



**MONASH** University  
Information Technology

**FIT1013  
IT for business**

**Unit Guide**

**Semester 2, 2015**

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# **FIT1013 IT for business - Semester 2, 2015**

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.

See also Unit timetable information

## **Unit Relationships**

### **Prohibitions**

BUS1010, CSE1720, GCO1851, MMS1401

### **Chief Examiner**

Dr Yen Cheung

### **Campus Lecturer**

**Clayton**

Yen Cheung

## **Tutors**

### **Clayton**

**Kimberley Soh, Consultation hours: TBC**

Consultation hours: TBC

**Peter Huynh**

Consultation hours: TBC

**Anthony Wong**

Consultation hours: TBC

## **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/](http://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](http://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  
<https://emuapps.monash.edu.au/unitevaluations/index.jsp>

# **Academic Overview**

## **Learning Outcomes**

On successful completion of this unit, students should be able to:

1. use spreadsheets to report, analyse and model organisational data;
2. use relational databases to report and analyse organisational information;
3. construct applications using VBA as the language for enhancing the appearance and usability of spreadsheet and database systems.

## Unit Schedule

Week	Activities	Assessment
0		No formal assessment or activities are undertaken in week 0.
1	Introduction to unit; Excel: Calculating data with formulas and functions	Tutorials start in Week 2
2	Excel Tables; Pivot Tables and Pivot Charts	Tutorial tasks and quizzes are due and assessed weekly from Week 2 to Week 11
3	Advanced Excel functions	
4	Developing an Excel application	
5	Fundamentals of programming: Excel VBA	Assignment 1 due 28 August 2015
6	Numeric variables and selection structures	
7	Date variables and repetition structures	
8	Class Test in lecture.	Class Test in lecture
9	Connecting to external data	
10	Access: creating a database; defining table relationships	
11	Querying a database; creating advanced queries	Assignment 2 due 16 October
12	Creating action queries and advanced table relationships; unit summary and review	
	SWOT VAC	No formal assessment is undertaken in SWOT VAC
	Examination period	LINK to Assessment Policy: <a href="http://policy.monash.edu.au/policy-bank/academic/education/assessment/assessment-in-coursework-policy.html">http://policy.monash.edu.au/policy-bank/academic/education/assessment/assessment-in-coursework-policy.html</a>

\*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%

Assessment Task	Value	Due Date
Assignment 1	7%	28 August 2015
Assignment 2	18%	16 October 2015
Class Test	7%	Week 8 in lecture

## Unit Schedule

Tutorials and Quizzes	8%	During the relevant tutorial
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

**Description:**

Using Pivot Tables in Excel

**Weighting:**

7%

**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.

Learning outcome 1 (use spreadsheets to report, analyse and model organisational data).

**Due date:**

28 August 2015

#### • 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

## Assessment Requirements

- ◆ 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)

Learning outcomes 1 and 3

**Due date:**

16 October 2015

• **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:**

Tutorials and Quizzes

**Description:**

Tutorial tasks should be completed each week during tutorial time.

Quizzes will be posted to Moodle during the semester.

**Weighting:**

8%

**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>

## 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
- 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

<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 electronic submission). 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.

## Prescribed text(s)

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

Parsons, Oja, Ageloff and Carey. (2014). *Microsoft Excel 2013, New Perspectives Series, Comprehensive Edition*. (First) Cengage Learning.

Adamski, Scollard and Finnegan. (2014). *Microsoft Access 2013, New Perspectives Series*,

Assessment Requirements

*Comprehensive Edition.* (First) Cengage Learning.

## **Technological Requirements**

Microsoft Excel 2013 and Microsoft Access 2013

## 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](http://www.policy.monash.edu.au/policy-bank/academic/education/index.html)

### 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](http://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](http://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](mailto: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