COMP1750
Introduction to Business Information Systems
Session 1, Special circumstances 2021
School of Computing

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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

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Email</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Convenor, Lecturer, Tutor</td>
<td>Frances Louise</td>
<td><a href="mailto:frances.louise@mq.edu.au">frances.louise@mq.edu.au</a></td>
<td>Available on iLearn</td>
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<tr>
<td>Lecturer</td>
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<td>Tutor</td>
<td>Zawar Hussain</td>
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<tr>
<td>Tutor</td>
<td>Kristi Ovsthus</td>
<td><a href="mailto:kristi.ovsthus@mq.edu.au">kristi.ovsthus@mq.edu.au</a></td>
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<tr>
<td>Tutor</td>
<td>Jason Saba</td>
<td><a href="mailto:jason.saba@mq.edu.au">jason.saba@mq.edu.au</a></td>
<td></td>
</tr>
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</table>

### Credit points

10

### Prerequisites

<table>
<thead>
<tr>
<th>Co-badged status</th>
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Unit guide COMP1750 Introduction to Business Information Systems

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:

UL01: Demonstrate foundational learning skills including active engagement in your learning process
UL02: Describe how information systems can be used to improve business performance
UL03: Use basic information technology applications, including basic computer management, e-mail, web browsers, web-page creators and productivity software
UL04: Demonstrate an understanding of how such applications work, to a level where you can learn new material without requiring formal training
UL05: 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/](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**

<table>
<thead>
<tr>
<th>Name</th>
<th>Weighting</th>
<th>Hurdle</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quiz</td>
<td>60%</td>
<td>No</td>
<td>Week 4, 7, 10, 13</td>
</tr>
<tr>
<td>Assignment One</td>
<td>10%</td>
<td>No</td>
<td>Week 5</td>
</tr>
<tr>
<td>Assignment Two</td>
<td>15%</td>
<td>No</td>
<td>Week 11</td>
</tr>
<tr>
<td>Video Presentation</td>
<td>15%</td>
<td>No</td>
<td>Week 9</td>
</tr>
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</table>

**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,
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

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

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 Learning Skills Unit 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:

- Alternative textbook:

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

<table>
<thead>
<tr>
<th>Week</th>
<th>Lecture Topics/Events</th>
<th>Practical Class Events</th>
<th>Assessments</th>
<th>Textbook Chapter Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The Importance of MIS</td>
<td>Introduction to the unit, iLearn, and the lab.</td>
<td></td>
<td>Chapter 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Introduction to Assignment 1.</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>MS Excel exercises.</td>
<td></td>
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</tr>
<tr>
<td>4</td>
<td>Hardware and Software</td>
<td>MS Access exercises.</td>
<td>Quiz 1</td>
<td>Chapter 4</td>
</tr>
<tr>
<td>5</td>
<td>Database Processing</td>
<td>MS Access exercises.</td>
<td>Assignment 1</td>
<td>Chapter 5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last chance to ask questions related to Assignment 1.</td>
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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](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](http://ask.mq.edu.au) or if you are a Global MBA student contact [globalmba.support@mq.edu.au](mailto: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/](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 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 Enquiry Service

For all student enquiries, visit Student Connect at [ask.mq.edu.au](http://ask.mq.edu.au)

If you are a Global MBA student contact [globalmba.support@mq.edu.au](mailto:globalmba.support@mq.edu.au)

Equity 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.

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](http://www.mq.edu.au/about_us/offices_and_units/information_technology/help/).
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.