COMP1750

Introduction to Business Information Systems

Session 1, In person-scheduled-weekday, North Ryde 2023

School of Computing

Contents

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General Information

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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

Requirements to Pass this Unit

To pass this unit, you must:

- Undertake all hurdle activities and pass a minimum of 5 of the 10 weekly activities available, and

- Achieve a total mark equal to or greater than 50%

Hurdle Assessment

Weekly Activities: Practical-based tasks (10%) Continual participation and engagement in practical class-related tasks are critical to building your understanding and skills. If you miss a practical class, you are required to complete the practical class on your own, and then complete the weekly activity for the week to test your understanding. These activities are available via iLearn quizzes that you can undertake anytime during the week. This is a hurdle assessment meaning that failure to meet this requirement may result in a **fail** grade for the unit.

A chance to attempt missed activities will be available during the mid-session teaching break and exam weeks with special consideration approval.

A re-attempt for these activities will be provided during exam weeks for those who have made genuine attempts in at least 80% of the activities available.

Late Assessment Submission

Unless a Special Consideration request has been submitted and approved, a 5% penalty (of the total possible mark of the task) will be applied for each day a written report or presentation assessment is not submitted, up until the 7th day (including weekends). After the 7th day, a grade of '0' will be awarded even if the assessment is submitted. The submission time for all uploaded assessments is **11:55 pm**. A 1-hour grace period will be provided to students who experience a technical concern. For any late submission of time-sensitive tasks, such as the diagnostic quiz and module exams, please apply for Special Consideration.

Assessments where Late Submissions will be accepted

- Weekly Activities - No, unless Special Consideration is Granted

- Diagnostic Quiz - No, unless Special Consideration is Granted

- Assignment One - Yes, Standard Late Penalty applies

- Assignment Two - Yes, Standard Late Penalty applies
- Module Exams - No, unless Special Consideration is Granted

Special Considerations

The Special Consideration Policy aims to support students who have been impacted by short-term circumstances or events that are serious, unavoidable and significantly disruptive, and which may affect their performance in assessment.

*Weekly activities***:** To pass the unit you need to demonstrate ongoing development of skills and application of knowledge by passing 5 out of 10 of the weekly activities. If you miss a weekly task (available Monday-Sunday) due to a serious, unavoidable and significant disruption that covers the entire week, please submit a Special Consideration request through ask.mq.edu.au. *Note that a Special Consideration for any weekly activities should only be applied for, if you are affected for the entire week (Monday-Sunday of that week).*

Diagnostic Quiz, Assignments, and Module Exams: If you experience circumstances or events that affect your ability to complete the assessments in this unit on time, please inform the convenor and submit a Special Consideration request through ask.mq.edu.au.

Assessment Tasks

Name	Weighting	Hurdle	Due
Weekly Activities	10%	Yes	Weekly
Diagnostic Quiz	10%	No	Week 3
Assignment One	15%	No	Week 7
Assignment Two	15%	No	Week 12
Module Exams	50%	No	Week 6 and 13

Weekly Activities

Assessment Type [1]: Quiz/Test
Indicative Time on Task [2]: 12 hours
Due: **Weekly**
Weighting: **10%**
This is a hurdle assessment task (see assessment policy for more information on hurdle assessment tasks)

Practical-related online mini-quizzes. You will have to actively participate in the practical activities in class and be able to demonstrate your understanding by applying gained knowledge and skills in these mini-quizzes.

You will be required to pass five (5) of these mini-quizzes to be eligible to pass the unit, regardless of your overall performance.

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

Diagnostic Quiz

Assessment Type [1]: Quiz/Test
Indicative Time on Task [2]: 10 hours
Due: **Week 3**
Weighting: **10%**

You will be attempting an online quiz that will be conducted in the practical class. This closed-book quiz aims to determine students' individual strengths, weaknesses, knowledge and skills to develop a baseline of what students know about the topics.

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

Assignment One

Assessment Type [1]: Design Implementation
Indicative Time on Task [2]: 10 hours
Due: **Week 7**
Weighting: **15%**

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
- 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]: 14 hours
Due: **Week 12**
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
- 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.

Module Exams

Assessment Type [1]: Quiz/Test
Indicative Time on Task [2]: 30 hours
Due: **Week 6 and 13**
Weighting: **50%**

There will be two (2) closed-book module exams conducted during your registered practical class. These module exams will cover important parts of the unit material and, as well as assess your current level of mastery. The exams will also include questions based on the practical

components.

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

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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 classes are small group classes that 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 receive feedback. During lectures, you are encouraged to ask the lecturer questions to clarify anything you are unsure 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

- Complete the weekly activities

- 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 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 13 weeks and commence in week 1.

Please note that you are **required** to make a genuine attempt on all assessments. 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)

Methods of Communication

We will communicate with you via your university email or through announcements on iLearn. Unit queries can either be placed on the iLearn discussion board or sent to comp1750@mq.edu.au from your university email address. Please use an appropriate email subject (e.g. Assignment 1 Task 2, Week 3 lecture, etc.) and academic language.

Technology used and required

iLecture/echo

Digital recordings of lectures are available.

Software

Microsoft Excel and Access (required for assignment completion). Available in the lab. 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.

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.

COVID Information

For the latest information on the University's response to COVID-19, please refer to the Coronavirus infection page on the Macquarie website: https://www.mq.edu.au/about/coronavirus-faqs. Remember to check this page regularly, in case the information and requirements change during the semester. If there are any changes to this unit in relation to COVID, these will be communicated via iLearn.

Unit Schedule

Outline of Topics

1. The Importance of MIS
2. Business Processes, Information Systems, and Information
3. Organizational Strategy, Information Systems, and Competitive Advantage
4. Hardware and Software
5. Database Processing
6. The Cloud
7. Processes, Organizations, and Information Systems
8. Social Media Information Systems
9. Business Intelligence Systems
10. Information Systems Security
11. Information Systems Management
12. Information Systems Development

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
- Assessment Procedure
- Complaints Resolution 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

Academic Integrity

At Macquarie, we believe academic integrity – honesty, respect, trust, responsibility, fairness and courage – is at the core of learning, teaching and research. We recognise that meeting the expectations required to complete your assessments can be challenging. So, we offer you a range of resources and services to help you reach your potential, including free online writing and maths support, academic skills development and wellbeing consultations.

Student Support

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

The Writing Centre

The Writing Centre provides resources to develop your English language proficiency, academic writing, and communication skills.

- Workshops
- Chat with a WriteWISE peer writing leader
- Access StudyWISE
- Upload an assignment to Studiosity
- Complete the 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

Macquarie University offers a range of Student Support Services including:

- IT Support
- Accessibility and disability support with study
- Mental health support
- Safety support to respond to bullying, harassment, sexual harassment and sexual assault
- Social support including information about finances, tenancy and legal issues
- Student Advocacy provides independent advice on MQ policies, procedures, and processes

Student Enquiries

Got a question? Ask us via AskMQ, or contact Service Connect.

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

Practical Classes

Practical classes run from week 1 to week 13.

Assessment Changes

Hurdle assessments in the form of weekly activities are re-introduced to enhance student engagement and reinforce continual learning.

Reintroducing a diagnostic quiz as an early indicator.

Module exams were introduced to provide a better gauge of performance during the session

Reintroducing invigilated assessments in the form of a diagnostic quiz and module exams.