



MONASH University
Information Technology

FIT1030
Introduction to business information systems

Unit Guide

Semester 2, 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.

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FIT1030 Introduction to business information systems - Semester 2, 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

Sunway (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

Sunway

Eu-Gene Siew

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%

Assessment Task	Value	Due Date
Assignment 1 - Business Process and Controls	10%	3pm, 10 September 2012
Assignment 2 - SAP Business ByDesign	10%	3pm, 15 October 2012
Online Quizzes	10%	Weekly (starting Week 2)
Tutorial Participation	10%	Weekly (starting Week 2)
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 also include systems walk-through of SAP Business ByDesign.

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.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

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 SAP Business ByDesign 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

<https://emuapps.monash.edu.au/unitevaluations/index.jsp>

Prescribed text(s)

Limited copies of prescribed texts are available for you to borrow in the library.

Ulric J. Gelinas Jr., Richard B. Dull, and Patrick R. Wheeler. (2012). *Accounting Information Systems*. (9th) South-Western Cengage Learning (ISBN: 978-0-538-46931-9).

Examination material or equipment

Non programmable calculators may be used in the examination.

Unit Schedule

Week	Activities	Assessment
0		No formal assessment or activities are undertaken in week 0
1	LECTURE: Introduction to Business Systems, NO TUTORIAL	
2	LECTURE: Enterprise Systems and e-Business Systems, TUTORIAL: Understanding Information Systems & Enterprise Systems	Weekly Online Quizzes and Tutorial Participation commences
3	LECTURE: Documenting Information Systems, TUTORIAL: Data Flow Diagrams and Systems Flowchart using Visio	
4	LECTURE: Database Management Systems, TUTORIAL: Database and Entity-Relationship Models	
5	LECTURE: Controlling Information Systems, TUTORIAL: Risk Management and IT Control Processes	
6	LECTURE: Business Process and Application Controls, TUTORIAL: Control Matrix and Application Controls	
7	LECTURE: Basic Accounting, TUTORIAL: Basic Accounting	
8	LECTURE: The Order Entry/Sales Process, TUTORIAL: SAP Business ByDesign	Assignment 1 due 3pm, 10 September 2012
9	LECTURE: The Billing/Accounts Receivable/Cash Receipts (B/AR/CR) Process, TUTORIAL: SAP Business ByDesign	
10	LECTURE: The Purchasing Process and Accounts Payable/Cash Disbursements (AP/CD) Process, Supply Chain Management (SCM), TUTORIAL: SAP Business ByDesign	
11	LECTURE: The General Ledger and Business Reporting (GL/BR) Process, TUTORIAL: SAP Business ByDesign	
12	LECTURE: Consolidation and Unit Review, TUTORIAL: Revision	Assignment 2 due 3pm, 15 October 2012
	SWOT VAC	No formal assessment is undertaken in SWOT VAC
	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

Faculty Policy - Unit Assessment Hurdles

(<http://www.infotech.monash.edu.au/resources/staff/edgov/policies/assessment-examinations/unit-assessment-hu>)

Academic Integrity - Please see the Demystifying Citing and Referencing tutorial at

<http://lib.monash.edu/tutorials/citing/>

Assessment Tasks

Participation

• Assessment task 1

Title:

Assignment 1 - Business Process and Controls

Description:

Individual assignment analysing 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.

More details of the assignment will be given in class.

Weighting:

10%

Criteria for assessment:

Quality of analysis and preparation of various documentation diagrams.

More details with be provided.

Due date:

3pm, 10 September 2012

• Assessment task 2

Title:

Assignment 2 - SAP Business ByDesign

Description:

Individual assignment using SAP Business ByDesign to demonstrate accounting calculations involved in purchase orders, sales orders, deliveries, invoicing and preparation of Balance Sheet and Income Statements.

More details of the assignment will be given in class.

Weighting:

10%

Criteria for assessment:

Assessment Requirements

How well the understanding of various accounting information systems modules is demonstrated.

More details will be provided.

Due date:

3pm, 15 October 2012

• Assessment task 3

Title:

Online Quizzes

Description:

Weekly assessment of lecture topics. Students are required to log-in to unit website on Moodle to attempt the quizzes. 2 attempts are allowed and the highest score is taken.

More information will be given in class.

Weighting:

10%

Criteria for assessment:

Correct answers to questions.

Due date:

Weekly (starting 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.

Due date:

Weekly (starting Week 2)

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:

<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 referencing style):

<http://www.monash.edu.au/lls/llonline/quickrefs/22-referencing-internet.xml>

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>)
- 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. 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