FIT9004
Computer programming 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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# FIT9004 Computer programming for business - Semester 2, 2010

## Chief Examiner:

- Caulfield

## Lecturer(s) / Leader(s):

- Caulfield

## Introduction

- 2

## Unit synopsis

- 2

## Learning outcomes

- 2

## Contact hours

- 2

## Unit relationships

- 2

## Prohibitions

- 3

## Teaching and learning method

- 4

### Teaching approach

- 4

### Timetable information

- 4

### Tutorial allocation

- 4

### Unit Schedule

- 4

## Unit Resources

- 6

### Prescribed text(s) and readings

- 6

### Recommended text(s) and readings

- 6

### Required software and/or hardware

- 6

### Equipment and consumables required or provided

- 6

### Study resources

- 6

## Assessment

- 7

### Overview

- 7

### Faculty assessment policy

- 7

### Assignment tasks

- 7

### Examination

- 8

### Due dates and extensions

- 9

### Late assignment

- 9

### Return dates

- 9

## Appendix

- 10
FIT9004 Computer programming for business - Semester 2, 2010

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Introduction

Welcome to FIT9004 - Computer programming for business. This 6 point unit is core for the Master of Business Information Systems. At the completion of this unit students will be able to create an automated Excel business application using the programming language visual basic for applications. The ability to be able to do this is an invaluable asset for a business IT professional.

Unit synopsis

This unit provides an introduction to the principles and practice of programming for business applications. This includes an overview of spreadsheet modelling and a detailed introduction to programming with Excel including general programming concepts, the syntax and semantics of a current business programming language, design and development of graphical user interfaces.

Learning outcomes

At the completion of this unit students will have:

- a knowledge of the fundamentals of spreadsheets which will provide them with an understanding of spreadsheet modelling presentation and analysis using Excel;
- learnt the fundamentals of OO concepts;
- gained an understanding of the Excel object model;
- learnt how to create Excel macros;
- learnt the basics of programming including variables, data types, control structures, subroutines and functions;
- learnt to create custom dialog boxes and custom forms using VBA;
- the ability to create non-trivial applications using Visual Basic for Applications;
- a knowledge of the fundamentals of spreadsheets which will provide them with an understanding of spreadsheet modelling presentation and analysis using Excel;
- learnt the fundamentals of OO concepts;
- learnt the basics of programming including variables, data types, control structures, subroutines and functions;
- learnt to create custom dialog boxes and custom forms using VBA;
- the ability to create non-trivial applications using Visual Basic for Applications;

the ability to create non-trivial applications using Visual Basic for Applications;

- learnt how to create Excel macros;
- learnt to create executable programs with custom dialog boxes and custom forms using appropriate software tools.

Contact hours

2 hrs lectures/wk, 2 hrs laboratories/wk

Unit relationships
Prohibitions

BUS4520, BUS5520, BUS9001, BUS9003, BUS9004, GCO4801, BUS9520, GCO1810, FIT2066, BUS1010, FIT1013
**Teaching and learning method**

**Teaching approach**

**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**

<table>
<thead>
<tr>
<th>Week</th>
<th>Date*</th>
<th>Topic</th>
<th>References/Readings</th>
<th>Key dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>02/08/10</td>
<td>Object and string variables in Excel</td>
<td>Chap 1,2 and 3 Mansfield. Zak Tutorials 2,3,4. Lecture notes. Tutorials.</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>30/08/10</td>
<td>Test</td>
<td>weeks 1-6</td>
<td>Mid Semester test on 1-6 weeks</td>
</tr>
<tr>
<td>Day</td>
<td>Date</td>
<td>Topic</td>
<td>Material</td>
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<td></td>
<td>Mid semester break</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>04/10/10</td>
<td>Access maintenance, Indexes, Table Joins, Lookup wizard</td>
<td>Lecture notes. Tutorials.</td>
<td></td>
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<td></td>
<td></td>
<td>Assignment due</td>
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<tr>
<td>12</td>
<td>11/10/10</td>
<td>SQL, Access macros</td>
<td>Lecture notes. Tutorials.</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>18/10/10</td>
<td>Revision</td>
<td>Lecture notes. Tutorials.</td>
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</table>

*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

Mastering VBA for Microsoft Office 2007, Richard Mansfield

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

For Excel: Microsoft Excel 2007, New Perspectives Series, Parsons, Oja, Ageloff & Carey

For Access: Microsoft Access 2007, New Perspectives Series, Adamski and Finnegan

Zak, Microsoft Visual Basic for Applications, 0-619-00020-1

Required software and/or hardware

Microsoft OfficeXP 2007

Software may be:

- purchased at academic price at some software retailers

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:

For DE students: the FIT9004 web site on MUSO, where lecture slides, weekly tutorial requirements, assignment specifications, sample solutions and supplementary material will be posted.
Assessment

Overview

Examination (2.5 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.

The unit is assessed with one assignment, one test and a three hour closed book examination. To pass the unit you must:

* attempt the assignment, test and the examination
and obtain:

* 40% or more in the unit's examination

* no less that 40% overall in the non-examination assessment

* achieve no less than 50% overall from all assessments for the unit

Assignment tasks

Assignment coversheets

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](http://www.infotech.monash.edu.au/resources/student/equity/special-consideration.html).
Assignment task 1

Title:
Tutorial tasks - to be completed each week during class

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

Weighting:
10%

Criteria for assessment:
Assignment work in the unit is fully described, along with the assessment criteria, on the assignment page of the Moodle-based unit web site.

Due date:

Assignment task 2

Title:
assignment

Description:
This is an individual assignment involving development of a system using the concepts and features of the unit content.

Weighting:
20%

Criteria for assessment:
Assignment work in the unit is fully described, along with the assessment criteria, on the assignment page of the Moodle-based unit web site. A peer assessment form is also completed by all students to ensure fair distribution of marks.

Due date:
08/10/2010

Assignment task 3

Title:
Mid semester test

Description:
A test based on the materials covered in Weeks 1-6 will be conducted in Week 7.

Weighting:
10%

Criteria for assessment:
As given in the unit assessment policy above.

Due date:

Examination

Weighting:
60%

Length:
2.5 hours

Type (open/closed book):
Closed book

Electronic devices allowed in the exam:
None
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

If you believe that your assignment will be delayed because of circumstances beyond your control such as illness you should apply for an extension before the due date. Medical certificates or certification supporting your application may be required. Assignments submitted after the due date may incur a penalty for lateness. An assignment submitted more than seven days after the due date may be given a score of zero. If you anticipate being late then discuss the situation with your unit lecturer as early as possible; your unit lecturer will decide how many marks you will be penalised for each day your assignment is late, and whether or not any extension is warranted.

Assignments received after the due date will normally be subject to a penalty of 5% per day, including weekends. Assignments received later than one week (seven days) after the due date will not normally be accepted. In some cases, this period may be shorter if there is a need to release sample solutions.

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