

FIT1028
Business information technology and systems

Unit Guide

Summer semester, 2011

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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FIT1028 Business information technology and systems - Summer semester, 2011

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 familiarise 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.

Contact Hours

2 hrs lecture/wk, 2 hrs laboratories/wk

Workload

This unit runs 4 days per week (Monday to Thursday) for 3 weeks. There is a total of 12 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

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.

Prerequisites

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

Chief Examiner

Campbell Wilson

Campus Lecturer

Caulfield

Michael Smith

Contact hours: To be advised

Academic Overview

Learning Objectives

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.

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): 50%; Assignments: 50%

Assessment Task	Value	Due Date
Tutorial Participation and Exercises	20%	Ongoing throughout semester
Assignment 1	15%	30/11/2011
Assignment 2	15%	8/12/2011
Examination 1	50%	To be advised

Teaching Approach

Lecture and tutorials or problem classes

- This teaching and learning approach provides facilitated learning, practical exploration and active, participatory, peer learning.

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
- Interviews
- Quiz results

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>

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>

Required Resources

You will need access to:

Microsoft Excel 2010 and Microsoft Access 2010. These applications are installed in the student labs.

Unit Schedule

Week	Activities	Assessment
0		
1	Day 1 - Introduction	
2	Day 2 - Computer Hardware	
3	Day 3 - Software: Application Software	
4	Day 4 - Software: Operating Systems	
5	Day 5 - Introduction to Systems Development	
6	Day 6 - Project Management	
7	Day 7 - Data Management	Wednesday 30th November: Assignment 1 due at 9:00am; Assignment 1 interviews/demonstrations in tutorials
8	Day 8 - Communications and Networks	
9	Day 9 - eBusiness and the Internet	
10	Day 10 - WWW and Web 2.0	
11	Day 11 - Security	Thursday 8th December: Assignment 2 due at 9:00am; Assignment 2 interviews/demonstrations in tutorials
12	Day 12 - Ethics and Future Directions	
	Examination period	LINK to Assessment Policy: http://policy.monash.edu.au/policy-bank/academic/education/assessment/assessment-in-coursework-policy.html

*Unit Schedule details will be maintained and communicated to you via your MUSO (Blackboard or Moodle) learning system.

Assessment Requirements

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

During the semester you will be assessed on your work in the tutorials. The assessment will be dependent on the quality of your work based on the particular task's requirements. A number of exercises may be set and students will be expected to complete those exercises during the tutorial and to actively participate in tutorial classes. Assessment will occur in ALL tutorials throughout the semester.

This assessment will constitute 20% of your marks. No marks are awarded for simply *attending tutorials*.

• Assessment task 1

Title:

Tutorial Participation and Exercises

Description:

Students will be awarded marks for participating in tutorial discussions and exercises.

This may include one or more of all of the following: discussions, quizzes, wikis, forums, Peerwise contributions.

Weighting:

20%

Criteria for assessment:

The criteria for the individual tasks will be discussed in lectures and tutorials during semester.

Due date:

Ongoing throughout semester

Remarks:

All of the components of this assessment task require attendance at tutorials for their completion. As such, students **MUST** attend the tutorial in which they are officially enrolled.

No marks will be awarded for simply attending tutorials.

• **Assessment task 2**

Title:

Assignment 1

Description:

This assignment will require students to develop an information system using Microsoft Excel 2010. Details of the scenario, tasks and deliverables will be made available in the assignment specification.

Weighting:

15%

Criteria for assessment:

Assessment will involve a compulsory interview with your tutor in the tutorial in which you are officially enrolled on the same date as the assignment's submission deadline.

The actual awarding of marks is dependent on your performance at the interview. At the interview you will be asked to demonstrate your submitted assignment. You can also expect to be asked to explain various aspects of your assignment.

Marks will not be awarded for any section of the assignment or its functionality that a student cannot explain or modify satisfactorily.

Students who do not attend an interview will receive zero marks for the assignment.

Further details will be outlined and discussed in the lecture and tutorials.

Due date:

30/11/2011

• **Assessment task 3**

Title:

Assignment 2

Description:

This assignment is based on the development of a small database using Microsoft Access 2010. Details of the scenario, tasks and deliverables will be made available in the assignment specification.

Weighting:

15%

Criteria for assessment:

Assessment will involve a compulsory interview with your tutor in the tutorial in which you are officially enrolled on the same date as the assignment's submission deadline.

The actual awarding of marks is dependent on your performance at the interview. At the interview you will be asked to demonstrate your submitted assignment. You can also expect to be asked to explain various aspects of your assignment.

Marks will not be awarded for any section of the assignment or its functionality that a student cannot explain or modify satisfactorily.

Students who do not attend an interview will receive zero marks for the assignment.

Further details will be outlined and discussed in the lecture and tutorials.

Due date:

8/12/2011

Examinations

• Examination 1

Weighting:

50%

Length:

2 hours

Type (open/closed book):

Closed book

Electronic devices allowed in the exam:

None

Assignment submission

It is a University requirement

(<http://www.policy.monash.edu/policy-bank/academic/education/conduct/plagiarism-procedures.html>) for students to submit an assignment coversheet for each assessment item. Faculty Assignment coversheets can be found at <http://www.infotech.monash.edu.au/resources/student/forms/>. Please check with your Lecturer on the submission method for your assignment coversheet (e.g. attach a file to the online assignment submission, hand-in a hard copy, or use an online quiz).

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

Other Information

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-p>)
- 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>)
- Codes of Practice for Teaching and Learning
(<http://www.policy.monash.edu.au/policy-bank/academic/education/conduct/suppdocs/code-of-practice-tea>)

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.

Recommended Text:

Parker, Charles S. Understanding Computers Today and Tomorrow, 13th ed. 2011. Course Technology, Cengage Learning

You are NOT required to purchase the recommended textbook.