BIS100 Unit Outline

Unit Code and Title: BIS100 INTRODUCTION TO BUSINESS INFORMATION SYSTEMS

Course(s): Bachelor of Business (Technology Management), Associate Degree in Business and Technology,

Diploma of Business and Technology

Core Unit: Core	
Credit Points: 10 credit points	
Study Period: Year One	
AQF Level 7: One Quadmester	
Study Load: Students should expect to spend approximately 130 hours on studying and completing assignments across the study period. This includes time spent attending scheduled weekly classes, Work Integrated Learning (WIL) activities (if any), undertaking private study, and preparing for assessments, and examinations.	
Pre-Requisite: None	
Mode(s) of Delivery: This unit will be delivered predominantly face-to-face and online via Learning Management System (Canvas)/Zoom with recordings available for later viewing. Where appropriate, assessments MUST be submitted to Turnitin for authentication checking	

Unit Description:
This unit covers the evaluation of business information systems and their use in managerial decision-making. Emphasis is placed on business processes including control mechanisms, data analysis and reporting to address business decision making and corporate compliance. Students will also develop practical skills in using business software (including a cloud-based system) for transaction processing and decision support.

Prescribed Textbook:
Stair, R., Reynolds, G., Bryant, j., Frydenberg, M., Greenberg, H., and Schell, G. 2021. Principles of Information Systems. 14th Ed. Cengage Learning US.

Unit Learning Outcomes (ULOs): On successful completion of this unit, students will be able to:

[ULO1] Explain the theories and principles in which the Business Information Systems environment operates.
[ULO2] Analyse data and information to enhance efficiency and effectiveness of communication in documents for the main business processes.
[ULO3] Describe and interpret business events, transactions, control problems and decision making.
[ULO4] Set up and use accounting business software to process transactions and generate reports that supports the identification, reporting and management of risk in an organisation.
[ULO5] Identify the adequacy of business information processes and controls, and the improvements that could be made to them.

Assessment Requirements:

Assessment Type	Due	Weighting (% of total marks)
Assessment 1: Discussion Forum – On-Campus and Online	Week 1 to 8	10%
Assessment 2: Mid Quadmester Test – On Campus or Online (Closed-book)	Week 5	15%
Assessment 3: Group Report with Presentation This practical exercise assesses students' ability to apply theoretical learning to practical, real-world situations. The purpose of this assessment is to allow students the opportunity to demonstrate their understanding of the topic content from 1 to 7 by setting up and using accounting business software to process transactions and generate reports that supports the identification, reporting and management of risk in an organisation and identifying the adequacy of business information processes and controls, and the improvements that could be made to them. Groups of three or four must provide a 6000-word written report with an individual reflective summary report of 1500 words from each group member. Variations of plus or minus 10% of word limitation are acceptable.	Week 8	25% (Report 20% plus presentation 5%)
Assessment 4: Final examination (Closed Book). The 3 hours invigilated examination is conducted in the week 10 following the week 9 of study break and exam revision	Week 10	50%

Note: It is your responsibility as a student to regularly check the academic policy documents available on the school website and unit materials available on the Learning Management System (LMS). ***Failure to do so could lead to students taking a risk of failing to maintain satisfactory progress in the unit and completing the course on time**. ***A breach of academic integrity could lead to the imposition of penalties**.