

DIPLOMA OF COMPUTING

UNIT OUTLINE

SEMESTER 1 2009

UNIT CODE: SIT101

UNIT NAME: FUNDAMENTALS OF
INFORMATION TECHNOLOGY

Melbourne Institute of Business and Technology

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A note from your Unit Co-ordinator

Welcome to **SIT101 Fundamentals of Information Technology**. This unit outline explains the aims of the unit and describes the assessment requirements. You should always read this unit guide first and check it frequently when preparing to study, or embarking on assignment work.

Contact details

Unit Co-ordinator:	Annegret Goold
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Unit overview

Unit:	SIT101
Unit title:	Fundamentals of Information Technology
Prerequisites:	Nil
Teaching Method:	Four hours of class contact per week are allocated to this unit.

Unit description

The aim of this unit is to form a background to the study Information Technology through the study of computer hardware, software, computer networks and security. On completion of the unit students will have a good knowledge and understanding of basic issues and areas of Information Technology, which form a platform for their study of the course. Students will also understand the influence of IT on industry, engineering, business, and society, and the role of IT professionals and their need for lifelong learning, which will be learned through the study of technology and its rapid changes.

Learning objectives

The aim of this unit is to form a background to the study of Information Technology through the study of computer hardware, software, computer networks and security.

On completion of the unit students will have a good knowledge and understanding of basic issues and areas of Information Technology, which form a platform for their study of the course. Students will also understand the influence of IT on industry, engineering, business and society, and the role of IT professionals and their need for lifelong learning, which will be learned through the study of technology and its rapid changes.

On completion of this unit, students will have had an opportunity to develop the following generic skills: oral presentation and communication skills; written communication and presentation skills; team work and collaboration; critical thinking, analysis and problem solving; organisational and personal management skills; information technology literacy

Content / topics covered

- Familiarisation of the computer lab and software
- Application Software
- Word processing
- Powerpoint
- Relational Databases
- Excel
- The IT Sector
- Networks
- Human Issues

Learning outcomes

Knowledge and understanding

- written and oral communication
- information collection and dissemination
- application of theoretical knowledge to practice within a professional setting

Skills

- lateral thinking
- critical analysis and evaluation
- working effectively both as an individual and in teams
- critical analysis, problem solving and creative thinking

Attitude

- independent lifelong learning
- awareness of ethics, social responsibility and cultural diversity
- appreciation of international perspectives in a global environment

Prescribed texts

Shelly G, Cashman T and Vermatt M, **Discovering Computers 2008**, Complete, Soft Cover, Course Technology, 2008

Assessment

This unit will be assessed by revision tests, practical assignments and an examination. The final grade will be calculated using the following formula:

Revision Tests	25%
Assignments	25%
Examination	50%

Assessment reviews / appeals

Students may appeal against the mark/grade awarded in any component of their assessment. The appeal must relate to the assessment procedures and not simply dissatisfaction with the final grade given. Appeals will be considered by the unit co-ordinator and a recommendation made to the MIBT Academic Progress Committee. Appeals are made by completing a Review of Assessment Application.

Review of Assessment

To have an assessment in a unit reviewed students must complete the *Review of Assessment Application* available from the myMIBT Student Portal. **The form must be lodged at MIBT Reception by 5.00 pm on the Monday after the publication of results.** A \$50 fee is payable before the application will be processed. The fee will be refunded only if a change to the assessment is made in the student's favour.

Special Consideration

Special Consideration may be provided when a student completes a piece of assessment (for example: a class test, assignment or an examination) and the student believes there have been adverse circumstances affecting their performance.

Applications for Special Consideration will be accepted on medical, compassionate, and/or trauma grounds. Supporting evidence, clearly stating specific reason, must be given with the application. Reasons such as headaches, colds or returning home, will not be accepted as grounds for Special Consideration.

Students are required to complete a *Special Consideration Application* available from the myMIBT Student Portal and submit to MIBT Reception, together with supporting documentation before the assessment is due, or within 2 working days of completing the assessment.

Academic misconduct

Plagiarism and collusion are academic offences. They are forms of cheating and severe penalties are associated with them. If a student is caught plagiarising they may be failed in that piece of assessment.

- **Plagiarism** occurs when a student passes off as their own another student's work, or copies without acknowledgement of its authorship, the work of any other person.
- **Collusion** occurs when a student obtains the agreement of another person for a fraudulent purpose with the intent of obtaining an advantage in submitting an assignment or other work.

Whenever you refer to another person's research or ideas (whether by directly quoting or by paraphrasing them) you **MUST** acknowledge the source. Also, copying paragraphs from the Internet and presenting them as your own work is plagiarism. If you download and copy paragraphs from the Internet you must identify the source.

References / acknowledgement of authorship (including electronic resources).

You **MUST acknowledge the sources** that you have drawn on. This is a necessary courtesy to the original authors, and also allows the readers of your work to follow up any points you have raised.

If you directly copy another writer's phrase, sentence or paragraph, then you should use quotation marks and note the source of the quote. If you use another writer's ideas, but not his or her exact words, you should again note the source. There are a number of ways by which you can refer to other people's work.

For an essay the reference list should include full citations of all sources consulted for the essay and these sources should appear in the body of the essay (e.g. Thwaites, 2002 etc.) wherever a reference to someone's work is made, instead of footnotes. This referencing method, like all methods, involves noting the author's name, the title of the article and journal, or book, the year of publication, the journal's volume number, the book publisher's name and location, and the relevant page numbers.

Details of the MIBT Referencing Guide are available on the myMIBT Student Portal under myServices / Forms.

Assignment submission

Assignments must be submitted by the due date. Students should complete the *Assignment Cover Sheet* (obtainable from the myMIBT Student Portal), attach it to their assignment and then place the completed assignment in their lecturer's locker located on Level 4 Building 1a. (Assignments will not be accepted at MIBT Reception).

Students must keep a copy of each assignment submitted and must be able to produce the copy in the unlikely event that the original assignment is misplaced. Students must maintain 'backup' copies of all their assignment work. Electronic loss of data is common, but is **NOT** a satisfactory excuse for an extension of a submission date.

Late submission of assignments

Extension for medical reasons

If your work is late for medical reasons you will not need to seek the prior approval of your lecturer. However, you must attach a Doctor's certificate to your assignment with a note that the work is late for medical reasons. Please note that, in these circumstances, the medical certificate must cover the **entire** period of the extension, from the time the assignment was due until the time it is submitted.

Penalties for late submissions

Assignments received late and without prior approval will be penalised. A penalty of 5% of the available marks will be deducted for every day the assignment is late. Assignments received after a week, and without an approved extension, will not be marked.

Grading system

All students enrolled in any unit will be graded according to MIBT's standard grading system as follows:

GRADE	DESCRIPTION	PERCENTAGE
HD	High Distinction	80 - 100
D	Distinction	70 - 79
CR	Credit	60 - 69
P	Pass	50 - 59
N	Fail	0 - 49
DE	Deferred Examination	
EX	Exemption Granted	
RI	Results Not Finalised	
RPL	Recognition of Prior Learning	
RW	Results Withheld	
W	Withdrawn	
WN	Withdrawn Fail	
XN	Enrolled Assessment Incomplete	

Changes to enrolment

- Enrolment changes can be made through the myMIBT student portal until 5.00 pm Friday of the second week of the semester.
- A unit can be dropped until the end of the fourth week (without penalty) and fees paid for the dropped unit will be credited to the next semester. After week four if a unit is dropped fees for that unit will be forfeited.
- Students who drop a unit after Week 4 will have 'W' (Withdrawn) recorded as their result in the unit.
- A unit dropped after Week 8 will be recorded as 'WN' (Withdrawn – Fail).
- A unit cannot be dropped in the final two teaching weeks of a semester.

Class Attendance

Attendance is an important element of a student's success in their studies and it is strongly recommended that attendance is maintained in all classes. All work covered in class is examinable.

Attendance will be recorded in all sessions and **international** students need to be aware that if they fail to meet satisfactory attendance requirements, as set out by DIAC, they may be breaching their visa requirements.

Semester timetable

WEEK	LECTURES	LAB. SESSION
1	Introduction/Administration Fundamentals of Information Technology Reading: Shelly, Chapter 1	Familiarisation of the computer lab and software
2	Hardware: The System Unit Reading: Shelly, Chapter 4	Application Software
3	Hardware: The System Unit Binary Number System Reading: Shelly, Chapter 4	Word processing
4	Hardware – Storage, Input, Output Reading: Shelly, Chapters 5, 6, 7 Revision Test 1: The System Unit	Powerpoint
5	Systems Software Reading: Shelly, Chapters 3, 10	Relational Databases
6	Application Software and Development Reading: Shelly, Chapter 8 Revision Test 2: Hardware	Assignment 1 Due before class Excel Part 1
	Thursday 9 April 2009 to Wednesday 15 April 2009	EASTER BREAK
7	Information Systems Development Enterprise Computing Reading: Shelly, Chapter 12	Excel Part 2
8	Communications and Networks Reading: Shelly, Chapter 9 Revision Test 3: Software and Software/Systems Development	Excel Part 3
9	The Internet Reading: Shelly, Chapter 2	Assignment 2 (Excel) to be completed in class
10	Computer and Data Security Reading: Shelly, Chapter 11 Revision Test 4: Communications & Networks	Networks
11	Human Issues and Ethics Reading: Shelly, Chapter 11	Web Exercise
12	Review Revision Test 5: Security & Human Issues	The IT Sector and Review
13	EXAMINATION WEEK (25th May)	

Semester 1 Census Date: Friday 20 March 2009

Easter Break: Classes finish on Wednesday 8 April 2009 at 5.30 pm and resume on Thursday 16 April 2009 at 8.30 am

Results released on portal: Tuesday 9 June 2009

Assessment details

Revision Tests

The revision tests are intended as revision for topics covered in the textbook, the lectures and the practical sessions. There are five tests, each worth 5%.

The tests will consist of multiple choice questions. The pen-and-paper tests will be conducted during class.

Assignments

Assignment assessment is as follows:

- Assignment 1 10%
- Assignment 2 15%

Assignment 1 will focus on current advances in information technology and presentation of this information.

Assignment 2 will focus on data analysis (practical use of Excel).

Where assignments need to be submitted, students must keep a 'backup' copy of their assignment work and be able to provide their work if an original assignment goes missing. Electronic loss of data is NOT a satisfactory excuse for an extension of a submission date.

Examination

The examination will be held during the exam week at the end of semester. All work presented during lectures and practical sessions are examinable. More information about the exam and its format will be provided towards the end of semester.