FIT1030
Introduction to business information systems

Unit Guide

Semester 1, 2011

Last updated: 27 Feb 2011

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FIT1030 Introduction to business information systems - Semester 1, 2011

This unit is aimed at providing the students with an overall knowledge of business organisations and their structure. The unit will cover all the steps from business strategy to operational planning and financial systems. The internal processes of a business organisation will be described with an emphasis on how they work together to achieve the financial and physical goals of the business.

Accounting information systems and the systems for the processing and recording of business transactions, inventory, sales, purchasing and financial reporting will be described in detail. Tutorial exercises using commercial software will take students through the operational steps of sales, purchasing and deliveries and then produce the main financial statements for the organisation.

A range of new management concepts and tools such as process oriented organisations, control matrices, and systems theory will be described. The unit will also look at how e-commerce and e-business is used in a modern organisation, and give a brief description of contracts and contract law.

Mode of Delivery

- Clayton (Day)
- Sunway (Day)

Contact Hours

2 hrs lectures/wk, 2 hrs tutorials/wk

Workload

- weekly two-hour lecture
- two-hour (tutorial/laboratory).

Additionally, each student should spend a minimum of 8 to 12 hours for personal study every week and should allocate up to 5 hours per week in some weeks for use of a computer, including time for newsgroup and discussion.

Chief Examiner

Rod Martin

Campus Lecturer

Clayton

Rod MARTIN

Contact hours: Wednesday, Friday 3:00PM - 5:00 PM

Caddie GAO

Sunway

Boon YEAP

Tutors

Clayton

Naief AZYABI

Visham NARASIAH

Joshua AKERSTEIN

Caddie GAO

Rod MARTIN

Learning Objectives

On completion of this unit, students will be able to:

- understand the business activities of a typical organisation;
- perform basic accounting calculations for a business: balance sheet, profit and loss, cash flow, pricing, stock valuation, costing models;
- understand how to describe and document operations, information and financial flows using different types of representations;
- describe and analyse accounting information systems in an organisation;
- understand how web based systems are used by a modern business;
- have a basic understanding of the legal aspects of a contract;
- analyse the operations and business systems of an existing business;
- plan the functions and systems of a new business;
- use and understand the financial statements of a business;
- take an active part in the planning activities of a business.

Graduate Attributes

Monash prepares its graduates to be:

1. responsible and effective global citizens who:

a. engage in an internationalised world
b. exhibit cross-cultural competence
c. demonstrate ethical values

critical and creative scholars who:

a. produce innovative solutions to problems
b. apply research skills to a range of challenges
c. communicate perceptively and effectively

Assessment Summary

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

Assessment Task	Value	Due Date
VISUAL Enterprise	15%	6 May 2011
EXCEL/Access	20%	20 May 2011
Oracle XE	5%	27 May 2011
Examination 1	60%	To be advised

Teaching Approach

Lecture and tutorials or problem classes

This teaching and learning approach provides facilitated learning, practical exploration and peer learning. Lectures will present the concepts and include many examples of each concept. We plan to have two guest lecturers to present SAP concepts and practical applications. Tutorials will concentrate on software examples of the concepts taught in lectures and where appropriate, particular topics will be taught in tutorials rather than lectures.

Feedback

Our feedback to You

Types of feedback you can expect to receive in this unit are:

- Informal feedback on progress in labs/tutes
- Graded assignments with comments
- Graded assignments without comments
- Solutions to tutes, labs and assignments

Your feedback to Us

Monash is committed to excellence in education and regularly seeks feedback from students, employers and staff. One of the key formal ways students have to provide feedback is through SETU, Student Evaluation of Teacher and Unit. The University's student evaluation policy requires that every unit is evaluated each year. Students are strongly encouraged to complete the surveys. The feedback is anonymous and provides the Faculty with evidence of aspects that students are satisfied and areas for improvement.

For more information on Monash's educational strategy, and on student evaluations, see:
http://www.monash.edu.au/about/monash-directions/directions.html
http://www.policy.monash.edu/policy-bank/academic/education/quality/student-evaluation-policy.html

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Previous Student Evaluations of this unit

If you wish to view how previous students rated this unit, please go to
https://emuapps.monash.edu.au/unitevaluations/index.jsp

Examination material or equipment

Non programmable calculators, Dictionaries.

Unit Schedule

Week	Date*	Activities	Assessment
0	21/02/11		No formal assessment or activities are undertaken in week 0
1	28/02/11	LECTURE: Introduction to Business Systems, NO TUTORIAL	
2	07/03/11	LECTURE: Accounting Basics, TUTORIAL: Visual Enterprise, Excel Tutorial 1	
3	14/03/11	LECTURE: Accounting Bookkeeping, TUTORIAL: Excel Tutorial 2	
4	21/03/11	LECTURE: Process Design Tools, Documenting Business Processes, TUTORIAL: Excel Tutorial 3	
5	28/03/11	LECTURE: Database and Data Warehouse, TUTORIAL: Excel Tutorial 4	
6	04/04/11	LECTURE: Strategic Decision Making, Business Intelligence, TUTORIAL: Access Tutorial 1 Tables	
7	11/04/11	LECTURE: E-Business, TUTORIAL: Access Tutorial 2 Queries	
8	18/04/11	LECTURE: Enterprise Systems 1, Supply Chain Management (SCM), Customer Relationship Management (CRM), TUTORIAL: Access Tutorial 3 Forms	
		Mid semester break	
9	02/05/11	LECTURE: Enterprise Systems 2, Enterprise Resources Planning (ERP), Guest Lecture by Vincent LEE on SAP, TUTORIAL: Access Tutorial 4 Reports	Submit VISUAL Enterprise assignment - 6 May 2011
10	09/05/11	LECTURE: Contract Law, Quality, guest lecture on SAP applications, TUTORIAL: SAP, Oracle XE	
11	16/05/11	LECTURE: Business Strategy, TUTORIAL: IBM DB2	Submit Enterprise Systems, Access assignments - 20 May 2011
12	23/05/11	LECTURE: Revision, TUTORIAL: MS Project, Revision	Submit Oracle XE assignment - 27 May 2011
	30/05/11	SWOT VAC	No formal assessment is undertaken SWOT VAC

*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.

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

Assessment Tasks

Participation

- **Assessment task 1**

  Title:
  VISUAL Enterprise
  Description:
  Groups of 3.

  Details of the assignment will be given in class.
  Weighting:
  15%
  Criteria for assessment:
  Details of the assessment will be given in class.
  Due date:
  6 May 2011

- **Assessment task 2**

  Title:
  EXCEL/Access
  Description:
  The assignment will be split into three parts. Details of the assignment will be given in class. Groups of 3.
  Weighting:
  20%
  Criteria for assessment:
  Details of the assessment will be given in class.
  Due date:
  20 May 2011

- **Assessment task 3**

  Title:
  Oracle XE
  Description:
  Groups of 3. Details of the assignment will be given in class.
  Weighting:
  5%
  Criteria for assessment:
  Details of the assessment will be given in class.
  Due date:
  27 May 2011

Examinations

- **Examination 1**

  Weighting:
  60%
  Length:
  2 hours
  Type (open/closed book):
  Closed book
  Electronic devices allowed in the exam:
  Non programmable calculators

Assignment submission

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.

Extensions and penalties

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.

Returning assignments

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

Referencing requirements

Referencing internet and electronic sources, Harvard reference style
http://www.monash.edu.au/lls/llonline/quickrefs/22-referencing-internet.xml
IEEE Referencing
http://www.lib.monash.edu/tutorials/citing/ieee.html

Policies

Monash has educational policies, procedures and guidelines, which are designed to ensure that staff and students are aware of the University's academic standards, and to provide advice on how they might uphold them. You can find Monash's Education Policies at:
http://policy.monash.edu.au/policy-bank/academic/education/index.html

Key educational policies include:

- Plagiarism
  (http://www.policy.monash.edu/policy-bank/academic/education/conduct/plagiarism-policy.html)
- Assessment
  (http://www.policy.monash.edu/policy-bank/academic/education/assessment/assessment-in-coursework-po
- Special Consideration
  (http://www.policy.monash.edu/policy-bank/academic/education/assessment/special-consideration-policy.h
- Grading Scale
  (http://www.policy.monash.edu/policy-bank/academic/education/assessment/grading-scale-policy.html)
- Discipline: Student Policy
  (http://www.policy.monash.edu/policy-bank/academic/education/conduct/student-discipline-policy.html)
- Academic Calendar and Semesters (http://www.monash.edu.au/students/key-dates/);
- Orientation and Transition (http://www.infotech.monash.edu.au/resources/student/orientation/);
  and
- Academic and Administrative Complaints and Grievances Policy
  (http://www.policy.monash.edu/policy-bank/academic/education/management/complaints-grievance-policy.

Student services

The University provides many different kinds of support services for you. Contact your tutor if you need advice and see the range of services available at www.monash.edu.au/students The Monash University Library provides a range of services and resources that enable you to save time and be more effective in your learning and research. Go to http://www.lib.monash.edu.au or the library tab in my.monash portal for more information. Students who have a disability or medical condition are welcome to contact the Disability Liaison Unit to discuss academic support services. Disability Liaison Officers (DLOs) visit all Victorian campuses on a regular basis

- Website: http://adm.monash.edu/sss/equity-diversity/disability-liaison/index.html;
- Telephone: 03 9905 5704 to book an appointment with a DLO;
- Email: dlu@monash.edu
- Drop In: Equity and Diversity Centre, Level 1 Gallery Building (Building 55), Monash University, Clayton Campus.