be aware of and have respect for self and others; to be able to work with others as a leader and a team player; to have a sense of connectedness with others and country; and to have a sense of mutual obligation. Our graduates should be informed and active participants in moving society towards sustainability.

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

Assessment tasks

- Assignments
- Quiz
- Final Exam

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 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 need to 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 the required total number of marks (Credit - 65, Distinction - 75, High Distinction - 85).

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