

unit guide

Information Systems in
Business

Reference Number: MIS-2-204

Faculty of Business,
Computing and information
Management

Academic Year 2007/08
Semester Two

become what you want to be

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1.0 UNIT DETAILS

Unit Title: Information Systems in Business
Unit Level: Two
Unit Reference Number: MIS-2-204
Credit Value: One
Student Study Hours: 150
Contact Hours: 36
Private Study Hours: 114

Blackboard Site: MIS_2_204_1_0607(or select by name)

Pre-requisite Learning (If applicable): Successful completion or exemption from level one 'Business Systems- An Introductory Management Perspective' unit

Co-requisite Units (If applicable): None

Course(s): BA (Hons) Business Studies F/T & P/T
BA (Hons) Business Administration
Year and Semester 2005-06, Semester Two

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Subject Area: Business Information systems
Department of Business & International Studies

Summary of Assessment Method: Two parts assessment: 50% coursework and 50% open-book test. Minimum pass mark for each is 30%. To pass, the average mark must be at least 40%.

2.0 SHORT DESCRIPTION

The unit covers some interrelated areas concerning the way that information is organised, stored and processed by modern business systems, viewed from the interests of business users. The emphasis will be on aspects of business systems that relate to the development of a business database. Those aspects include familiarisation with database types and models, the groundwork for the database design such as entity modelling, entity relationships & normalisation and using MS Access 2003 database. Data warehousing and data mining. The role of databases in search engines (like Google/Yahoo) and websites.

3.0 AIMS OF THE UNIT

- ❑ To enable the student to apply a knowledge of database systems in conjunction with the practical skills, to solve a range of business problems.
- ❑ To achieve a high level of competence in the area of information and database management systems that will enrich the student's abilities throughout their studies and professional careers.
- ❑ To enable the student to identify the purposes and impacts of information systems and take an informed and active role in business information systems solutions.

4.0 LEARNING OUTCOMES

4.1 KNOWLEDGE AND UNDERSTANDING

- ❑ Have a critical appreciation of entity modelling and database design.
- ❑ Understand the basic concept of a data warehouse and the techniques for extracting data from a data warehouse.
- ❑ Understand the role of databases in search engines and general websites.
- ❑ Demonstrate the ability to research and analyse issues relating to the use of information and communication technologies in a business setting.

4.2 INTELLECTUAL SKILLS

- ❑ Working with, and relating to others
- ❑ Communication
- ❑ Understanding business information related methodologies
- ❑ Ability in critical analysis and thinking

4.3 PRACTICAL SKILLS

- ❑ Design and implement a database to provide and present business related information.

4.4 TRANSFERABLE SKILLS

The conceptual, theoretical and practical skills developed in this unit are generally transferable within the learning on the BA Business degree.

- ❑ Learning by case study
- ❑ Thinking critically
- ❑ Use of software applications

- Communication

5.0 ASSESSMENT OF THE UNIT

Coursework 1

Open-book Test is a time-constrained supervised assignment using MS Access 2003 lasting no more than two hours. (**Test Date: Week 12 – Week Commencing 05/05/08**)

Coursework 2

An Assignment: This is based on lecture topics and the use of Access database. It involves research and case study

The assessment is 50% coursework assignment and 50% open-book test.

Minimum pass mark for each element is 30%. To pass, the average mark must be at least 40%.

Submission of coursework 2:

- ◆ Distribution Date: **Week 7**
- ◆ Submission Date: **Week 13 (w.c. 12/05/08, any day during this week)**. To submit to the Faculty Office (Room L105)
- ◆ Late submission will result in a penalty

This assignment will also require students to write a summary (about 250 words), relating to one of the 12 lecture sessions. Students will be informed later in the semester the lecture session that they should write the summary. (Objective: To help with note taking and focusing.)

6.0 FEEDBACK

Every effort will be made to provide feedback to students 15 working days after the submission of a coursework.

7.0 INTRODUCTION TO STUDYING THE UNIT

7.1 OVERVIEW OF THE MAIN CONTENT

Theory-

Introductory database material

Database Management Systems:

- The database approach
- Increasing use of DBMS

- Benefits and limitations of database approach
- Database models

Entity modelling, normalisation and their importance in a database design.

Data warehouse and techniques for extracting data from a data warehouse.

The role of databases in search engines (like Google/Yahoo) and websites.

Information systems and databases in decision support systems and a touch on business process re-engineering concept.

Practical-

Using Microsoft Office Access 2003 Tutorial book, Lisa Friedrichsen, Illustrated Series, Complete, Thompson Course Technology, 2006.

In addition to covering Access database, some sessions will include case studies relating to business systems. (Further information about the case studies will be available on the Blackboard site.)

7.2 OVERVIEW OF TYPES OF CLASSES

A combination of the following teaching and learning approach will be used:

- ❑ Lectures - One hour per week (including theory concepts, some related case studies and videos as appropriate)
- ❑ Tutor-led and student-led laboratory seminars (hands-on practical and case studies as appropriate) - two hours per week
- ❑ Internet
- ❑ The use of the Blackboard at LSBU.

The lecture will aim to equip learners with understanding of business information systems concepts. These will underpin practical software skills and practical 'soft' skills acquired within a two hour per week laboratory session workshop and the use of case studies.

For this academic year, **MS Access 2003** will be used to provide practical experience of databases and their use to process and present information. **The recommended text for Access database is absolutely essential.**

7.3 IMPORTANCE OF STUDENT SELF-MANAGED LEARNING TIME

In addition to contact hours, students will need and be expected to devote some of their non-taught time to reading lecture notes, relevant books and to unsupervised practical sessions in the microcomputer laboratories / the Learning Resources Centre (LRC) /at home. This will extensively support their learning experience in lectures and seminars.

7.4 EMPLOYABILITY

On completion of this unit, students will be able to:

Have a good understanding of different concepts of databases in modern business information systems and the contribution databases make to the Internet community and business decision making.

Work cooperatively with people from different background.

8.0 THE PROGRAMME OF TEACHING, LEARNING AND ASSESSMENT

Lectures-

Weeks:

1, 2,

Introduction to the unit contents, introductory database material, database management systems (DBMS).

Weeks:

3, 4, 5, 6, 7,

Database models, entity modelling and its benefits, normalisation + related case study examples.

Weeks:

8, 9, 10, 11, 12

Introduction on data warehouse and techniques for extracting data from a data warehouse, databases in decision support systems, databases in search engines and websites. A touch on business process re-engineering concept. Related case study examples and video

Note:

All relevant handouts will be provided in the lecture sessions for free.

The sequence of some lectures may change depending upon circumstances.

To fully benefit and complete the unit successfully, it is absolutely essential that students put every effort to prepare/revise weekly and attend both, lecture and seminar sessions on regular basis.

Practical Hands-on -

Note: Students are required to devote some of their non-taught time to complete the weekly hands-on tasks set below.

Week 1- (No seminar)

Week 2- Introduction to MS Access 2003

Unit A (pages: A1 – A25)- Getting Started with Access 2003
(Recommended MS Access 2003 by Lisa Fredrichsen)

Instructions for downloading the relevant database files-

The book uses **Units** instead of **Chapters**. There are; A to P units, the downloadable data files for these units is located in:

<http://www.course.com>

When visited the site, the steps to download the files are:

- 1- Select 'Student Downloads'
- 2- Type in book title or ISBN number (use the ISBN number); 1-4188-4299-0
- 3- Select 'Student Downloads' again
- 4- Under 'Data Files for Students (Windows)', select option 1, Access Units A - H
You can download all the files (Units A-H, I-M & N-P) or as and when required.

The files are zipped and require WinZip utility software to unzip them. All LSBU computers in London Rd and the LRC have WinZip installed.

You may choose to save the files on your allocated drive I or a flash memory card. Once the files are unzipped, you will see folders with unit names A, B,, the database files are kept under relevant unit folders.

Week 3 (w.c. 11/02/08)-

Creating Database Table; design, some field properties, data entry and related tasks detailed in the tutorial book

Unit B (pages: B1 – B17)- Using tables and queries
(Recommended MS Access 2003 by Lisa Fredrichsen)

+ Database case Study 1

Week 4 (w.c. 18/02/08)- Basic Queries

Unit B (pages: B18 – B21)- Creating and modifying a query
+ Try Independent Challenges 1, 2, 3 & 4 (pages B25 - B27)
(Recommended MS Access 2003 by Lisa Fredrichsen)

Week 5 (w.c. 25/02/08)- Using Forms

Unit C (pages: C1– C17)- Planning, creating & editing forms, inserting an image
(Printing a form is not required at the moment but it is useful to know how)
+ Try Independent Challenges 1, 2, 3 & 4 (pages C22- C25)
(Recommended MS Access 2003 by Lisa Fredrichsen)

+ Database Case study 2

Week 6 (w.c. 3/03/08)- Using Reports

Unit D (pages: D1– D17)- Planning & creating a report, adding a calculation, changing page layout
+ Try Independent Challenges 1, 2, 3 & 4 (pages D22- D25)
(Recommended MS Access 2003 by Lisa Fredrichsen)

Week 7 (w.c. 10/03/08)- Relational Databases

Unit E (pages: E1– E17)- Modifying the database structure, relational databases
+ Try Independent Challenges 1, 2, 3 & 4 (pages E22- E23)
(Recommended MS Access 2003 by Lisa Fredrichsen)

+ Database Case study 3

+ Distribution of Additional Revision Questions in Week 7

Easter (w.c. 17/03/08, 24/03/08 & 31/03/08)

Week 8 (w.c. 07/04/08)- Creating Multiple Table Queries

Unit F (pages: F1– F17)- Building select queries, developing AND & OR criteria and creating calculated fields, building PivotTable and PivotCharts
+ Try Independent Challenges 1, 2, 3 & 4 (pages F22- F25)
(Recommended MS Access 2003 by Lisa Fredrichsen)

Week 9 (w.c. 14/04/08)- Forms & Subforms

Unit G (pages: G1– G17)- Developing forms and subforms, adding combo boxes, option groups and command buttons
+ Try Independent Challenges 1, 2, 3 & 4 (pages G24- G27)
(Recommended MS Access 2003 by Lisa Fredrichsen)

Case Study 4 (Data Warehouse)

Week 10 (w.c. 21/04/08)- Some Advanced Queries

Unit K- (pages: K1– K19), Creating Advanced Queries including Parameter Query
+ Try Independent Challenges 1, 2, 3 & 4 (pages K-25- K27)
(Recommended MS Access 2003 by Lisa Fredrichsen)

+ Solution to Revision Questions distributed in Week 7

+ Topics to Revise for the Test in Week 12

+ Case Study 5 (Databases & the Internet)

Week 11(w.c. 28/04/08)- Revision

Week 12 (w.c. 05/05/08)- An Open-book Test (using the recommended
Tutorial MS Access 2003 by Lisa Fredrichsen)

9.0 LEARNING RESOURCES

9.1 CORE MATERIALS

Practical hands-on -

Microsoft Office Access 2003, Lisa Friedrichsen, Illustrated Series, Thompson
Course Technology, 2006. (ISBN: 1-4188-4299-0)

This tutorial book is absolutely essential to have

Price: £37.99

Theory-

Graham Curtis & David Cobham, Business Information Systems, Fifth Edition,
Prentice Hall, 2004 – (The Fourth Edition is equally acceptable as both editions
are very similar.)

This book is very relevant to the lecture topics. It is helpful to have but not
essential to purchase. Relevant notes will be distributed in lectures.

Price: £44.99

9.2 OPTIONAL MATERIALS

- Effy Oz, Management Information Systems, Fifth Edition, Thomson Course
Technology, 2006
 - Price: £41.99
- Connolly, Begg, Database Systems, A practical Approach to Design,
Implementation and Management, Fourth Edition, Addison-Wesley, 2005
 - Price: £48.99
- Dave Chaffey, Business Information Systems, Prentice Hall, 2005
 - Price: £43.99

- Dave Chaffey, E-Business and E-Commerce Management, Prentice Hall, 2004
Price: £37.99

Additional:

Use of Electronic Medium (e.g. LSBU's Computer based resources- Our Intranet and the Internet).

NOTES