



COURSE OUTLINE

BUS108 Information Systems in Organisations

Course Coordinator: Bianka Sabert (bsabert@usc.edu.au) **School:** School of Business and Creative Industries

2021 | Semester 2

USC Sunshine Coast
USC Moreton Bay
USC Fraser Coast

ON CAMPUS

Most of your course is on campus but you may be able to do some components of this course online.

Online

ONLINE

You can do this course without coming onto campus.

Please go to the USC website for up to date information on the teaching sessions and campuses where this course is usually offered.

1. What is this course about?

1.1. Description

Entire industries have been transformed by a new digital reality. Whether it is in the field of banking, finance, manufacturing, health care, education or entertainment no industry segment or government is exempt from it. To be prepared for the digital enterprise you need to understand the foundations of information systems and its potential for competitive advantage. This course outlines the basics of data and the use and purpose of integrated information systems across different functional areas in business as well as business intelligence systems.

1.2. How will this course be delivered?

ACTIVITY	HOURS	BEGINNING WEEK	FREQUENCY
ON CAMPUS			
Tutorial/Workshop 1 – In-class tutorial	2hrs	Week 1	12 times
Lecture – Pre-recorded concept videos and associated activity	1hr	Week 1	12 times
ONLINE 1			
Tutorial/Workshop 1 – Interactive zoom tutorial	2hrs	Week 1	12 times
Lecture – Pre-recorded concept videos and associated activity	1hr	Week 1	12 times

1.3. Course Topics

1. Hardware and Software
2. An Introduction to Information Systems in Organisations
3. Database Systems and Big Data
4. Business Intelligence and Analytics
5. Networks and Cloud Computing
6. Knowledge Management Systems
7. Cybercrime and Information System Security
8. Ethical, legal and social issues of Information Systems
9. Electronic Commerce
10. Enterprise Systems
11. Artificial Intelligence and other specialised information systems
12. System Acquisition and Development

2. What level is this course?

100 Level (Introductory)

Engaging with discipline knowledge and skills at foundational level, broad application of knowledge and skills in familiar contexts and with support. Limited or no prerequisites. Normally, associated with the first full-time study year of an undergraduate program.

3. What is the unit value of this course?

12 units

4. How does this course contribute to my learning?

COURSE LEARNING OUTCOMES	GRADUATE QUALITIES MAPPING	PROFESSIONAL STANDARD MAPPING
On successful completion of this course, you should be able to...	Completing these tasks successfully will contribute to you becoming...	Association to Advance Collegiate Schools of Business
1 Apply digital tools (Word, Excel and Power BI) in a business context.	Empowered	PC1.3 - Digital Literacy
2 Discuss information systems and their effects within the context of organisations.	Knowledgeable	PC6 - Career-ready
3 Use a socially responsible and sustainable approach to business solutions.	Sustainability-focused	PC4 - Community Consciousness
4 Prepare reports that inform the audience about information systems.	Engaged	PC1.1 - Written Communication
5 Identify solutions to business problems associated with information systems.	Creative and critical thinker	PC3 - Creative and Critical Thinking

5. Am I eligible to enrol in this course?

Refer to the [USC Glossary of terms](#) for definitions of “pre-requisites, co-requisites and anti-requisites”.

5.1. Pre-requisites

Not applicable

5.2. Co-requisites

Not applicable

5.3. Anti-requisites

ACC108

5.4. Specific assumed prior knowledge and skills (where applicable)

Not applicable

6. How am I going to be assessed?

6.1. Grading Scale

Standard Grading (GRD)

High Distinction (HD), Distinction (DN), Credit (CR), Pass (PS), Fail (FL).

6.2. Details of early feedback on progress

Formative feedback will be provided in the workshops.

6.3. Assessment tasks

DELIVERY MODE	TASK NO.	ASSESSMENT PRODUCT	INDIVIDUAL OR GROUP	WEIGHTING %	WHAT IS THE DURATION / LENGTH?	WHEN SHOULD I SUBMIT?	WHERE SHOULD I SUBMIT IT?
On campus	1	Examination	Individual	30%	90 min.	Week 5	In Class
On campus	2	Report	Individual	30%	1500 words	Week 10	Online Assignment Submission with plagiarism check
On campus	3	Portfolio	Individual	40%	1000 words	Exam Period	Online Assignment Submission with plagiarism check
Online	1	Examination	Individual	30%	90 min.	Week 5	Online Assignment Submission with plagiarism check
Online	2	Report	Individual	30%	1500 words	Week 10	Online Assignment Submission with plagiarism check
Online	3	Portfolio	Individual	40%	1000 words	Exam Period	Online Assignment Submission with plagiarism check

On campus - Assessment Task 1: Computer skills test(s)

GOAL:	To apply digital tools that are commonly used in a business context.	
PRODUCT:	Examination	
FORMAT:	This is an individual assessment. The assessment consists of three parts: Advanced MS Word, MS Excel, and Power BI. Further details will be provided in Blackboard.	
CRITERIA:	No.	Learning Outcome assessed
	1	Application of digital tools (Word, Excel and Power BI) in a business context. 1

On campus - Assessment Task 2: Report

GOAL:	To apply digital tools as part of a business report that discusses information systems and identifies solutions to information system related business problems in a socially responsible and sustainable manner.
PRODUCT:	Report
FORMAT:	This is an individual assessment in report format. The assessment is based on a case study. In addition to addressing the case study questions, you will also need to apply the digital tools covered in this course. Further details will be provided in Blackboard.

CRITERIA:	No.	Learning Outcome assessed
	1	Application of digital tools (Word, Excel and PowerBI) in a business context. ①
	2	Discussion of information systems and their effects within the context of organisations. ②
	3	Use of a socially responsible and sustainable approach to business solutions. ③
	4	Preparation of reports to inform about information systems. ④
	5	Identification of solutions to business problems associated with information systems. ⑤

On campus - Assessment Task 3: Collection

GOAL:	To apply knowledge of information systems in a socially responsible and sustainable manner in a (business) context.	
PRODUCT:	Portfolio	
FORMAT:	This is an individual assessment, comprised of three parts. You will be required to create a document with content for three specified contexts. Further details will be provided in Blackboard.	
CRITERIA:	No.	Learning Outcome assessed
	1	Discussion of information systems and their effects within the context of organisations. ②
	2	Use of a socially responsible and sustainable approach to business solutions. ③
	3	Identification of solutions to business problems associated with information systems. ⑤

Online - Assessment Task 1: Computer skills test(s)

GOAL:	To apply digital tools that are commonly used in a business context.	
PRODUCT:	Examination	
FORMAT:	This is an individual assessment. The assessment consists of three parts: Advanced MS Word, MS Excel, and Power BI. Further details will be provided in Blackboard.	
CRITERIA:	No.	Learning Outcome assessed
	1	Application of digital tools (Word, Excel and PowerBI) in a business context. ①

Online - Assessment Task 2: Report

GOAL:	To apply digital tools as part of a business report that discusses information systems and identifies solutions to information system related business problems in a socially responsible and sustainable manner.	
PRODUCT:	Report	
FORMAT:	This is an individual assessment in report format. The assessment is based on a case study. In addition to addressing the case study questions, you will also need to apply the digital tools covered in this course. Further details will be provided in Blackboard.	

CRITERIA:	No.	Learning Outcome assessed
	1	Application of digital tools (Word, Excel and PowerBI) in a business context. 1
	2	Discussion of information systems and their effects within the context of organisations. 2
	3	Use of a socially responsible and sustainable approach to business solutions. 3
	4	Preparation of reports to inform about information systems. 4
	5	Identification of solutions to business problems associated with information systems. 5

Online - Assessment Task 3: Collection

GOAL:	To apply knowledge of information systems in a socially responsible and sustainable manner in a (business) context.	
PRODUCT:	Portfolio	
FORMAT:	This is an individual assessment, comprised of three parts. You will be required to create a document with content for three specified contexts. Further details will be provided in Blackboard.	
CRITERIA:	No.	Learning Outcome assessed
	1	Discussion of information systems and their effects within the context of organisations. 2
	2	Use of a socially responsible and sustainable approach to business solutions. 3
	3	Identification of solutions to business problems associated with information systems. 5

7. Directed study hours

A 12-unit course will have total of 150 learning hours which will include directed study hours (including online if required), self-directed learning and completion of assessable tasks. Directed study hours may vary by location. Student workload is calculated at 12.5 learning hours per one unit.

8. What resources do I need to undertake this course?

Please note: Course information, including specific information of recommended readings, learning activities, resources, weekly readings, etc. are available on the course Blackboard site– Please log in as soon as possible.

8.1. Prescribed text(s) or course reader

Please note that you need to have regular access to the resource(s) listed below. Resources may be required or recommended.

REQUIRED?	AUTHOR	YEAR	TITLE	PUBLISHER
Required	Stair, Reynolds	2018	Fundamentals of Information Systems	Cengage Learning, Boston.

8.2. Specific requirements

Not applicable

9. How are risks managed in this course?

Health and safety risks for this course have been assessed as low. It is your responsibility to review course material, search online, discuss with lecturers and peers and understand the health and safety risks associated with your specific course of study and to familiarise yourself with the University's general health and safety principles by reviewing the [online induction training for students](#), and following the instructions of the University staff.

10. What administrative information is relevant to this course?

10.1. Assessment: Academic Integrity

Academic integrity is the ethical standard of university participation. It ensures that students graduate as a result of proving they are competent in their discipline. This is integral in maintaining the value of academic qualifications. Each industry has expectations and standards of the skills and knowledge within that discipline and these are reflected in assessment.

Academic integrity means that you do not engage in any activity that is considered to be academic fraud; including plagiarism, collusion or outsourcing any part of any assessment item to any other person. You are expected to be honest and ethical by completing all work yourself and indicating in your work which ideas and information were developed by you and which were taken from others. You cannot provide your assessment work to others. You are also expected to provide evidence of wide and critical reading, usually by using appropriate academic references.

In order to minimise incidents of academic fraud, this course may require that some of its assessment tasks, when submitted to Blackboard, are electronically checked through SafeAssign. This software allows for text comparisons to be made between your submitted assessment item and all other work that SafeAssign has access to.

10.2. Assessment: Additional Requirements

Eligibility for Supplementary Assessment

Your eligibility for supplementary assessment in a course is dependent on the following conditions:

The final mark is in the percentage range 47% to 49.4%

The course is graded using the Standard Grading scale

You have not failed an assessment task in the course due to academic misconduct.

10.3. Assessment: Submission penalties

Late submission of assessment tasks may be penalised at the following maximum rate:

- 5% (of the assessment task's identified value) per day for the first two days from the date identified as the due date for the assessment task.

- 10% (of the assessment task's identified value) for the third day - 20% (of the assessment task's identified value) for the fourth day and subsequent days up to and including seven days from the date identified as the due date for the assessment task.

- A result of zero is awarded for an assessment task submitted after seven days from the date identified as the due date for the assessment task. Weekdays and weekends are included in the calculation of days late. To request an extension you must contact your course coordinator to negotiate an outcome.

10.4. Study help

For help with course-specific advice, for example what information to include in your assessment, you should first contact your tutor, then your course coordinator, if needed.

If you require additional assistance, the Learning Advisers are trained professionals who are ready to help you develop a wide range of academic skills. Visit the [Learning Advisers](#) web page for more information, or contact Student Central for further assistance: +61 7 5430 2890 or studentcentral@usc.edu.au.

10.5. Wellbeing Services

Student Wellbeing provide free and confidential counselling on a wide range of personal, academic, social and psychological matters, to foster positive mental health and wellbeing for your academic success.

To book a confidential appointment go to [Student Hub](#), email studentwellbeing@usc.edu.au or call 07 5430 1226.

10.6. AccessAbility Services

Ability Advisers ensure equal access to all aspects of university life. If your studies are affected by a disability, learning disorder mental health issue, injury or illness, or you are a primary carer for someone with a disability or who is considered frail and aged, [AccessAbility Services](#) can provide access to appropriate reasonable adjustments and practical advice about the support and facilities available to you throughout the University.

To book a confidential appointment go to [Student Hub](#), email AccessAbility@usc.edu.au or call 07 5430 2890.

10.7. Links to relevant University policy and procedures

For more information on Academic Learning & Teaching categories including:

- Assessment: Courses and Coursework Programs
- Review of Assessment and Final Grades
- Supplementary Assessment
- Administration of Central Examinations
- Deferred Examinations
- Student Academic Misconduct
- Students with a Disability

Visit the USC website: <http://www.usc.edu.au/explore/policies-and-procedures#academic-learning-and-teaching>

10.8. General Enquiries

In person:

- **USC Sunshine Coast** - Student Central, Ground Floor, Building C, 90 Sippy Downs Drive, Sippy Downs
- **USC Moreton Bay** - Service Centre, Ground Floor, Foundation Building, Gympie Road, Petrie
- **USC SouthBank** - Student Central, Building A4 (SW1), 52 Merivale Street, South Brisbane
- **USC Gympie** - Student Central, 71 Cartwright Road, Gympie
- **USC Fraser Coast** - Student Central, Student Central, Building A, 161 Old Maryborough Rd, Hervey Bay
- **USC Caboolture** - Student Central, Level 1 Building J, Cnr Manley and Tallon Street, Caboolture

Tel: +61 7 5430 2890

Email: studentcentral@usc.edu.au