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**FIT1013 IT for business - Semester 2, 2014**

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FIT1013 IT for business - Semester 2, 2014

Introduction to business application tools and introduction to basic computing concepts. Principles of spreadsheets and relational databases, covering their use for the generation of business plans, reports, financial statements, etc. Both the spreadsheet and database components incorporate an introduction to programming with visual basic for applications (VBA). The database component covers principles of database design. The business application software packages used in the unit are Microsoft Excel and Microsoft Access.

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 laboratory

(b.) Additional requirements (all students):

- A minimum of 2-3 hours of personal study per one hour of contact time in order to satisfy the reading and assignment expectations.

Unit Relationships

Prohibitions

BUS1010, CSE1720, GCO1851, MMS1401

Chief Examiner

Dr Yen Cheung

Campus Lecturer

Clayton

Yen Cheung

Tutors
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 feedback has highlighted that this is a very useful unit especially for the IBL students of the Faculty.

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

Learning Outcomes

At the completion of this unit, students will have:

- A sound knowledge of spreadsheet applications which will provide an understanding of business spreadsheet modelling for analysis, reporting and presentation of organisational data;
- learnt to construct applications using VBA as the language for enhancing the appearance and usability of spreadsheet and database systems;
- a knowledge of the use of relational databases for analysis, reporting and presentation of organisational information;
- an appreciation that a knowledge of programming can be used to enhance the utility of office productivity software packages.
## Unit Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Activities</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Register for an FIT1013 lab - these start in Week 1.</td>
<td>No formal assessment or activities are undertaken in week 0</td>
</tr>
<tr>
<td>1</td>
<td>Unit information. Excel: Working with formulas and functions. Working with Excel tables. Analysing data: working with Excel tables, Pivot tables, Pivot Charts, filters including advanced filters, etc.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>More Excel functions: AND(), OR() and NOT(); Nested IF; VLookup(), Match(), Index(), IfError(), ISNA(), Choose(), Database functions. Excel: Range names, data validation, worksheet and workbook protection, macros - the macro recorder.</td>
<td>Tutorial tasks and quizzes are due and assessed weekly from Week 2 to Week 11</td>
</tr>
<tr>
<td>3</td>
<td>Excel: More on Decision support: Goal Seek, Data tables, breakeven analysis, Scenario Manager. ActiveX controls to help develop an Excel application.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Fundamentals of VBA programming - string variables, string concatenation. The InputBox function, MsgBox prompt, Val function. Object variables in Excel VBA. The Set statement. VBA examples. Variable scope.</td>
<td>Assignment 1 due 22 August 2014</td>
</tr>
<tr>
<td>6</td>
<td>VBA: Date variables. Date functions: DateDiff, DateAdd, DateValue, TimeValue, Offset property of the Range object. Control structures, repetition. Do loop control structures. For..Next statement. For Each..Next statement. MsgBox function - Buttons argument. Customising screen elements. Custom GUIs - Creating User Forms. Form design. AddItem method for ListBox. Array variables and string manipulation functions.</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Class Test in lecture.</td>
<td>Class Test in lecture</td>
</tr>
</tbody>
</table>
Unit Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Assessment Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>Summary and revision.</td>
<td></td>
</tr>
</tbody>
</table>

- **SWOT VAC**: No formal assessment is undertaken in SWOT VAC

*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.

**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>Assignment 1</td>
<td>5%</td>
<td>Week 4, 22 August 2014</td>
</tr>
<tr>
<td>Assignment 2</td>
<td>18%</td>
<td>Week 11, 17 October 2014</td>
</tr>
<tr>
<td>Class Test</td>
<td>7%</td>
<td>Week 8 in lecture</td>
</tr>
<tr>
<td>Tutorial tasks</td>
<td>10%</td>
<td>During the relevant tutorial</td>
</tr>
<tr>
<td>Examination 1</td>
<td>60%</td>
<td>To be advised</td>
</tr>
</tbody>
</table>


12 Summary and revision.
Assessment Requirements

Assessment Policy

Faculty Policy - Unit 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
  
  Description: Data analysis using PivotTables.
  
  Weighting: 5%
  
  Criteria for assessment: The assessment for this assignment will be based on your ability to:
    
    ♦ Analyse a structured range of data using a PivotTable to analyse the data.
    ♦ Use the analysis to provide a summary report of recommendations.
    ♦ Use a PivotChart to substantiate the analysis and recommendations.
  
  Due date: Week 4, 22 August 2014

• Assessment task 2
  
  Title: Assignment 2
  
  Description: Creating an application using Excel visual basic for applications.
  
  Weighting: 18%
  
  Criteria for assessment: The assessment criteria will be based your ability to perform the following tasks:
    
    ♦ Write Macros (sub procedures) using VBA in Microsoft Excel
    ♦ Use appropriate data types, to declare and use variables and/or constants
    ♦ Use the Workbook, Worksheet and Range objects
    ♦ Write event procedures for some Excel and VBA objects.
    ♦ Use other objects as necessary
    ♦ Use repetition and selection structures in VBA code
    ♦ Perform data validation on user input
    ♦ Use the Vlookup() worksheet function in VBA code
    ♦ Construct arithmetic expressions in VBA code.
    ♦ Follow appropriate rules relating to the scope of variables
♦ Design user forms, using a variety of common graphic-controls (graphic-objects)

**Due date:**
Week 11, 17 October 2014

• **Assessment task 3**

**Title:**
Class Test

**Description:**
The test will be based on materials from Weeks 1 to 7 inclusive.

**Weighting:**
7%

**Criteria for assessment:**
Students will be required to demonstrate a thorough understanding of the materials presented in lectures and tutorials from Weeks 1 to 7 inclusive.

**Due date:**
Week 8 in lecture

• **Assessment task 4**

**Title:**
Tutorial tasks

**Description:**
These should be completed each week during tutorial time.

Week 2 onwards: tasks will be given during tutorial classes based on lectures from the previous week - see unit outline.

**Weighting:**
10% is the maximum awarded for the weekly tutorials and quizzes

**Criteria for assessment:**
How well students complete the assigned tasks.

How well students demonstrate their understanding of the material presented in the lectures.

**Due date:**
During the relevant tutorial

**Examinations**

• **Examination 1**

**Weighting:**
60%

**Length:**
2 hours

**Type (open/closed book):**
Closed book

**Electronic devices allowed in the exam:**
None
Learning resources

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
- Test results and feedback
- 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.

Assignment submission

It is a University requirement 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.
Assessment Requirements

**Recommended text(s)**


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: 

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.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/

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.html

Student Charter


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 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