MONASH University

FIT1028
Business information technology and systems

Unit Guide

Summer semester, 2009

Last updated : 29 Oct 2009

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FIT1028 Business information technology and systems - Summer semester, 2009

Chief Examiner:

None provided

Lecturer(s) / Leader(s):

Caulfield

Mr Michael Smith
Fax: +61 3 990 31077

Contact hours: To be advised

Introduction

Welcome to FIT1028 Business Information Technology and Systems - Summer Semester, 2009. Summer semester is a very intensive period of study: the same amount of material and assessment covered in a normal semester of 13 weeks plus a non-teaching week, and examined following a swot vac period, is covered and examined in under 4 weeks. **Tutorial classes and lectures commence on 23rd November 2009.** The unit is an on-campus unit and as such is structured, taught and assessed on the assumption that ALL students who choose to enrol can, and will, attend ALL classes.

Unit synopsis

This unit introduces students to the value of information within today's society and the critical role played by information technology to gather, generate, store, process and distribute information. The unit will familarise students with hardware, operating systems, business-oriented software such as spreadsheets and databases, systems development, decision making, networks, communication, the Internet, e-commerce and recent developments in the World Wide Web. Students will be given the opportunity to develop their own information systems using common tools such as Microsoft Excel, Microsoft Access and Mashup editor tools.

Learning outcomes

At the completion of this unit, students will have -

Knowledge and understanding of:

- the value of information within today's society and the critical role played by information technology to gather, generate, store, process, store and distribute information;
- technology, software and hardware of computing and of the uses of computing in the business environment;
- the dimensions and scope of Information Technology;
- the change from an industrial to a knowledge driven society;
- the nature, role, technology and functions of various types of hardware and software which form a computer system including simple software tools to more advanced integrated systems such as CRM or Supply Chain Management.

Developed skills in:

- development of spreadsheet modelling.
- development of small database models.
- development of an information rich web application such as a mashup.

Developed attitudes that enable them to:

- appreciate the wide variety of skills required in analysis, design, implementation, maintenance and management of computer systems. A professional attitude to aspects of ethics and standards.

Contact hours

2 hrs lecture/wk, 2 hrs laboratories/wk

Workload

This unit runs over 4 weeks, 4 days per week (Monday to Thursday) for the first 3 weeks and 1 day (Monday) of Week 4. There is a total of 13 days of 2-hour lectures and 2-hour tutorials.

Workload commitments are:

> Two-hour lecture
> Two-hour tutorial
> A minimum of 2 hours of personal study per one hour of contact time in order to satisfy the reading and assignment requirements.

Unit relationships

Prerequisites

Required Knowledge: Familiarity with basic computer operation, basic Microsoft Windows operation and basic Microsoft Internet Explorer or Mozilla Firefox operation.

Prohibitions

BUS1010, CSE1200, CSE1720, COT1130, COT1720, IMS1000.
This unit is prohibited to all students enrolled in any degree of the Faculty of Information Technology, including double degrees in which this Faculty is a partner.

Relationships

This subject is intended for students in the Business and other non-computing Faculties. It gives students a basic introduction to computing technology, including hardware, application software, Windows operating systems, system development, e-commerce, databases, communications and other aspects of commercial computing including ethics and security.

Prerequisite Knowledge: Familiarity with basic computer operation, basic Microsoft Windows operation and basic Microsoft Internet Explorer or Mozilla Firefox operation.

You may not study this unit and

BUS1010, COT1130, COT1720 (Translation Set), CSE1200, CSE1720 (Translation Set), IMS1000. This unit is prohibited to all students enrolled in any degree of the Faculty of Information Technology, including double degrees in which this Faculty is a partner.

Teaching and learning method

The Knowledge and Understanding objectives are addressed by formal lectures and tutorial exercises. The Skills and attitudes objectives are addressed by practical assignments. Tutorial exercises will be hands on and require a high level of participation with the tutor. These exercises are specifically designed for a short semester. This is to ensure that students are given sufficient time to work on assignments and gain feedback. For this reason, tutorial attendance is very important.

Timetable information

For information on timetabling for on-campus classes please refer to MUTTS, http://mutts.monash.edu.au/MUTTS/

Tutorial allocation

On-campus students should register for tutorials/laboratories using the Allocate+ system: http://allocate.cc.monash.edu.au/

Unit Schedule

Week	Topic	Key dates
1	Day 1 - Introduction	Note: Lecture topic sequence and due dates for assessment tasks may be subject to change as semester progresses
2	Day 2 - Computer Hardware	
3	Day 3 - Software: Operating Systems	
4	Day 4 - Software: Application Software	Sunday, 29th November: Assignment 1 due.
5	Day 5 - Introduction to Systems Development	
6	Day 6 - Data Management	
7	Day 7 - Communications and Networks	
8	Day 8 - The Internet & eBusiness	Sunday, 6th December: Assignment 2 due.
9	Day 9 - Security	
10	Day 10 - Decision Making	
11	Day 11 - Project Management	
12	Day 12 - Future Directions	Sunday, 13th December: Assignment 3 due.
13	Day 13 - Revision	

Unit Resources

Prescribed text(s) and readings

Parker, Charles S. Understanding Computers Today and Tomorrow - 2006 Edition. Dryden Press.

You are NOT required to purchase the textbook.

Recommended text(s) and readings

Required software and/or hardware

You will need access to:

Microsoft Excel 2007 and Microsoft Access 2007. These applications are installed in the student labs.

Equipment and consumables required or provided

Students studying off-campus are required to have the minimum system configuration specified by the Faculty as a condition of accepting admission, and regular Internet access. On-campus students, and those studying at supported study locations may use the facilities available in the computing labs. Information about computer use for students is available from the ITS Student Resource Guide in the Monash University Handbook. You will need to allocate up to n hours per week for use of a computer, including time for newsgroups/discussion groups.

Study resources

Study resources we will provide for your study are:

Study resources we will provide for your study are:

* Weekly detailed lecture notes outlining the learning objectives, discussion of the content, required readings and exercises;
* Weekly tutorial or laboratory tasks and exercises with sample solutions provided one to two weeks later;
* Assignment specifications ;
* This Unit Guide outlining the administrative information for the unit;
* The unit web site on MUSO, where resources outlined above will be made available.

Assessment

Overview

Examination: 50%; Assignments: 50%

Faculty assessment policy

To pass a unit which includes an examination as part of the assessment a student must obtain:

- 40% or more in the unit's examination, and
- 40% or more in the unit's total non-examination assessment, and
- an overall unit mark of 50% or more.

If a student does not achieve 40% or more in the unit examination or the unit non-examination total assessment, and the total mark for the unit is greater than 44% then a mark of no greater than 44-N will be recorded for the unit.

Assignment tasks

Assignment coversheets

Assignment coversheets are available via "Student Forms" on the Faculty website:
http://www.infotech.monash.edu.au/resources/student/forms/
You MUST submit a completed coversheet with all assignments, ensuring that the plagiarism declaration section is signed.

Assignment submission and return procedures, and assessment criteria will be specified with each assignment.

- **Assignment task 1**

  Title:
  Assignment 1 - Information Technology Research Topic
  Description:
  This assignment will require students to research a topic on information technology. Details of the topic(s), scope and deliverables will be made available in the assignment specification.
  Weighting:
  15%
  Due date:
  29/11/2009
  Remarks:
  Submission will be directly to Damocles, a plagiarism detection system which is very effective in discovering and proving plagiarism and collusion.

- **Assignment task 2**

  Title:
  Assignment 2 - Developing an Information System
  Description:

This assignment will require students to develop an information system using Microsoft Excel 2007. Details of the scenario, tasks and deliverables will be made available in the assignment specification.

Weighting:
15%

Due date:
6/12/2009

- **Assignment task 3**

Title:
Assignment 3 - Developing a Data Management System

Description:
This assignment is based on the development of a small database using Microsoft Access 2007. Details of the scenario, tasks and deliverables will be made available in the assignment specification.

Weighting:
20%

Due date:
13/12/2009

Examination

- **Weighting:** 50%
  Length: 2 hours
  Type (open/closed book): Closed book

See Appendix for End of semester special consideration / deferred exams process.

Due dates and extensions

Please make every effort to submit work by the due dates. It is your responsibility to structure your study program around assignment deadlines, family, work and other commitments. Factors such as normal work pressures, vacations, etc. are not regarded as appropriate reasons for granting extensions. Students are advised to NOT assume that granting of an extension is a matter of course.

Students requesting an extension for any assessment during semester (eg. Assignments, tests or presentations) are required to submit a Special Consideration application form (in-semester exam/assessment task), along with original copies of supporting documentation, directly to their lecturer within two working days before the assessment submission deadline. Lecturers will provide specific outcomes directly to students via email within 2 working days. The lecturer reserves the right to refuse late applications.

A copy of the email or other written communication of an extension must be attached to the assignment submission.

Refer to the Faculty Special consideration webpage or further details and to access application forms:
http://www.infotech.monash.edu.au/resources/student/equity/special-consideration.html

Late assignment

Assignments received after the due date will be subject to a penalty of **10% per day. Assignments received later than one week after the due date will not normally be accepted.**

Return dates

Students can expect assignments to be returned within two weeks of the submission date or after receipt, whichever is later.

Appendix

Please visit the following URL: http://www.infotech.monash.edu.au/units/appendix.html for further information about:

- Continuous improvement
- Unit evaluations
- Communication, participation and feedback
- Library access
- Monash University Studies Online (MUSO)
- Plagiarism, cheating and collusion
- Register of counselling about plagiarism
- Non-discriminatory language
- Students with disability
- End of semester special consideration / deferred exams