



MONASH University
Information Technology

FIT1028
Business information technology and systems

Unit Guide

Summer semester, 2013

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: 14 Nov 2013

Table of Contents

<u>FIT1028 Business information technology and systems - Summer semester, 2013</u>	1
<u>Contact Hours</u>	1
<u>Workload requirements</u>	1
<u>Unit Relationships</u>	1
<u>Prohibitions</u>	1
<u>Prerequisites</u>	1
<u>Chief Examiner</u>	2
<u>Campus Lecturer</u>	2
<u>Caulfield</u>	2
<u>Tutors</u>	2
<u>Caulfield</u>	2
<u>Academic Overview</u>	3
<u>Learning Outcomes</u>	3
<u>Unit Schedule</u>	4
<u>Assessment Summary</u>	4
<u>Teaching Approach</u>	5
<u>Assessment Requirements</u>	6
<u>Assessment Policy</u>	6
<u>Assessment Tasks</u>	6
<u>Participation</u>	6
<u>Examinations</u>	7
<u>Examination 1</u>	7
<u>Learning resources</u>	8
<u>Feedback to you</u>	8
<u>Extensions and penalties</u>	8
<u>Returning assignments</u>	8
<u>Assignment submission</u>	8
<u>Online submission</u>	8
<u>Required Resources</u>	9
<u>Recommended text(s)</u>	9
<u>Other Information</u>	10
<u>Policies</u>	10
<u>Graduate Attributes Policy</u>	10
<u>Student services</u>	10
<u>Monash University Library</u>	10
<u>Disability Liaison Unit</u>	11
<u>Your feedback to Us</u>	11
<u>Previous Student Evaluations of this Unit</u>	11

FIT1028 Business information technology and systems - Summer semester, 2013

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 requirements

Summer semester is a very intensive period of study: the same amount of material and assessment covered in a normal semester of 12 weeks plus a non-teaching week, and examined following a swot vac period, is covered and examined in under 4 weeks. **Tutorial classes and lectures commence on 25th November 2013.**

The unit is an on-campus unit and as such is structured, taught and assessed on the assumption that ALL students who choose to enrol can, and will, attend ALL classes. **Some assessment tasks for the unit require attendance at tutorial classes as part of the assessment criteria.**

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 per day 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

Abdul Malik Khan

Consultation hours: To be advised

Tutors

Caulfield

Abdul Malik Khan

Consultation hours: To be advised

Academic Overview

Learning Outcomes

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.

Unit Schedule

Week	Activities	Assessment
0		No formal assessment or activities are undertaken in week 0
1	Day 1 - Introduction	
2	Day 2 - Computer Hardware	
3	Day 3 - Software: Application Software	
4	Day 4 - Software: Operating Systems	Friday 29th November 2013: Assignment 1 due at 5:00pm
5	Day 5 - Introduction to Systems Development	
6	Day 6 - Project Management	
7	Day 7 - Data Management	
8	Day 8 - Communications and Networks	Thursday 5th December 2013: Assignment 2 due at 9:00am; Assignment 2 interviews/demonstrations in tutorials
9	Day 9 - eBusiness and the Internet	
10	Day 10 - WWW and Web 2.0	
11	Day 11 - Security	
12	Day 12 - Ethics and Future Directions	Thursday 12th December 2013: Assignment 3 due at 9:00am; Assignment 3 interviews/demonstrations in tutorials
	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): 50%; Assignments: 50%

Assessment Task	Value	Due Date
Assignment 1 - Information Technology Research Topic	20%	Friday 29th November 2013 at 5:00PM
Assignment 2 - Developing an Information System	15%	Thursday 5th December 2013 at 9:00 AM
Assignment 3 - Developing a Data Management System	15%	Thursday 12th December 2013 at 9:00 AM

Unit Schedule

Examination 1

50%

To be advised

Teaching Approach

Lecture and tutorials or problem classes

This teaching and learning approach helps students to initially encounter information at lectures, discuss and explore the information during tutorials, and practice in a hands-on lab environment.

Assessment Requirements

Assessment Policy

Faculty Policy - Unit Assessment Hurdles

(<http://intranet.monash.edu.au/infotech/resources/staff/edgov/policies/assessment-examinations/assessment-hurdles>)

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 - Information Technology Research Topic

Description:

This is a written research paper on a specified topic. Details of the topic(s) will be available on release of assignment specification.

Weighting:

20%

Criteria for assessment:

Completeness of the research (adequate coverage of the topic, findings and opinions expressed).

Quality of the research, including literature (references) used, critically and appropriately applied.

Written expression, style and appropriate overall structure (there should be a sound and logical flow and use of sub-headings where applicable).

Correct citation of references.

Further detailed information will be available in the task specification.

Due date:

Friday 29th November 2013 at 5:00PM

• Assessment task 2

Title:

Assignment 2 - Developing an Information System

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.

Assessment Requirements

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:

Thursday 5th December 2013 at 9:00 AM

• Assessment task 3

Title:

Assignment 3 - Developing a Data Management System

Description:

This assignment is based on the development of a small database using Microsoft Access 2010 or latest available in the tutorial/labs. 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:

Thursday 12th December 2013 at 9:00 AM

Examinations

• Examination 1

Weighting:

50%

Length:

2 hours

Type (open/closed book):

Closed book

Electronic devices allowed in the exam:

None

Learning resources

Monash Library Unit Reading List

<http://readinglists.lib.monash.edu/index.html>

Feedback to you

Examination/other end-of-semester assessment feedback may take the form of feedback classes, provision of sample answers or other group feedback. Please check with your lecturer on the feedback provided and take advantage of this prior to requesting individual consultations with staff. If your unit has an examination, you may request to view your examination script booklet, see <http://intranet.monash.edu.au/infotech/resources/students/procedures/request-to-view-exam-scripts.html>

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

- Informal feedback on progress in labs/tutes
- Graded assignments with comments
- Interviews

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.monash.edu.au/exams/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.

Assignment submission

It is a University requirement

(<http://www.policy.monash.edu/policy-bank/academic/education/conduct/student-academic-integrity-managing-pla>) 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). Please note that it is your responsibility to retain copies of your assessments.

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.

Required Resources

Please check with your lecturer before purchasing any Required Resources. Limited copies of prescribed texts are available for you to borrow in the library, and prescribed software is available in student labs.

You will need access to:

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

You are NOT required to purchase the recommended textbook. Copies are placed on reserve in the Caulfield campus library.

Recommended text(s)

Parker, Charles S. (2012). *Understanding Computers Today and Tomorrow*. (14th Edition 2012) Course Technology, Cengage Learning.

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:

- Academic integrity;
<http://www.policy.monash.edu/policy-bank/academic/education/conduct/student-academic-integrity-policy.html>
- Assessment in Coursework Programs;
<http://www.policy.monash.edu/policy-bank/academic/education/assessment/assessment-in-coursework-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/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.html>
- Code of Practice for Teaching and Learning;
<http://www.policy.monash.edu.au/policy-bank/academic/education/conduct/suppdocs/code-of-practice-teaching-and-learning.html>

Graduate Attributes Policy

<http://www.policy.monash.edu/policy-bank/academic/education/management/monash-graduate-attributes-policy.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 <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.html> Telephone: 03 9905 5704 to book an appointment with a DLO; or contact the Student Advisor, Student Community Services at 03 55146018 at Sunway Email: dlu@monash.edu Drop 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

Response to student feedback with respect to the demands of tutorial participation assessment has resulted in a new Assignment 1 - Information Technology Research Topic.

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