Course Code:	**1008ICT**
Course Name:	**Business Informatics**
Semester:	**Semester 1, 2016**
Program:	Associate Degree in Commerce & Business
	Diploma of Commerce
Credit Points:	10
Course Coordinator:	Alastair McWhir
Document modified:	25 Feb 2016 10:03:40

Teaching Team

Your lecturer/tutor can be contacted via the email system on the portal.	
Name	**Email**
Alastair McWhir	**alastair.mcwhir@staff.griffithcollege.edu.au**

Staff Consultation

Your lecturer/tutor is available each week for consultation outside of normal class times. Times that your lecturer/tutor will be available for consultation will be given in the first week of lectures. A list of times and rooms will be published on the Griffith College Portal under the "myTimetable" link.

Prerequisites

There are no prerequisites for this course

Brief Course Description

Business Informatics is a 10 Credit Point course within the Diploma of Commerce. The course is situated within the first semester of the program. The Diploma of Commerce is designed to provide students with a pathway to:

* further university studies in Commerce, Business and related degrees or
* direct employment

This course introduces students to the basic concepts of computer-based information systems with an emphasis on principles, applications and ethical considerations relevant to the end-user. It examines information systems and computer concepts and how these are used in decision-making. Computing skills in software application packages are also developed.

Rationale

We live in a burgeoning Information Age that brings promise of new ways of thinking, living and working. To survive we must understand how computers work and learn to control them for our own purposes. This subject balances concept and skill, the why and how, of computing and fosters a basic level of computer literacy required by all graduates.

Griffith College, as in many organizations, has an information system for the management of corporate information and that pertaining to its staff and student population. This course promotes an understanding of how such information systems work that is essential for the effective interaction of the student with that information system in most aspects of student life.

Aims

This course aims to ensure that students have a sound understanding of the principles of use, design and analysis of information systems.

Through interactive exercises and directed project work, each student will master the use of information systems available within the university and over the Internet.

Students will demonstrate their understanding of information systems by building, critiquing, analysing and designing simple information systems using basic techniques and frameworks that embody standards and best practice.

Students will build information systems to deliver/display their assessment items over the semester and will engage in critical and reflective activities to demonstrate depth of learning.

Through the completion of the project work students will have built a skill set and knowledge base which prepares them for requirements of university assessment, workplace productivity, research and lifelong learning.

Learning Outcomes

After successfully completing this course you should be able to:

1 Perform simple operations (creating, saving, retrieving files, basic spreadsheets, and database tasks) on a standard personal computer. These skills support your employability on graduation from this course and degree

2 Develop skills and tools for learning and knowledge management using Web 2.0 and social networking technology. This includes building an e-portfolio to support your employability on completion of this course and degree.

3 In your business report you will be required to describe the requirements, analysis and basic information systems design for an organisation. This understanding and the knowledge learnt will be demonstrated in your business report, which also supports your employability on graduating from this degree.

4 Design, describe and explain a basic database system for a case study.

Texts and Supporting Materials

This course will be using an online Learning Application instead of a printed textbook.

e-text: Rainer et al, Management Information Systems: First Australasian Edition, 2015 ISBN: 9780730319252

Supplementary readings and resources will be provided via the portal.

Organisation and Teaching Strategies

The main structure of the course is divided into two parts:

Lectures: (Weeks 1 - 13): Each week of semester will consist of a 2 hour lecture on a topic relating to informatics in organisations. The format of lectures will vary depending on the topic. Lectures present the main concepts of the course and will provide information relating to activities and assessment. Attendance at lectures is a requirement of this course.

Tutorials and workshops (Computer Labs): Tutorial / workshops will be conducted from weeks 1-13 and will be of 2 hour duration. Tutorials will provide activities that consolidate information provided in the lectures. The application of conceptual information from lectures will be central to tutorial activities. You will be given the opportunity to investigate real world application of business information processes. Particularly, tutorials will focus on new technologies and their impact on business.

Class Contact Summary

Attendance

Your attendance in class will be marked twice during a four hour class. To receive full attendance, you must be present in the classroom on both occasions. Therefore, you are encouraged to attend and participate in all classes throughout the semester.

Before attending Computer Tutorial sessions, you must read the tutorial information. Before attending computer workshops, you are expected to work through the sections in the workshop required reading.

Participation in Class

You are expected to actively participate in classes each week.

Consultant Times

Attendance during consultation times is optional but you are encouraged to use this extra help to improve your learning outcomes.

Course Materials

You are required to bring with you both required reading and textbooks, and any project and related work in progress on USB pen drives.

Lecture notes will be made available to you on the Learning@Griffith College site on the student portal and you are expected to print these out and bring them to each class so that extra notes can be added.

Independent Learning

You are expected to undertake a minimum of 6 hours each week [in addition to the 4 hours of contact time] in the undertaking of learning and project activities related to this Course. You should direct all enquiries to your lecturer. You must go to the class that you are enrolled in. Failure to do this could result in a delay in grades being updated or incorrectly assigned absences.

Program Progression

You are reminded that satisfactory Program Progression requires that attendance in classes is maintained at equal to or greater than 80%, and that GPA is maintained at equal to or greater than 3.5 [please see Griffith College Policy Library - Program Progression Policy - for more information].

Content Schedule

The course is structured with the following modules. Systems analysis and design is a step-by-step process for developing high-quality information systems including, Systems Planning, Systems Analysis and Systems Design. These modules will be delivered in the following manner with extra readings available via the Griffith College portal.

Weekly Teaching Schedule

Week	Topic	Activity	Readings
1	Introduction to Information systems	Lecture	CHAPTER 1 Introduction to Information systems
	Introduction to 1008ICT	Workshop	1008ICT Course Outline
	Getting to know you exercise	Workshop	
2	Organisational strategy	Lecture	CHAPTER 2: Organisational strategy, competitive advantage and information systems
	Introduction to the Assignment	Tutorial	1008ICT Assignment Instructions
	Introduction to Report Writing and APA referencing	Workshop	1008ICT Portal Notes: Report Writing and APA referencing
3	Business Processes	Lecture	Mini-chapter Ch 1 Business Processes
	Business Processes Analysis and Diagrams	Tutorial	1008ICT Portal Notes: Creating BPMN diagrams using Bizagi BPM Software
	Business Processes Analysis and Diagrams	Workshop	1008ICT Portal Notes: Creating BPMN diagrams using Bizagi BPM Software
4	Data and knowledge management	Lecture	CHAPTER 3: Data and knowledge management
	Using Microsoft Access 2010	Tutorial	1008ICT Portal Notes
	Using Microsoft Access 2010	Workshop	1008ICT Portal Notes
5	Telecommunication and networking Hardware and Software. Cloud computing services	Lecture	CHAPTER 4: Telecommunications and networking; Mini-chapter Ch2 Hardware and Software; Mini-chapter Ch3 Cloud computing services
	Using Microsoft Access 2010	Tutorial	1008ICT Portal Notes
	Using Microsoft Access 2010	Workshop	1008ICT Portal Notes
6	Business intelligence	Lecture	CHAPTER 5: Business Intelligence
	Business intelligence systems using Excel	Tutorial	1008ICT Portal Notes
	Business intelligence systems using Excel	Workshop	1008ICT Portal Notes
7	Social Computing	Lecture	CHAPTER 8: Social Computing
	Quiz 1	Tutorial	
	Social Computing	Workshop	1008ICT Portal Notes
8	E-business and e-commerce. Wireless, mobile computing and mobile commerce	Lecture	CHAPTER 9: E-business and e-commerce. CHAPTER 10: Wireless, mobile computing and mobile commerce.
	Business intelligence reports	Tutorial	1008ICT Portal Notes
	Business intelligence reports	Workshop	1008ICT Portal Notes
9	Information Systems within the organisation. Extending the organisation to customers.	Lecture	CHAPTER 11: Information systems within the organisation; CHAPTER 12: Extending the organisation to customers.
	Preparing a Computer Budget Using Excel	Tutorial	1008ICT Portal Notes
	Preparing a Computer Budget Using Excel	Workshop	1008ICT Portal Notes
10	Project Management.	Lecture	Mini-chapter Ch 5 Project Management; CHAPTER 14: Acquiring information systems and applications.
	Systems Development Project Management	Tutorial	1008ICT Portal Notes
	Systems Development Project Management	Workshop	1008ICT Portal Notes
11	Extending the organisation along the supply chain.	Lecture	CHAPTER 13: Extending the organisation along the supply chain
	Systems Development Project Management	Tutorial	1008ICT Portal Notes
	Systems Development Project Management	Workshop	1008ICT Portal Notes
12	Quiz 2	Lecture	
	Assignment Review	Tutorial	
	Assignment Review	Workshop	

Assessment

This section sets out the assessment requirements for this course.

Item	Assessment Task	Weighting	Relevant Learning Outcomes	Due Date
1	Skills Based Learning	20%	1,2,3,4	Week 3-11
2	Assignment: Part A	15%	1,2,3,4	Week 6
3	Quiz 1	10%	3,4	Week 7
4	Quiz 2	10%	3,4	Week 12
5	Assignment: Part B	45%	1,2,3,4	Week 12

Assessment Details

The assessment strategy in this course aims to provide a layered approach to developing skills in all aspects of business informatics. You will search for information, analyse information and communicate information using both traditional software and new media objects.

1. Skill Based Learning
Type: Academic development holistic assessment
Learning Objectives Assessed: 1, 2, 3, 4
Weight: 20%
Task Description:
There are 5 skills activities that are to be completed over the period of this course. Skills are developed using Microsoft Word, Excel and Access. Students are required to develop these skills as they are required to respond to the Assignment. Submissions are online and marked individually.

2. Chapter Quizzes
Type: Test or quiz
Learning Objectives Assessed: 3, 4
Weight: 20%
Task Description:
Chapter quizzes comprise multiple choice questions from chapters 1-12.
Quizzes are open book.

3. Assignment
Course Assignment
Type: Assignment - Practice-based Individual Student Assignment
Learning Objectives Assessed: 1, 2, 3, 4
Weight: 60%
Task Description:
A single assignment comprising several components submitted in two parts with the final report due in study week 12. This assignment assesses the students ability to interpret the material learnt and represent this material using technologies, tools written opinion and diagrams using skills learned in lectures, workshops and computer labs, demonstrating their understanding of data analysis and simple database design.

Submission and Return of Assessment Items

Normally you will be able to collect your assignments in class within fourteen [14] days of the due date for submission of the assignment.

Retention of Originals

You must be able to produce a copy of all work submitted if so requested. Copies should be retained until after the release of final results for the course.

Extensions

To apply for an extension of time for an assignment, you must submit an Application for Extension of Assignment form to your teacher at least 24 hours before the date the assignment is due. Grounds for extensions are usually: serious illness, accident, disability, bereavement or other compassionate circumstances and must be able to be substantiated with relevant documentation [e.g. Griffith College Medical Certificate]. Please refer to the Griffith College website - Policy Library - for guidelines regarding extensions and deferred assessment.

Assessment Feedback

Marks awarded for assessment items will also be available on the on-line grades system on the Student Website within fourteen [14] days of the due date.

Generic Skills

Griffith College aims to develop graduates who have an open and critical approach to learning and a capacity for lifelong learning. Through engagement in their studies, students are provided with opportunities to begin the development of these and other generic skills.

Studies in this course will give you opportunities to begin to develop the following skills:

Generic Skills	Taught	Practised	Assessed
Written Communication	Yes	Yes	Yes
Oral Communication		Yes	
Information Literacy	Yes	Yes	Yes
Secondary Research	Yes	Yes	Yes
Critical and Innovative Thinking	Yes	Yes	Yes
Academic Integrity		Yes	Yes
Self Directed Learning	Yes	Yes	
Team Work	Yes	Yes	
Cultural Intelligence		Yes	
English Language Proficiency		Yes	Yes

Additional Course Generic Skills

Additional Course Information

Teacher and Course Evaluations

Student feedback indicated a strong requirement for attendance at lectures, workshops and computer labs indicating that attendance improved understanding, engagement and submission standard.

Students appreciated the opportunity to provide feedback about the course delivery early in the semester, as well as feedback from the teaching team for each assessment piece submitted.

Students indicated that planning and preparing for submissions at the beginning of the semester would have improved their output and demonstrated knowledge, while reducing their stress toward the end of the semester.

Your feedback is respected and valued by your lecturers and tutors. You are encouraged to provide your thoughts on the course and teaching, both positive and critical, directly to your lecturer and tutor or by completing course and lecturer evaluations via Griffith College's online evaluation tool whenever these are available.

Academic Integrity

Griffith College is committed to maintaining high academic standards to protect the value of its qualifications. Academic integrity means acting with the values of honesty, trust, fairness, respect and responsibility in learning, teaching and research. It is important for students, teachers, researchers and all staff to act in an honest way, be responsible for their actions, and show fairness in every part of their work. Academic integrity is important for an individual's and the College's reputation.

All staff and students of the College are responsible for academic integrity. As a student, you are expected to conduct your studies honestly, ethically and in accordance with accepted standards of academic conduct. Any form of academic conduct that is contrary to these standards is considered a breach of academic integrity and is unacceptable.

Some students deliberately breach academic integrity standards with intent to deceive. This conscious, pre-meditated form of cheating is considered to be one of the most serious forms of fraudulent academic behaviour, for which the College has zero tolerance and for which penalties, including exclusion from the College, will be applied.

However, Griffith College also recognises many students breach academic integrity standards without intent to deceive. In these cases, students may be required to undertake additional educational activities to remediate their behaviour and may also be provided appropriate advice by academic staff.

As you undertake your studies at Griffith College, your lecturers, tutors and academic advisors will provide you with guidance to understand and maintain academic integrity; however, it is also your responsibility to seek out guidance if and when you are unsure about appropriate academic conduct.

Please ensure that you are familiar with the **Griffith College Academic Integrity Policy**; this policy provides an overview of some of the behaviours that are considered breaches of academic integrity, as well as the penalties and processes involved when a breach is identified.

For further information please refer to the Academic Integrity Policy on the Griffith College website – Policy Library.

Risk Assessment Statement

There are no out of the ordinary risks associated with this course.

Note: For all Diploma level programs, Griffith College acknowledges content derived from Griffith University.