FIT1028
Business information technology and systems

Unit Guide

Semester 2, 2014

Last updated: 27 Jul 2014

Table of Contents

FIT1028 Business information technology and systems - Semester 2, 2014

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.

Mode of Delivery

Berwick (Day)

Workload Requirements

Minimum total expected workload equals 12 hours per week comprising:

- Two hours of lectures
- One 2-hour laboratory
- A minimum of 8 hours independent study per week for completing lab and project work, private study and revision.

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.

Chief Examiner

Mr Lindsay Smith

Campus Lecturer

Berwick

Lindsay Smith

Consultation hours: To be advised

Tutors

Berwick

Michael Lim

William Lay

Peter Hoghton

Rebecca Fleming

Jason Haasz

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

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	Introduction	
2	Computer Hardware	
3	Software: Application Software	
4	Software: Operating Systems	Thursday 21st August 2014: Assignment 1 due at 5:00pm
5	Introduction to Systems Development	
6	Project Management	
7	Data Management	
8	Communications and Networks	Thursday 18th September 2014: Assignment 2 due at 5:00pm; Assignment 2 interviews/demonstrations in tutorials
9	eBusiness and the Internet	
10	WWW and Web 2.0	
11	Security	
12	Ethics and Future Directions	Monday 20th October 2014: Assignment 3 due at 10:00am; 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.

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 Summary

Examination (2 hours): 50%; Assignments: 50%

Assessment Task	Value	Due Date
Assignment 1 - Information Technology Research Topic	20%	Thursday 21st August 2014 at 5:00PM

Unit Schedule

Assignment 2 - Developing an Information System	15%	Thursday 18th September 2014 at 5:00PM
Assignment 3 - Developing a Data Management System	15%	Monday 20th October 2014 at 10:00AM
Examination 1	50%	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-hurd

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 - 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:
   Thursday 21st August 2014 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.

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 18th September 2014 at 5:00PM

- **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:
Monday 20th October 2014 at 10:00AM

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 (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
- 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 Acess 2010. These applications are installed in the student labs.

Recommended text(s)

Morely, Deborah & Parker, Charles S. (2015). *Understanding Computers Today and Tomorrow: Comprehensive Edition*. (15th Edition 2015) Course Technology, Cengage Learning (ISBN: 9781285767277).

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.ht

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 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 Commuity 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