FIT1030
Introduction to business information systems

Unit Guide

Semester 1, 2012

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.

Last updated: 16 Feb 2012
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FIT1030 Introduction to business information systems - Semester 1, 2012

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)

Contact Hours

2 hrs lectures/wk, 2 hrs tutorials/wk

Workload

Students will be expected to spend a total of 12 hours per week during semester on this unit as follows:
Lectures: 2 hours per week
Tutorials/Lab Sessions: 2 hours per week per tutorial
and up to an additional 8 hours in some weeks for completing lab and project work, private study and revision.

Chief Examiner

Dr John Betts

Campus Lecturer

Clayton

Poh Lim

Tutors
Clayton

Peter Huynh

Poh Lim

Suttisak Jantavongso

Joshua Akerstein
Academic Overview

Outcomes

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%

<table>
<thead>
<tr>
<th>Assessment Task</th>
<th>Value</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Process and Controls</td>
<td>10%</td>
<td>22 April 2012</td>
</tr>
<tr>
<td>Visual Enterprise</td>
<td>10%</td>
<td>20 May 2012</td>
</tr>
<tr>
<td>Online Quiz</td>
<td>10%</td>
<td>Weekly (starting from Week 2)</td>
</tr>
<tr>
<td>Tutorial Participation</td>
<td>10%</td>
<td>Tutorials every week</td>
</tr>
<tr>
<td>Examination 1</td>
<td>60%</td>
<td>To be advised</td>
</tr>
</tbody>
</table>
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 also include systems walk-through of SAP ECC6 and the Visual Enterprise system. Tutorials are designed to reinforce the concepts taught in lectures and allowing students the opportunity to explore the use of various software to facilitate 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
- Graded assignments without comments
- Quiz results
- 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.policy.monash.edu/policy-bank/academic/education/quality/student-evaluation-policy.html

Previous Student Evaluations of this unit

Previous student evaluation of the unit indicated that students were comfortable using Excel and didn't need to revise these skills in tutorials. Accordingly, these have been dropped from this year's offering. Students enjoyed using Visual Enterprise and these tutorials have been further developed for this year's offering.

If you wish to view how previous students rated this unit, please go to

Prescribed text(s)

Prescribed texts are available for you to borrow in the library.

Academic Overview

Examination material or equipment

Non programmable calculator may be used in the examination.
## Unit Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Activities</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>No formal assessment or activities are undertaken in week 0</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>LECTURE: Introduction to Business Systems, NO TUTORIAL</td>
<td>Weekly Assessment Task 4: Tutorial Participation</td>
</tr>
<tr>
<td>3</td>
<td>LECTURE: Documenting Information Systems, TUTORIAL: Data Flow Diagrams and Systems Flowchart using Visio</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>LECTURE: Database Management Systems, TUTORIAL: Database and Entity-Relationship Models</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>LECTURE: Controlling Information Systems, TUTORIAL: Risk Management and IT Control Processes</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>LECTURE: Business Process and Application Controls, TUTORIAL: Control Matrix and Application Controls</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>LECTURE: Basic Accounting, TUTORIAL: Basic Accounting</td>
<td>Assignment 1 due: 22 April 2012</td>
</tr>
<tr>
<td>8</td>
<td>LECTURE: The Order Entry/Sales Process, TUTORIAL: Visual Enterprise I</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>LECTURE: Consolidation and Unit Review, TUTORIAL: Revision</td>
<td>Assignment 2 due: 20 May 2012</td>
</tr>
<tr>
<td></td>
<td>SWOT VAC</td>
<td>No formal assessment is undertaken SWOT VAC</td>
</tr>
</tbody>
</table>

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

Assessment Policy

Faculty Policy - Unit Assessment Hurdles

Assessment Tasks

Participation

• Assessment task 1

  Title: Business Process and Controls
  Description: Individual Assignment.

  Details of the assignment will be given in class.
  Weighting: 10%
  Criteria for assessment:
  Analyzing the business process and preparing:
    ♦ a context diagram,
    ♦ a data flow diagram, and
    ♦ a systems flowchart

  Preparing a control matrix, including explanations of how each recommended control plan helps to accomplish the operations process goals.
  Due date: 22 April 2012

• Assessment task 2

  Title: Visual Enterprise
  Description: Individual Assignment.

  Details of the assignment will be given in class.
  Weighting: 10%
  Criteria for assessment:
  Using Visual Enterprise to demonstrate accounting calculations involved in purchase orders, sales orders, deliveries, invoicing and preparation of Balance Sheet and Income Statements.
  Due date: 20 May 2012
Assessment Requirements

• Assessment task 3

Title: Online Quiz
Description: Weekly Assessment of lecture topics. (More information will be given in class)
Weighting: 10%
Criteria for assessment: Students are required to log-in to unit website on Moodle to attempt the quiz.
Due date: Weekly (starting from Week 2)

• Assessment task 4

Title: Tutorial Participation
Description: Students are assessed on their participation in tutorials.
Weighting: 10%
Criteria for assessment: Participation in tutorials. Completion of class exercises, contribution to class discussions etc.
Due date: Tutorials every week

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

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).
Online submission

If Electronic Submission has been approved for your unit, please submit your work via the VLE site for this unit, which you can access via links in the my.monash portal.

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:

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
IEEE Referencing
http://www.lib.monash.edu/tutorials/citing/ieee.html
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)
- Special Consideration (http://www.policy.monash.edu/policy-bank/academic/education/assessment/special-consideration-policy.html)
- 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/)
- Codes of Practice for Teaching and Learning (http://www.policy.monash.edu/policy-bank/academic/education/conduct/suppdocs/code-of-practice-teaching-and-learning.html)

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. For Sunway see http://www.monash.edu.my/Student-services, and for South Africa see http://www.monash.ac.za/current/

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. At Sunway, visit the Library and Learning Commons at http://www.lib.monash.edu.my/. At South Africa visit http://www.lib.monash.ac.za/.

Academic support services may be available for students who have a disability or medical condition. Registration with the Disability Liaison Unit is required. Further information is available as follows:

- Website: http://monash.edu/equity-diversity/disability/index.html
- Email: dlu@monash.edu
- Drop In: Equity and Diversity Centre, Level 1 Gallery Building (Building 55), Monash University, Clayton Campus, or Student Community Services Department, Level 2, Building 2, Monash University, Sunway Campus
- Telephone: 03 9905 5704, or contact the Student Advisor, Student Community Services at 03 55146018 at Sunway