MONASH University
Information Technology

FIT1030
Introduction to business information systems

Unit Guide

Semester 1, 2013

Last updated: 04 Mar 2013

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FIT1030 Introduction to business information systems - Semester 1, 2013

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 requirements

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 (Mary)

Academic Overview

Learning 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.

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 starts in Week 2
3	LECTURE: Documenting Information Systems, TUTORIAL: Data Flow Diagrams and Systems Flowchart using Visio	
4	LECTURE: Database Management Systems, TUTORIAL: Database design using REA Model	
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	Assignment 1 due 5pm, Saturday 27 April 2013
8	LECTURE: The Revenue Cycle: Order Entry/Sales Process, TUTORIAL: SAP ECC6	
9	LECTURE: The Expenditure Cycle: Purchasing to Payments Process, Supply Chain Management (SCM), TUTORIAL: SAP ECC6	
10	LECTURE: The Production Cycle, TUTORIAL: SAP ECC6	
11	LECTURE: The General Ledger and Business Reporting (GL/BR) Process, TUTORIAL: SAP ECC6	
12	LECTURE: Consolidation and Unit Review, TUTORIAL: Revision	Assignment 2 due 5pm, Saturday 1 June 2013
	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 learning system.

Assessment Summary

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

Assessment Task	Value	Due Date
Assignment 1 - Business Process and Controls	10%	5pm, Saturday 27 April 2013
Assignment 2 - Threats and Controls in Business Processes (Case Studies)	10%	5pm, Saturday 1 June 2013
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 the SAP 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.

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
  > - 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:
  > 5pm, Saturday 27 April 2013

- **Assessment task 2**

  Title:
  > Assignment 2 - Threats and Controls in Business Processes (Case Studies)

  Description:
  > This is an individual assignment based on two case studies. Students are required to analyse the business processes of each system and identify areas where the system can be exposed to fraud and to recommend improvements to correct these weaknesses.

  > More details of the assignment will be given in class.

  Weighting:
  > 10%

  Criteria for assessment:
  > Students will be assessed on:

♦ the clarity and content of their report
♦ correctly identifying the flaws/weaknesses of the systems
♦ the appropriateness and feasibility of their recommendations

Specific tasks and marking criteria will be given in class.
Due date:
5pm, Saturday 1 June 2013

- **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. Two 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

Learning resources

Reading list

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

Monash Library Unit Reading List
http://readinglists.lib.monash.edu/index.html

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

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

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 learning system for this unit, which you can access via links in the my.monash portal.

Prescribed text(s)

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

Marshall B Romney, Paul J Steinbart, Joseph M Mula, Ray McNamara, Trevor Tonkin. (2012). *Accounting Information Systems*. (1st Edition) Pearson (ISBN: 9781442542594).

Examination material or equipment

Non programmable calculators may be used in the examination.

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:
www.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 in Coursework Programs;
  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.ht
- 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/dates/
- Orientation and Transition; http://intranet.monash.edu.au/infotech/resources/students/orientation/
- Academic and Administrative Complaints and Grievances Policy;
  http://www.policy.monash.edu/policy-bank/academic/education/management/complaints-grievance-policy.h
- Code of Practice for Teaching and Learning;
  http://www.policy.monash.edu.au/policy-bank/academic/education/conduct/suppdocs/code-of-practice-tea

Graduate Attributes Policy

http://www.policy.monash.edu/policy-bank/academic/education/management/monash-graduate-attributes-policy.h

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 http://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/.

Monash University Library

The Monash University Library provides a range of services, resources and programs that enable you to save time and be more effective in your learning and research. Go to 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/.

Disability Liaison Unit

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://www.monash.edu/equity-diversity/disability/index.htmlTelephone: 03 9905 5704 to book an appointment with a DLO; or contact the Student Advisor, Student Commuity Services at 03 55146018 at SunwayEmail: dlu@monash.eduDrop In: Equity and Diversity Centre, Level 1, Building 55, Clayton Campus, or Student Community Services Department, Level 2, Building 2, Monash University, Sunway Campus

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 the Student Evaluation of Teaching and Units (SETU) survey. 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, see:

www.monash.edu.au/about/monash-directions and on student evaluations, see: www.policy.monash.edu/policy-bank/academic/education/quality/student-evaluation-policy.html

Previous Student Evaluations of this Unit

Previous student evaluation of this unit has 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