COMP1750

Introduction to Business Information Systems

Session 1, Special circumstances 2021

School of Computing

Contents

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Notice

As part of Phase 3 of our return to campus plan, most units will now run tutorials, seminars and other small group activities on campus, and most will keep an online version available to those students unable to return or those who choose to continue their studies online.

To check the availability of face-to-face activities for your unit, please go to timetable viewer. To check detailed information on unit assessments visit your unit's iLearn space or consult your unit convenor.

General Information

Unit convenor and teaching staff
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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.

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

Quizzes

Submission Method: via timed iLearn quiz and TurnItIn outside of class time.

Late Submission(s) of Assessment: No late submission will be accepted.

Assignments and Video Presentation

Submission Method: via iLearn submission links

Late Submission(s) of Assessment: There will be a deduction of 10% of the total available marks made from the total awarded mark for each 24 hour period or part thereof that the submission is late (for example, 25 hours late in submission incurs a 20% penalty). Late submissions will not be accepted after solutions have been discussed and/or made available. This penalty does not apply for cases in which an application for Special Consideration is made and approved.

If you cannot submit on time because of illness or other circumstances, please apply for special consideration as soon as possible through https://ask.mq.edu.au/.*Note: applications for Special Consideration Policy must be made within 5 (five) business days of the due date and time.*

Assessment Tasks

Name	Weighting	Hurdle	Due
Quiz	60%	No	Week 4, 7, 10, 13
Assignment One	10%	No	Week 5
Assignment Two	15%	No	Week 11
Video Presentation	15%	No	Week 9

Quiz

Assessment Type [1]: Quiz/Test
Indicative Time on Task [2]: 30 hours
Due: **Week 4, 7, 10, 13**
Weighting: **60%**

There will be four short quizzes in the semester. 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. The quizzes will also include a short test based on practical components.

On successful completion you will be able to:

- Describe how information systems can be used to improve business performance
- Use basic information technology applications, including basic computer management,

e-mail, web browsers, web-page creators and productivity software

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

Assignment One

Assessment Type [1]: Design Implementation
Indicative Time on Task [2]: 12 hours
Due: **Week 5**
Weighting: **10%**

Advanced Excel (spreadsheets). Apply spreadsheet functions to present data according to the business requirements by using various formulas, charts, filtering, sorting, data grouping, pivot table/chart, etc.

On successful completion you will be able to:

- Demonstrate foundational learning skills including active engagement in your learning process
- Describe how information systems can be used to improve business performance
- Use basic information technology applications, including basic computer management, e-mail, web browsers, web-page creators and productivity software
- Demonstrate an understanding of how such applications work, to a level where you can learn new material without requiring formal training

Assignment Two

Assessment Type [1]: Design Implementation
Indicative Time on Task [2]: 18 hours
Due: **Week 11**
Weighting: **15%**

Advanced Access (Databases) - Create and modify relational database according to the business requirements. Manipulate data for analysis and reporting purposes.

On successful completion you will be able to:

- Demonstrate foundational learning skills including active engagement in your learning process

- Describe how information systems can be used to improve business performance
- Use basic information technology applications, including basic computer management, e-mail, web browsers, web-page creators and productivity software
- Demonstrate an understanding of how such applications work, to a level where you can learn new material without requiring formal training
- Use a 4th-generation programming environment to script IT applications.

Video Presentation

Assessment Type [1]: Presentation
Indicative Time on Task [2]: 16 hours
Due: **Week 9**
Weighting: **15%**

Applying concepts into business practice. Students will need to use visual aid and record a short video presentation proposing IS for a particular business.

On successful completion you will be able to:

- Demonstrate foundational learning skills including active engagement in your learning process
- Describe how information systems can be used to improve business performance
- Use basic information technology applications, including basic computer management, e-mail, web browsers, web-page creators and productivity software

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[1] If you need help with your assignment, please contact:

- the academic teaching staff in your unit for guidance in understanding or completing this type of assessment
- the Writing Centre for academic skills support.

[2] Indicative time-on-task is an estimate of the time required for completion of the assessment task and is subject to individual variation

Delivery and Resources

Teaching and Learning Strategy

COMP1750 is taught via lectures and practical classes. 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.

Practical/SGTA classes 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 practical class 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 (8th edition) by Kroenke and Boyle*** *(without MyLab)* (ISBN: 9781292266985 for hardcopy or ISBN: 9781292330082 for eBook)
- Alternative textbook:
  - ***Experiencing MIS, Global Edition (7th edition) by Kroenke and Boyle*** *(without MyLab) (*ISBN: 9781292163574 for hardcopy or ISBN: 9781292163581 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.

Any video recording and editing software for the video presentation.

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 Acting Director of Teaching (Dr Malcolm Ryan) 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 skills.

Unit Schedule

Week	Lecture Topics/Events	Practical Class Events	Assessments	Textbook Chapter Reference
1	The Importance of MIS	Introduction to the unit, iLearn, and the lab. Introduction to Assignment 1. MS Excel exercises.		Chapter 1
2	Business Processes, Information Systems, and Information	MS Excel exercises.		Chapter 2
3	Organizational Strategy, Information Systems, and Competitive Advantage	Review for Quiz 1.		Chapter 3
4	Hardware and Software	MS Access exercises.	**Quiz 1**	Chapter 4
5	Database Processing	MS Access exercises. Last chance to ask questions related to Assignment 1.	**Assignment 1**	Chapter 5

6	The Cloud	Introduction to Assignment 2. Review for Quiz 2.		Chapter 6
7	Processes, Organisations, and Information Systems	MS Access exercises.	**Quiz 2**	Chapter 7
8	Social Media Information Systems	MS Access exercises.		Chapter 8
9	Business Intelligence Systems	Review for Quiz 3. Last chance to ask questions related to the video presentation assessment.	**Video Presentation**	Chapter 9
10	Information Systems Security	MS Access exercises.	**Quiz 3**	Chapter 10
11	Information Systems Management	Last chance to ask questions related to Assignment 2.	**Assignment 2**	Chapter 11
12	Information Systems Development	Review for Quiz 4.		Chapter 12
13	Recap of week 1-12	**No Practical Classes**	**Quiz 4**	

Policies and Procedures

Macquarie University policies and procedures are accessible from Policy Central (https://policies.mq.edu.au). 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

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

To find other policies relating to Teaching and Learning, visit Policy Central (https://policies.mq.edu.au) and use the search tool.

Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: https://students.mq.edu.au/admin/other-resources/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 from Previous Offering

Change of assessments and weightings.

Removal of hurdle assessments and the final exam due to special circumstances.

Change of textbook to a newer edition.