



unit guide

Information Systems in
Business

Reference Number: MIS-2-204

Faculty of Business,
Computing and information
Management

Academic Year 2008/09
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: Available

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 2008-09, 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 2007 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

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%.

Coursework 1

Open-book Test is a time-constrained supervised assignment using MS Access 2007 lasting no more than two hours. (**Test Date: Week 12 – Week Commencing 4/05/09**)

Coursework 2

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

Submission of coursework 2:

- ◆ Distribution Date: **Week 5**
- ◆ Submission Date: **Week 13 (w.c. 11/05/09, 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 2007 tutorial book, Lisa Friedrichsen, Illustrated Series, Complete, Thompson Course Technology, 2007.

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 full-time students will also have some tutorial sessions covering the lecture topics (currently scheduled for Friday, 12.00 – 1.00pm).

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 2007** 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.

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 to 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)

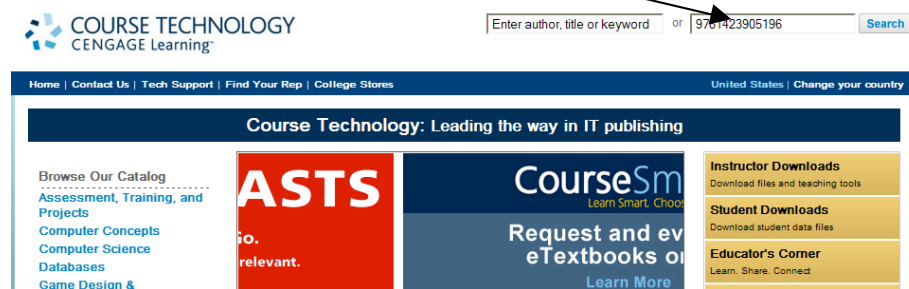
Week 2- Introduction to MS Access 2007

Unit A (pages: Access1 – 26)- Getting Started with Access 2007
(Recommended MS Access 2007 by Lisa Fredrichsen, Complete)

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 the units can be found under: <http://www.course.com>

- 1- Visit the site and when the site opens, enter the book's ISBN number (**9781423905196**) at the top right-hand corner of the screen. Use ISBN number instead of the book's title for quick access.



- 2- In the next screen display select the link '**Student: About this Product**'.

Search Results

Didn't find what you're looking for? Search again using the search box above. To search for Technology Products, Study Help, or Best Buy Packages, please search by ISBN.

Cengage Learning Academic > Search = 9781423905196

Filter by Discipline:
Databases (1)

Databases

Microsoft Office Access 2007-Illustrated Complete, 1st Edition

Lisa Friedrichsen

ISBN-10: 1423905199 | ISBN-13: 9781423905196 | 488 Pages | © 2008 | Published

Alternate Formats: Introductory | Brief

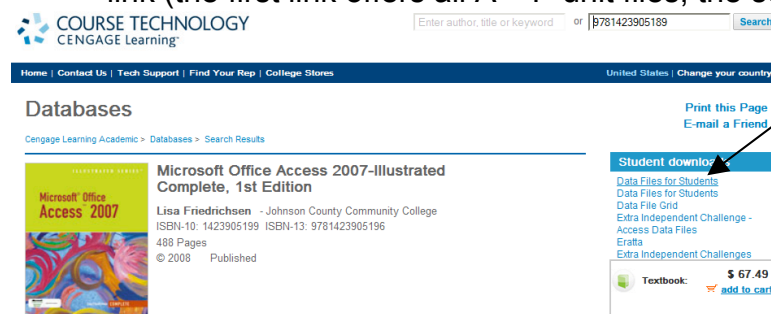
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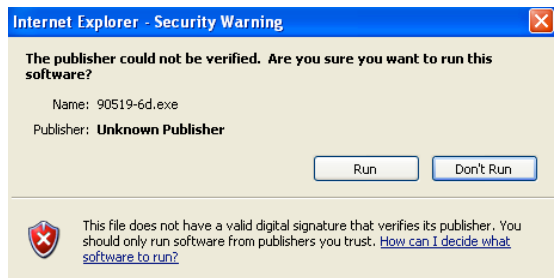
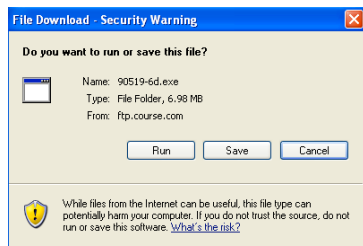
1 Results

1 Results

- 3- When the textbook page opens, click the first '**Download Files for Students**' link (the first link offers all A – P unit files, the second link offers A – H unit files).

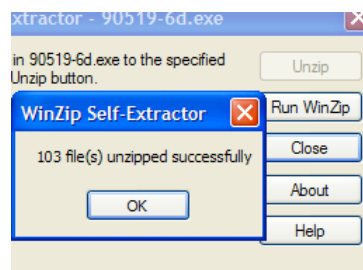
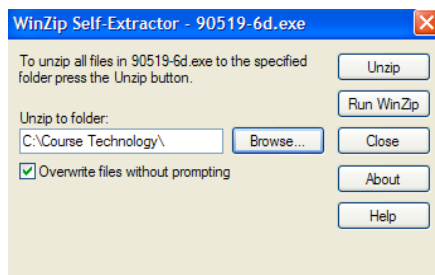


4- The following screen should then appear, click 'Run'. (It is not necessary to save the file.)



Click 'Run' again.

5- Now select 'Browse' and choose where your memory stick is located then select 'Unzip'. 103 files will be unzipped (as shown below);



The database files should appear inside the relevant folders with unit names A, B, You may wish to check.

Week 3 (w.c. 9/02/09)-

Building and Using Queries

Unit B (pages: Access 27 – 50)

(Recommended MS Access 2007 by Lisa Fredrichsen)

+ Database case Study 1

Week 4 (w.c. 16/02/09)-

Using Forms

Unit C (pages: Access 51 - 76)

You may wish to also try the Independent Challenges (pages Access 72 – 75)

Week 5 (w.c. 23/02/05)-

Using Reports

Unit D (pages: Access 77- 104)

+ Try the Independent Challenges (pages Access 99 - 104)

+ Database Case study 2

Week 6 (w.c. 02/03/09)-

Modifying the Database Structure

Unit E (pages: Access 105 - 136)

+ Try the Independent Challenges (pages Access 132 - 135)

(Recommended MS Access 2007 by Lisa Fredrichsen)

Week 7 (w.c. 09/03/09)-

Creating Multiple Table Queries

Unit F (pages: Access 137 – 160)

+ Try the Independent Challenges (pages Access 157- 159)

+ Database Case study 3

+ Distribution of Additional Revision Exercises in Week 7

Week 8 (w.c. 16/03/09)-

Enhancing Forms (Creating and modifying Subforms, Adding Tab controls, Combo Box and Option Groups)

Unit G (pages: Access 161 - 184)

+ Try the Independent Challenges (pages Access 181 - 183)

Week 9 (w.c. 23/03/09)-

Creating Advanced Queries

Unit K (pages: Access 261 - 288)

+ Try the Independent Challenges (pages Access 284 - 287)

Case Study 4 (Data Warehouse)

Week 10 (w.c. 30/03/09)-

Revision of what has been covered

+ Solution to Revision Questions distributed in Week 7

+ Topics to Revise for the Test in Week 12

+ Case Study 5 (Databases & the Internet)

Easter (w.c. 6/04/09, 13/04/09 & 20/04/09)

Week 11(w.c. 27/04/09)-
Revision

Week 12 (w.c. 04/05/09)- An Open-book Test (using the recommended Tutorial MS Access 2007 by Lisa Fredrichsen)

Week 13 (w.c. 11/05/09),- Submission of ISB unit assignment (Coursework 2) **any day during this week (Monday to Friday)**. Please note that room L105 shuts at about 4.00pm on Fridays.

9.0 LEARNING RESOURCES

9.1 CORE MATERIALS

Practical hands-on -

Microsoft Office Access 2007, Lisa Friedrichsen, Illustrated Series, Complete, Thompson Course Technology, 2008. (ISBN: 9781423905196)

This tutorial book is absolutely essential to have

Price: £27.00

Theory-

Graham Curtis & David Cobham, Business Information Systems, 6th Edition Prentice Hall, 2008 – (The Fifth & Fourth Editions are equally acceptable as the relevant sections are very similar.)

The 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

- Peter Rob, Carlos Coronel, Keeley Crockett, Database Systems – Design, Implementation & Management, International Edition, cengage Learning, 2008
 - Price: £39.99
- 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 & Steve Wood, Business Information Management, Prentice Hall, 2005

- Price: £43.99
- Ralph Kimball, Margy Ross, Warren Thornthwaite, Joy Mundy, The Data Warehouse Lifecycle Toolkit, Second Edition, Kimbal Group, Wiley, 2008

Additional:

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

NOTES