



MONASH University
Information Technology

FIT1028
Business information technology and systems

Unit Guide

Semester 2, 2015

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FIT1028 Business information technology and systems - Semester 2, 2015

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.

See also Unit timetable information

Additional workload requirements

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.**

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

Dr Campbell Wilson

Campus Lecturer

Berwick

Lindsay Smith

Consultation hours: Monday 11am - 12noon

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 online quizzes has resulted in a grade being assigned for completion of these quizzes, previously no marks were allocated.

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: Operating Systems	
4	Software: Application Software	Assignment 1 due Thursday 10PM
5	Systems Development	
6	Programming Development	
7	Data Management	
8	Communications and Networks	Assignment 2 due Thursday 10PM
9	WWW and Web 2.0	Assignment 2 interviews/demonstrations in tutorials
10	eBusiness and the Internet	
11	Security	
12	Ethics and Future Directions	Assignment 3 due Monday 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	15%	Thursday 20th August 2015 at 10:00PM
Assignment 2 - Developing an Information System	15%	Thursday 17th September 2015 at 10:00PM

Unit Schedule

Assignment 3 - Developing a Data Management System	15%	Monday 19th October 2015 at 10:00AM
Moodle weekly Quizzes	5%	Weekly. The exact due date will be announced as Moodle's quiz notification.
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-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 - Information Technology Research Topic

Description:

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

Weighting:

15%

Criteria for assessment:

This assessment relates to the 1st, 3rd and 4th bullet points under the Unit Knowledge and Understanding Learning Outcomes.

Marking Criteria:

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 20th August 2015 at 10:00PM

• Assessment task 2

Title:

Assignment 2 - Developing an Information System

Description:

This assignment will require students to develop an information system using Google Resources. Details of the scenario, tasks and deliverables will be made available in the assignment specification.

Weighting:

15%

Criteria for assessment:

This assessment relates to the 2nd and 5th bullet points under the Unit Knowledge and Understanding Learning Outcomes, the 1st and 3rd bullet points under the Developed Skills Learning Outcomes and the Developed Attitudes Learning Outcomes.

Marking Criteria:

Assessment will involve a compulsory interview with your tutor, in the tutorial in which you are officially enrolled, in the week following 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 17th September 2015 at 10:00PM

• **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. Details of the scenario, tasks and deliverables will be made available in the assignment specification.

Weighting:

15%

Criteria for assessment:

This assessment relates to the 2nd and 5th bullet points under the Unit Knowledge and Understanding Learning Outcomes, the 2nd bullet point under the Developed Skills Learning Outcomes and the Developed Attitudes Learning Outcomes.

Marking Criteria:

Assessment will involve a compulsory interview with your tutor, in the tutorial in which you are officially enrolled, in the same week as the assignment's submission deadline (week 12).

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.

Assessment Requirements

Further details will be outlined and discussed in the lecture and tutorials.

Due date:

Monday 19th October 2015 at 10:00AM

• **Assessment task 4**

Title:

Moodle weekly Quizzes

Description:

Students will be asked to complete online quizzes in Moodle based on the prescribed reading of the week.

Weighting:

5%

Criteria for assessment:

This assessment relates to the full range of Unit Learning Outcomes.

Marking Criteria:

The average marks across a number of quizzes from week 1 to week 12.

Due date:

Weekly. The exact due date will be announced as Moodle's quiz notification.

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>

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
- 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 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.

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 Access. This applications is installed in the student labs.

The latest version of Microsoft Office 365 (which includes Access) is available to all Monash students free of charge on up to five personal devices.

Prescribed text(s)

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

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

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](#) 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