COMP1750

Introduction to Business Information Systems

Session 1, Weekday attendance, North Ryde 2020

Department of Computing

Contents

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General Information

Unit convenor and teaching staff
Convenor, Lecturer, Tutor
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Available on iLearn

Lecturer
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Available on iLearn

Credit points
10

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:

ULO1: Demonstrate foundational learning skills including active engagement in your learning process

ULO2: Describe how information systems can be used to improve business performance

ULO3: Use basic information technology applications, including basic computer management, e-mail, web browsers, web-page creators and productivity software

ULO4: Demonstrate an understanding of how such applications work, to a level where you can learn new material without requiring formal training

ULO5: Use a 4th-generation programming environment to script IT applications.

Assessment Tasks

Coronavirus (COVID-19) Update

Assessment details are no longer provided here as a result of changes due to the Coronavirus (COVID-19) pandemic.

Students should consult iLearn for revised unit information.

Find out more about the Coronavirus (COVID-19) and potential impacts on staff and students

General Assessment Information

Details for each assessment 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
- seek for assistance in the early stages rather than closer to the due date

Submission

Via iLearn by the stated due date and time.

Late submission

Late work for the quizzes will not be accepted, while late work of assignments will incur 10% penalty per 24 hours from the submission time.

If you cannot submit on time because of illness or other circumstances, please contact the unit convenor **before the due date and time** so that appropriate measures can be taken. After the due date and time, please apply for special consideration as soon as possible through https://ask.mq.edu.au/.

Delivery and Resources

Coronavirus (COVID-19) Update

Any references to on-campus delivery below may no longer be relevant due to COVID-19.

Please check here for updated delivery information: https://ask.mq.edu.au/account/pub/display/unit_status

Teaching and Learning Strategy

COMP1750 is taught via lectures and practicals in the laboratory. The feedback that you receive plays 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.

Practicals 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 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 specially 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 lecture and an hour of practical class.

Note that practicals run for 12 weeks and commence in week 1.

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

Textbook

- Recommended textbook:
  - ***Experiencing MIS, Global Edition (7th edition) by Kroenke and***

Boyle (*without MyLab*) (ISBN: 9781292163574 for hardcopy or ISBN: 9781292163581 for eBook)

- Alternative textbook:
  - ◦ *Experiencing MIS, Global Edition (8th edition) by Kroenke and Boyle* (*without MyLab*) (ISBN: 9781292266985 for hardcopy or ISBN: 9781292330082 for eBook)

Technology used and required
iLecture/echo

Digital recordings of lectures are available.

Software

Microsoft Excel and Access in the lab and for the assignments. Alternative access to software via AppStream.

Website

The web page for this unit can be found at https://ilearn.mq.edu.au.

Staff-Student Liaison Committee

Liaison meetings will be organized in week 7. If you have any issues to be addressed you can bring them to the meetings. You can also consult the Director of Teaching (Dr Steve Cassidy) or the Head of Department (Dr Michael Sheng). You are entitled to have your concerns raised, discussed and resolved.

Student Support Services

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

Assumed knowledge

Basic computer use skills.

Unit Schedule

Coronavirus (COVID-19) Update

The unit schedule/topics and any references to on-campus delivery below may no longer be relevant due to COVID-19. Please consult iLearn for latest details, and check here for updated delivery information: https://ask.mq.edu.au/account/pub/display/unit_status

Week	Lecture Topics/Events	Practical Class Events	Textbook Chapter Reference

1	The Importance of MIS	Get familiar with the computer systems in the lab, and get access to course materials. Introduction to Assignment 1. Excel exercises related to Assignment 1.	Chapter 1
2	Business Processes, Information Systems, and Information	Excel exercises related to Assignment 1.	Chapter 2
3	Organizational Strategy, Information Systems, and Competitive Advantage	Excel exercises related to Assignment 1.	Chapter 3
4	Hardware and Software	Introduction to Assignment 2. Access exercises related to Assignment 2. A chance to ask questions related to Assignment 1.	Chapter 4
5	Database Processing	Review for Quiz 1. Last chance to ask questions related to Assignment 1. **Assignment 1 due on Friday at 5 pm.**	Chapter 5
6	The Cloud	**Quiz 1 in class.**	Chapter 6
7	Organizations and Information Systems	Access exercises related to Assignment 2.	Chapter 7
8	Social Media Information Systems	Access exercises related to Assignment 2.	Chapter 8
9	Business Intelligence Systems	Access exercises related to Assignment 2.	Chapter 9
10	Information Systems Security	Review for Quiz 2. Last chance to ask questions related to Assignment 2. **Assignment 2 due on Friday at 5 pm.**	Chapter 10
11	Information Systems Management	**Quiz 2 in practical class.**	Chapter 11
12	Information Systems Development	Revision on Excel and Access for Final Exam	Chapter 12
13	Revision for final exam Practice exam paper	**No Practical Classes**	

Policies and Procedures

Macquarie University policies and procedures are accessible from Policy Central (https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central). Students should be aware of the following policies in particular with regard to Learning and Teaching:

- Academic Appeals Policy

- Academic Integrity Policy

- Academic Progression Policy

- Assessment Policy

- Fitness to Practice Procedure

- Grade Appeal Policy

- Complaint Management Procedure for Students and Members of the Public

- Special Consideration Policy *(**Note:** The Special Consideration Policy is effective from 4 December 2017 and replaces the Disruption to Studies Policy.)*

Students seeking more policy resources can visit the Student Policy Gateway (https://students.mq.edu.au/support/study/student-policy-gateway). It is your one-stop-shop for the key policies you need to know about throughout your undergraduate student journey.

If you would like to see all the policies relevant to Learning and Teaching visit Policy Central (https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/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/study/getting-started/student-conduct

Results

Results published on platform other than eStudent, (eg. iLearn, Coursera etc.) 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 or if you are a Global MBA student contact globalmba.support@mq.edu.au

Student Support

Macquarie University provides a range of support services for students. For details, visit http://students.mq.edu.au/support/

Learning Skills

Learning Skills (mq.edu.au/learningskills) provides academic writing resources and study strategies to help you improve your marks and take control of your study.

- Getting help with your assignment

- Workshops

- StudyWise

- Academic Integrity Module

The Library provides online and face to face support to help you find and use relevant information resources.

- Subject and Research Guides
- Ask a Librarian

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

If you are a Global MBA student contact globalmba.support@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.

Changes since First Published

Date	Description
18/02/2020	Just had the correction to Assignment 2 weight from CMS from 10% to 5% (total was 105%).