



Cardiff
Metropolitan
University

Prifysgol
Metropolitan
Caerdydd



Undergraduate

Handbook

BSc (Hons) Business Information Systems

Cardiff School of Technologies



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Introduction

Welcome to Cardiff Metropolitan University

A very big welcome to Cardiff Metropolitan University (Cardiff Met) and the Cardiff School of Technologies (CST). We are so pleased that you have chosen to spend the next few years studying with us and we are confident that you will have an enjoyable and fulfilling experience.



The whole teaching team is on hand to help you get the most out of your time at Cardiff Met. Please do not hesitate to contact us if you have any questions or concerns in the coming weeks, as you settle into your new life at the University.

As a new student at Cardiff Met, you will be assigned a Personal Tutor who will provide support throughout your time here. In addition, your Programme Director (or “PD”) will not only be an additional point of contact for support but will also be responsible for the academic and administrative coordination of the course.

This welcome pack has been written to help you get off the starting blocks and to let you know a little bit about your first week at the University. We have also put together a summer project with few activities which you can engage in and attempt at your own pace. We hope that this will give you an insight into the course, as well as inspire and motivate your enthusiasm to succeed as a Business Information Systems student.

During the induction week, you will have the opportunity to meet your lecturers, fellow students and learn more about Cardiff Met and the City. We hope you find the week fulfilling and enjoyable.

We look forward to meeting you soon!

Yours Sincerely,

Dr Taslima Begum



Programme Director for BSc (Hons) Business Information Systems

Email: tbegum@cardiffmet.ac.uk



Essential Information

Programme Details

The programme aims to combine business with information technology, learning to analyse, manage and transform an organisation's systems and processes. This programme caters for those who are interested in the design of information systems, and the application of digital technology in a business. Students who graduated from this programme would equip with cross disciplinary skills embodying computational thinking, advanced knowledge of information technology, and a critical understanding of key management theories and practices and applying these to create and develop information technology that enhances business systems and organisational processes.



Part-Time Students

Whilst full-time students should participate in everything, we recognise you may not be able to do so because of other commitments, and we understand this.

Talk with your Personal Tutor about which activities will be most valuable for you. You will be welcome to join in all events during the week as and when you can. Do, though, ensure that you have registered and completed the required paperwork before attending any events.

International Students

We understand that for international students coming to the UK, adjusting to a new culture, finding somewhere suitable to live, and following new processes and procedures can be quite overwhelming. The Global Student Advisory Service is available to offer friendly advice and support to all international students in relation to welfare concerns, academic skills, and immigration matters. For more information about the services available, access the links below:



Global Student Advisory Support

[Global Student Advisory Service International Welfare Advice](#)

[Global Student Advisory Service International Academic Advice](#)

[Global Student Advisory Service Immigration Advice](#)

Global Student Advisory Contacts


Welfare advice – intstudentadvice@cardiffmet.ac.uk

It is also important that you attend the activities planned for your course during Welcome Week so you get to meet your Programme Director, Tutors, and the rest of your cohort. This will help you to settle into your new environment and make new friends.



Meet the Team



	<p>Dr Taslima Begum Programme Director for BSc (Hons) Business Information Systems</p>
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Modules to be studied in Academic Year 23/24.
 Confirmed Module Leader details will be provided towards the start of term. For more information on our CST teaching staff and their specialised areas please visit [the website](#).

CMP4010	Computational Thinking (Term 1)
IST4002	Fundamentals of Information Systems (Term 1)
IST4000	Explore (Year-Long)
DAS4000	Introduction to Data Analytics (Term 2)
IST4001	Technology & Society (Term 2)
SEN4001	Web Designs and Databases (Term 2)



Welcome Week

What to expect

During the week you will complete a project, which you will undertake with a group of other new students from your programme, supported by staff and current students who are on your programme. There will also be lots of help from the other university services, showing some great tools and techniques you can use to make your project a success.



At the end of the week we will also give you some feedback on the strengths of your group's approach, sharing and celebrating what we have discovered together.

There will be an introduction to your new School and Programme and lots of fun activities to help you meet new people.

You will need to complete a bit of administration and check-in with your programme, so we know who is doing what, and when. You will also need to complete any outstanding enrolment matters, pick up Students' Union cards, and touch base with any specialised support services that you need.

Here's what Cardiff Met students enjoyed about Welcome Week

"Helped me settle in and took the pressure off travelling to a new place"

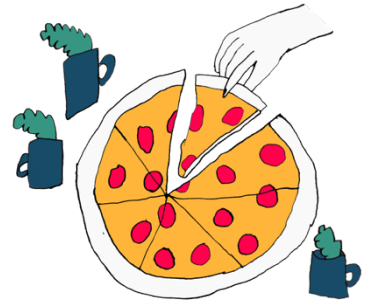
"The group projects to find out about our peers was a nice way of getting to know everyone"

"Helpful to chat informally to the Programme Director and chat about random things to help settle in".



Programme Activities and Projects

The set of activities listed below are prepared to inspire your enthusiasm, critical thinking, and problem-solving abilities; skills that are crucial to your Business Information Systems (BIS) degree program. The attempting order to complete the activities is entirely up to you. You may engage with these activities at your own pace, and you may refer to any additional resources if required.



Activity 1: Basic programming languages

As BIS graduates you could be involved in activities such as requirements gathering, system designing, and project management during the life cycle of a software development project. In this case, having a basic understanding of programming languages, and key functions would help you better perform your role as a business analyst. In addition, you will be encountering a few programming elements in this course within modules such as web development, business intelligence, and data analytics. In this case, following tutorials, and online courses could give you a basic introduction to programming and web development. **Don't worry, if you find these to be difficult, as we will be covering these elements during the course in detail, and you will be supported through practical and lab exercises.**

- [HTML, CSS and JavaScript for Web development](#)
- [Learn Python](#)
- [Learn R](#)
-

Activity 2: System designing and modelling

One of the key roles as a BIS student will be to get involved in the requirement analysis and system designing phases of complex engineering projects. In this case, the use of a visual modelling language such as UML is a common practice due to its simple syntax, universal acceptance, and unambiguous descriptive nature. There are a few UML diagrams defined within the standard, and it would be useful if you can familiarize yourself with a few diagrams such as use cases, components, activity and sequence diagrams, etc. You can think of an example system (i.e., attendance monitoring system,



covid-19 patient tracking system, etc.) and then try to design a few UML diagrams to describe its functionality. The following link should give you a few illustrative examples, and descriptions of each of these diagrams.

<https://www.uml-diagrams.org/>
<https://www.tutorialspoint.com/uml/index.htm>

Activity 3: Data analytics and visualization

Data analytics and visualization is an emerging aspect in the field of data science as well as in business analytics. It will be useful if you can explore the functions of professional data analytics and visualization tools such as Tableau, while you are preparing for your undergraduate studies. You can use the following links to download a free desktop version of the software and follow an online training on analyzing data using Tableau.

<https://public.tableau.com/en-us/s/>
<https://www.tableau.com/en-gb/learn/training/20202>

Social Activities

Further information on social activities will be available in your induction week timetable, which will be provided closer to the start of term.

Freshers' Fayre

The Freshers' Fayre, organised by the [Students' Union](#), is your first chance to meet all our [SU Societies](#), [SU Sports Teams](#) and, of course, a chance to grab all manner of freebies from our commercial partners! The fayre is an all-day event taking place on Wednesday within NIAC on the Cyncoed campus! It is one of the highlights of the Freshers calendar and one of the only times during your university journey that every student from all Cardiff Met Schools will be in the same place!

Head over to the [Cardiff Met Students' Union website](#) for up-to-date information on events, societies, support and more.



Welcome Week Activities

During Welcome Week you will have the opportunity to:

- Attend a welcome meeting with your Programme Director and meet the team, where they will provide an introduction and outline expectations.
- Meet other students on your programme of study.
- Meet your Personal Tutor.*
- Take part in a welcome week project with other students on your programme of study and present the findings from your project to staff and peers.
- Familiarise yourself with the campus.
- Explore what services are available to support you on your learner journey.
- Attend Fresher's Fayre on Wednesday.
- Familiarise yourself with the digital tools you will be expected to use during your studies.
- Take part in a 'wrap up' session, reflect on the week and make sure you know what your timetable is looking like for the first week of teaching.
- Attend the Cardiff Met celebration event on Friday afternoon.

Please note you will find a detailed timetable for your programme of study on the Welcome Week site.

*If you would like to request a Welsh speaking Personal Tutor, please contact the School as soon as possible and we will do our best to accommodate your request. Contact email: CSTAdministration@cardiffmet.ac.uk



Personal Welcome Week Checklist



During Welcome Week you need to make **sure** that you have:

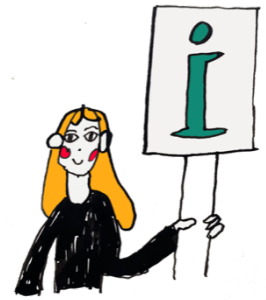
- Completed the enrolment process.
- Collected your student ID card.
- Attended programme activity sessions.
- Attended some social events on campus/online.
- Attended Fresher's Fayre
- Met with your Personal Tutor
- Familiarised yourself with the library and any support services you might need
e.g. Dyslexia or Disability help



Useful Information

New Students Information

The [Course Joining Information website](#) has lots of useful information to help with your planning. Simply select your level of entry on the website to find out more and access your important joining information.



Student Services

[Student Services](#) provide support and guidance, including mental health, disability support, careers advice, information on part-time jobs and money management.

SU Welcome Guide

An interactive guide to help you navigate your journey into and throughout your university life. Take the tour and enjoy each section designed to help you get to know Cardiff Met.

[What you need to know before you go](#)

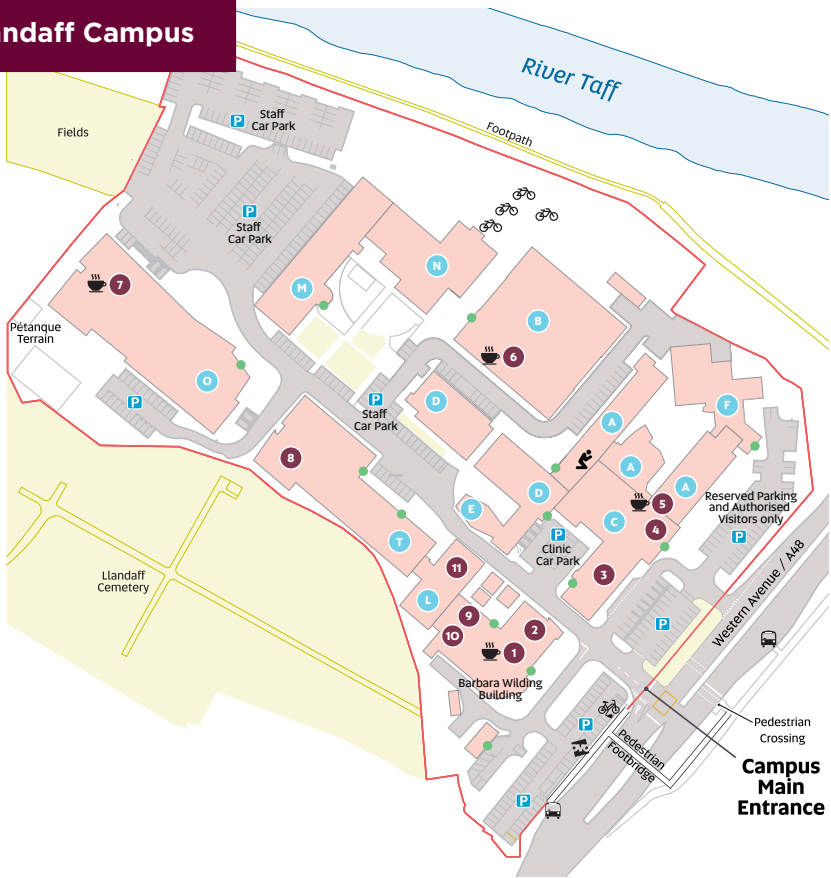


Academic Calendar 2023/24

[Academic Calendar 2023/2024](#)



Llandaff Campus



Key

- | | | |
|------------------------------|----------------------------------|---------------------------|
| 1 The Hub | 8 IT Help Desk (First Floor) | P Parking |
| 2 Cym (First Floor) | 9 The Global Lounge | 🚲 Electric Bikes |
| 3 Podiatry Clinic | 10 Students' Union (First Floor) | 🚲 OVO Bikes |
| 4 Main Reception & i-Zone | 11 Learning Centre | 🚲 Bike Rack |
| 5 The Gallery (First Floor) | ● Building letter | 🚰 Bus Stop |
| 6 The Box Café (First Floor) | ● Building Main Entrance | ☕ Café |
| 7 The Atrium | | 🕌 Multi-faith prayer room |

All our rooms use the same naming formula – *Building Floor . Room Number*. So if you're looking for 01.18, go to building O, climb to the first floor, and find room number 18. Or for B0.10 go to building B, stay on the ground floor and look for room 10. In the naming formula, 'LL' refers to Llandaff.



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Wythnos groeso
Welcome week

2023