



# ISYS104

## Introduction to Business Information Systems

S3 Day 2017

*Dept of Computing*

### Contents

<u>General Information</u>	2
<u>Learning Outcomes</u>	3
<u>General Assessment Information</u>	3
<u>Assessment Tasks</u>	3
<u>Delivery and Resources</u>	5
<u>Unit Schedule</u>	7
<u>Policies and Procedures</u>	8
<u>Graduate Capabilities</u>	10
<u>Changes from Previous Offering</u>	15
<u>Standards and Grading</u>	15

#### 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

Unit convenor and teaching staff

Lecturer / Tutor

Frances Louise

[frances.louise@mq.edu.au](mailto:frances.louise@mq.edu.au)

By Appointment

Unit Convenor

Matthew Mansour

[matthew.mansour@mq.edu.au](mailto:matthew.mansour@mq.edu.au)

By Appointment

Lecturer / Tutor

Kristi Ovsthus

[kristi.ovsthus@mq.edu.au](mailto:kristi.ovsthus@mq.edu.au)

Post Tutorials

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 (such as arriving at an indicative mark from other work in the same category) can be taken.

### Assessment Tasks

Name	Weighting	Hurdle	Due
<a href="#">Assignments</a>	20%	No	Week 6 and 11
<a href="#">Quiz</a>	30%	No	Varies: Wk 5 & 8 & 11
<a href="#">Final Exam</a>	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 having a corresponding weighting (refer to the below 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 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 other 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:

- 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 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 or Mozilla Firefox or Chrome

## 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 be accessed at <http://www.student.mq.edu.au>.

## Assumed knowledge

Basic computer use skills.

# Unit Schedule

**Summer session is a intense version of the traditional semester. To assist you with how everything works we have provided below a breakdown of when classes will be run in the shorter period:**

Monday	Wednesday	Thursday	Assessment in this week
1 - 4th Dec	2 - 6th Dec	3 - 7th Dec	N/A
4 - 11th Dec	5 - 13th Dec	6 - 14th Dec	Quiz 1 & Assignment 1
7 - 18th Dec	8 - 20th Dec	9 - 21st Dec	Quiz 2
Break period			
10 - 8th Jan	11 - 10th Jan	12 - 11th Jan	Assignment 2
13 - 15th Jan			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	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	<b>Quiz 1</b> Introduction to Assignment 2	Chapter 5
6	Data Communications - Introduction and help with Assignment 2 (Basic Access Databases)	<b>Assignment 1 due in the workshop class</b> 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	<b>Quiz 2</b> 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	<b>Assignment 2 due in the workshop class</b> <b>Quiz 3</b>	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.	<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\\_2016.html](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](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](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/](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).

## 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](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://www.mq.edu.au/about\\_us/offices\\_and\\_units/information\\_technology/help/](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?

The key changes has been with the quizzes and the majority of the unit covered before the semester break.

## 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
<b>L.O. 4-6</b>	<b>PASS</b>	<b>CREDIT</b>	<b>DISTINCTION</b>	<b>HIGH DISTINCTION</b>
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](http://www.ask.mq.edu.au)