



**MONASH** University  
Information Technology

**FIT1013  
IT for business**

**Unit Guide**

**Semester 2, 2010**

The information contained in this unit guide is correct at time of publication. The University has the right to change any of the elements contained in this document at any time.

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# **FIT1013 IT for business - Semester 2, 2010**

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## Introduction

Welcome to FIT1013 IT for Business for semester 2, 2010. This 6 point unit is designed to provide software skills for FIT students. It is specifically required for placement of BBIS IBL students, and provides business oriented IT skills to non-FIT students who take this unit as an elective.

## Unit synopsis

Introduction to business application tools and introduction to basic computing concepts. Principles of spreadsheets and relational databases, covering their use for the generation of business plans, reports, financial statements, etc. Both the spreadsheet and database components incorporate an introduction to programming with visual basic for applications (VBA). The database component covers principles of database design. The business application software packages used in the unit are Microsoft Excel and Microsoft Access.

## Learning outcomes

At the completion of this unit, students will have:

- A sound knowledge of spreadsheet applications which will provide an understanding of business spreadsheet modelling for analysis, reporting and presentation of organisational data;
- learnt to construct applications using VBA as the language for enhancing the appearance and useability of spreadsheet and database systems;
- a knowledge of the use of relational databases for analysis, reporting and presentation of organisational information;
- an appreciation that a knowledge of programming can be used to enhance the utility of office productivity software packages.

## Contact hours

2 hrs lectures/wk, 2 hrs laboratories/wk

## Workload

Workload commitments are:

- two-hour lecture
- two-hour laboratory
- a minimum of 2-3 hours of personal study per one hour of contact time in order to satisfy the reading and assignment expectations.

## Unit relationships

## Prohibitions

BUS1010, CSE1720, GCO1851, MMS1401

## Teaching and learning method

### Teaching approach

The approach to teaching and learning include a weekly two-hour lecture and a two-hour (tutorial/laboratory). Additionally, each student should spend a minimum of 8 to 12 hours for personal study every week much of which will require the use of a computer to reinforce concepts covered in lectures.

### 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.its.monash.edu.au/>

### Unit Schedule

| Week | Date*    | Topic  | References/Readings                                    | Key dates |
|------|----------|--|--|-----------|
| 1    | 19/07/10 | General introduction to unit - labs, tutors, Excel/Access as a tool for DSS. Getting started, formatting a workbook  | Excel Tutorial 1,2 (New Perspectives)                  |           |
| 2    | 26/07/10 | Working with formulas and functions.5<br>Analysing data: working with Excel tables, pivot tables. filters, etc.  | Excel Tutorial , Excel Tutorial 5 (New Perspectives)   |           |
| 3    | 02/08/10 | More Excel functions: AND(), OR() and NOT(); Nested IF; VLookup(), Match(), Index(), Database functions . More on Decision support: Goal Seek, Data tables, breakeven analysis, Scenario Manager | Excel Tutorial 7, Excel Tutorial 10 (New Perspectives) |           |
| 4    | 09/08/10 | Developing an Excel application, record macro. Excel Object Model and VBA examples, string variables   | Excel Tutorial 8, (New Perspectives)                   |           |
| 5    | 16/08/10 | Object variables in Excel, numeric variables in Excel. Control structures: Selection, Selection Case   | Lecture materials                                      |           |
| 6    | 23/08/10 | VBA: Control structures, repetition. Custom GUIs.  | Lecture materials                                      |           |
| 7    | 30/08/10 | VBA: Control structures, repetition. Custom GUIs.  | Lecture materials                                      |           |
| 8    | 06/09/10 | Class Test   | Lecture materials                                      |           |
| 9    | 13/09/10 | Access: Creating a database, table relationships. Intro to queries, maintaining a database.  | Access Tutorial 1, 2 & 3; 3 (New Perspectives)         |           |
| 10   | 20/09/10 |  |  |           |

|                    |          |   |   |  |
|--------------------|----------|---|---|--|
|                    |          | Access: Forms and reports, advanced queries.  | Access Tutorial 4, 5 & 6 (New Perspectives) |  |
| Mid semester break |          |   |   |  |
| 11                 | 04/10/10 | Access: action queries, parameter queries, Indexes, joins. Normalisation: 1st, 2nd, 3rd Normal form   | Access Tutorial 9 (New Perspectives)        |  |
| 12                 | 11/10/10 | Access: joins, switchboards, Access macros, Data validation, command buttons , switchboard manager, macro groups, option groups. VBA. SQL basic commands and clauses. | Access Tutorial 10 & 11 (New Perspectives)  |  |
| 13                 | 18/10/10 | Summary and revision  |   |  |

\*Please note that these dates may only apply to Australian campuses of Monash University. Off-shore students need to check the dates with their unit leader.

## Unit Resources

### Prescribed text(s) and readings

Microsoft Office Access 2007, Adamski and Finnegan Comprehensive version Course Technology

Microsoft Office Excel 2007, Parsons, Oja, Ageloff & Carey Comprehensive version Course Technology

These textbooks are available from the Monash University Bookshops as a single wrapped copy.

Text books are available from the Monash University Book Shops. Availability from other suppliers cannot be assured. The Bookshop orders texts in specifically for this unit. You are advised to purchase your text book early.

### Recommended text(s) and readings

The recommended reading list for this unit is available at <http://www.lib.monash.edu/resourcelists>.

### Required software and/or hardware

Office XP (Excel 2007 and Access 2007)

### Equipment and consumables required or provided

Students 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.

### Study resources

Study resources we will provide for your study are:

- Unit guide outlining administrative information for the unit
- Lecture slides
- Tutorial worksheets
- Assignment specifications
- Sample exam questions in week 13

## Assessment

### Overview

Examination (2 hours): 60%; In-semester assessment: 40%

### 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 50% then a mark of no greater than 49-N will be recorded for the unit.

Laboratory tasks - these will be assessed each week during tutorials 10%

Excel assignment -5%

Class Test 10%

Excel VBA assignment - 15%

Examination - 60%

### 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 submission and preparation requirements will be detailed in each assignment specification. Submission must be made by the due date otherwise penalties will be enforced. You must negotiate any extensions formally with your campus unit leader via the in-semester special consideration process: <http://www.infotech.monash.edu.au/resources/student/equity/special-consideration.html>.

#### • Assignment task 1

**Title:**

Assignment 1

**Description:**

Data analysis using PivotTables.

**Weighting:**



5%

**Criteria for assessment:**

The assessment for this assignment will be based on your ability to:

- ◆ Analyse a structured range of data using a PivotTable to analyse the data.
- ◆ Use the analysis to provide a summary report of recommendations.
- ◆ Use a PivotChart to substantiate the analysis and recommendations.

**Due date:**

TBA

• **Assignment task 2**

**Title:**

Assignment 2

**Description:**

Creating an application using Excel visual basic for applications.

**Weighting:**

15%

**Criteria for assessment:**

The assessment criteria will be based your ability to perform the following tasks:

- ◆ Write Macros (sub procedures) using VBA in Microsoft Excel
- ◆ Use appropriate data types, to declare and use variables and/or constants
- ◆ Use the Workbook, Worksheet and Range objects
- ◆ Write event procedures for some Excel and VBA objects.
- ◆ Use other objects as necessary
- ◆ Use repetition and selection structures in VBA code
- ◆ Perform data validation on user input
- ◆ Use the Vlookup() worksheet function in VBA code
- ◆ Construct arithmetic expressions in VBA code.
- ◆ Follow appropriate rules relating to the scope of variables
- ◆ Design user forms, using a variety of common graphic-controls (graphic-objects)

**Due date:**

TBA

• **Assignment task 3**

**Title:**

Class Test

**Description:**

The test will be based on materials from weeks 1-7 inclusive

**Weighting:**

10%

**Criteria for assessment:**

**Due date:**

Week 8 lecture, 10th September

• **Assignment task 4**

**Title:**

Tutorial tasks

**Description:**

These should be completed each week during tutorials

**Weighting:**

A maximum of 10% is awarded for the 12 weekly tutorials.

**Criteria for assessment:**

Individual assessment

**Due date:**

During the relevant tutorial

## Examination

- 

**Weighting:**

60%

**Length:**

2 hours

**Type (open/closed book):**

Closed book

**Electronic devices allowed in the exam:**

None

**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

Late assignments will be accepted only with the permission of the lecturer. Except in the case of medical reasons, submission of late assignments will normally result in a penalty of 10% per day late.

## 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