



MONASH University
Information Technology

FIT1030
Introduction to business information systems

Unit Guide

Semester 1, 2014

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FIT1030 Introduction to business information systems - Semester 1, 2014

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)

Workload Requirements

Minimum total expected workload equals 12 hours per week comprising:

(a.) Contact hours for on-campus students:

- Two hours of lectures
- One 2-hour tutorial

(b.) Additional requirements (all students):

- A minimum of 8 hours of personal study per week for completing lab and project work, private study and revision.

Chief Examiner

Dr John Betts

Campus Lecturer

Clayton

Poh Lim

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

Based on previous student feedback this unit is considered to be well structured and no changes have been made for this semester.

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

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 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	Assignment 1 due 5pm, Friday 11 April 2014
7	LECTURE: Basic Accounting, TUTORIAL: Basic Accounting	
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	Assignment 2 due 5pm, Friday 23 May 2014
12	LECTURE: Consolidation and Unit Review, TUTORIAL: Revision	
	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.

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 system walk-throughs of the SAP System. Tutorials are designed to reinforce the concepts taught in lectures and allow students the opportunity to explore the use of various software to facilitate learning.

Assessment Summary

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

Assessment Task	Value	Due Date
Assignment 1 - Business Process and Controls	5%	5pm, Friday 11 April 2014
Assignment 2 - Business Process Analysis	15%	5pm, Friday 23 May 2014
Online Quizzes	10%	Weekly (starting Week 2)
Lecture and Tutorial Participation	10%	Weekly (starting Week 2)
Examination 1	60%	To be advised

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 resources and tutorials at

<http://www.monash.edu/library/skills/resources/tutorials/academic-integrity/>

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

More details of the assignment will be given in class.

Weighting:

5%

Criteria for assessment:

Quality of analysis and preparation of various documentation diagrams.

More details will be provided.

Due date:

5pm, Friday 11 April 2014

• Assessment task 2

Title:

Assignment 2 - Business Process Analysis

Description:

This is a group assignment. The assignment is in two (2) parts:

Part 1 requires students to observe and document the business process flow of a business.

Part 2 is a report which will include a discussion on the business process that they have observed and whether the controls are adequate and to recommend appropriate control plans where necessary.

More details of the assignment will be given in class.

Weighting:

15%

Criteria for assessment:

Students will be assessed on:

- ◆ the clarity and content of their report;
- ◆ their ability to accurately document the actual business process flow;
- ◆ their discussion on whether the existing control plans are appropriate and adequate to accomplish the operations process goals; and
- ◆ the appropriateness and feasibility of their recommendations for any 'missing' controls

Specific tasks and marking criteria will be given in class.

Students must indicate their % contribution to the group work which would be used to adjust individual student marks if necessary. Students are required to submit a peer review form and their meeting minutes.

Due date:

5pm, Friday 23 May 2014

• **Assessment task 3**

Title:

Online Quizzes

Description:

Weekly assessment of lecture topics. Students are required to log-in to the 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:

Lecture and Tutorial Participation

Description:

During lectures, students will use clickers to engage in peer assisted learning activities and respond to multiple choice questions based on pre-reading and discussion. In tutorials, students are assessed on their participation and contribution in tutorial exercises and discussion.

Weighting:

10%

Criteria for assessment:

Lectures:

Clicker responses will be recorded. Question types will be multiple choice where a correct answer scores (quiz) or multiple choice where any answer scores (participation). Students will be graded on their best 80% of class responses.

Tutorials:

Assessment Requirements

- ◆ Participation in tutorials
- ◆ Completion of class exercises
- ◆ Contribution to class discussions

Due date:

Weekly (starting Week 2)

Remarks:

On Campus students are required to purchase a Turning Point clicker from the Campus Bookstore or directly from the Australian Distributor.

Examinations

• Examination 1

Weighting:

60%

Length:

2 hours

Type (open/closed book):

Closed book

Electronic devices allowed in the exam:

None

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

Monash Library Unit Reading List (if applicable to the unit)

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

Faculty of Information Technology [Style Guide](#)

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 after official results have been published. 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
- Graded assignments without comments

Assessment Requirements

- 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.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.

Referencing requirements

Referencing internet and electronic sources (Harvard referencing style):
<http://www.monash.edu.au/lis/lionline/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/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.

Additional subject costs

On Campus students are required to purchase a Turning Point clicker from the Campus Bookstore or directly from the Australian Distributor.

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:

- Student Academic Integrity Policy and Student Academic Integrity: Managing Plagiarism and Collusion Procedures ;
<http://www.policy.monash.edu/policy-bank/academic/education/conduct/student-academic-integrity-policy.h>
- 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>

Faculty resources and policies

Important student resources including Faculty policies are located at

<http://intranet.monash.edu.au/infotech/resources/students/>

Graduate Attributes Policy

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

Student Charter

www.opq.monash.edu.au/ep/student-charter/monash-university-student-charter.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 Malaysia 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](http://my.monash.edu) portal for more information. At Malaysia, 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 Malaysia
- 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, Malaysia Campus