

ASSESSMENT SUMMARY

Overview of Company

You work for Business Intelligence Corp, a multi-national operation that employs 27 people across three continents. The company makes its money by providing services to other business to help them to understand their information flow through the use of: consulting seminars, smart tools, IT personnel and a host of business analysis services. The company prides itself on being a world leader in the use of smart technologies for business and has an impressive roster of clients ranging from local telecommunication companies to American Fortune 500 companies.

Your Role: Second assistant to CEO's Personal Assistant's Secretary.

Your CEO has been listening to the radio and heard a story outlining the abuse of Internet resources in many workplaces. The CEO has seen the total amounts for Internet access that the company pays and has questioned the need for Staff to have Internet access. His proposal is to reduce access for all staff. However, before implementing this proposal, there has been input from the heads of various departments stating that Internet access is important for their department.

You have been asked to perform a Business Case for the use of the Internet in your branch office. Data has been collected and provided to you, which includes the most frequently used sites. You need to investigate current research within the area of *Internet Use at Work for Employment* and make a recommendation to the CEO.

Project Scenario

This assessment is designed to assess your practical ability to develop and operate application software products, in this case using Word, PowerPoint and Excel from the Microsoft Office suite. A business case study will be used so that you can analyse and organise data as well as develop appropriate material for reports and presentations for management. It will demonstrate your ability to apply theoretical concepts while recognising their interrelationships as well as incorporating appropriate competency-based skills in manipulating data for a real world business environment.

The Business Analysis assessment item will help you to develop your ability to work autonomously, enhance your problem-solving skills and your analytical and conceptualisation skills. This assignment relates to the course objectives of students being able to demonstrate capable knowledge in the operation of selected software packages.

Assessment Item		Weight	Due Date
Collaborative Workshop Exercises	(As Below)	60.0 %	Progressive
Task 1: Web Resource		5.0 %	Week 4
Task 2: Annotation		15.0 %	Week 8
Task 4: Business Analysis		20.0 %	Week 11
Task 5: Reflection		20.0%	Week 13
Final Exam		40.0 %	Exam Period

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MILESTONES

Week	When	Item	Weight	Type
6	5pm Friday	Web Resource (Refer pg. 5)	5.0%	Individual
8	5pm Friday	Annotation (Refer pp. 8 & 9)	15.0%	Individual
11	5pm Friday	Business Analysis (Refer pp. 12 – 15)	20.0%	Individual
13	5pm Friday	Learning Reflection (Refer pg. 11)	20.0%	Individual
Exam Period		Final Exam	40.0%	Individual

WARNINGS: REFERENCING, EXTENSIONS & LATE PENALTIES

You may make use of discussion groups to discuss weekly materials and assessment items **but** you must submit your own work where required.

Extensions & Penalties: Requests for an extension of time for submission of an assessment item must be lodged at least 24 hrs before the assessment item is due. Requests received on or after the due date will only be considered in exceptional circumstances. Extension requests must be made in writing to the Course Convenor (at least 24 hrs before the assessment item is due), and must be accompanied by appropriate supporting documentation (eg a medical certificate). Submission of a request for an extension does not guarantee that it will be granted.

Where an extension has not been granted, an assessment item submitted after the due date will be penalised as follows: the mark assigned to the item will be reduced by 10% of the maximum possible mark for each day or part thereof that the assessment item is late. Each weekend (5pm Friday to 9am Monday) will count as one day. Assessment items submitted once other assignments have been returned will not be assessed.

Plagiarism/Academic Misconduct: Students must conduct their studies at the University honestly, ethically and in accordance with accepted standards of academic conduct. Any form of academic conduct that is contrary to these standards is academic misconduct, for which the University may penalise a student. Please refer to the University's Policy on Academic Misconduct for further details.

University Policies: All University policy documents are accessible to students via the University's Policy Library website.

Assignment Records:

Students should keep a copy of all assignments until they are marked and returned. Further, students should keep all marked assignments until a final grade is awarded.

For online submissions, students should capture a screen image of the day and time your assignment item was successfully submitted and paste the image into a MS Word document and save the document. Keep this document as proof of submission and retain it until final grades are awarded. (You should place images of all online submissions in this document.)

Notification of Assignment Marks

A notification will be placed in the Announcement section of the Course Web site once the marks for an assignment have been entered into the Course Grade Centre. You will be able to view your results by clicking on the 'My Grades' link in the Welcome screen of

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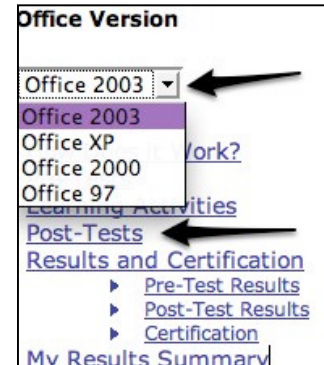
Learning@Griffith. An email will be sent to all students. If there is any problem with your marks, you will need to contact the convenor within **ONE WEEK!**

About Learningfast:

Learningfast is a competency-based program. When you log into *Learningfast*, you should navigate to the ICT Skills Benchmark. Within the Benchmark program, there are pre-tests, activities, and post-tests for you to do. Make sure you select the right office version in the left hand menu of *Learningfast* (top arrow).

The program is designed for you to assess your level of knowledge with the pre-tests. These tests will make suggestions for activities that will assist you to achieve the Competency. You may then undertake the post-tests, where your competency level will be assessed. Ensure that you complete all of the Post-Tests for the 3 competencies (5, 6 and 7) (bottom arrow). You may redo the post-tests as many times as needed to achieve 80%. If you feel confident about your level of knowledge, you can go straight to the post-tests.

Upon completion of the three competencies, you can select Results and Certification, then Post-Test Results to see all your results.



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Collaborative Workshop Exercises Overview

These workshop-based exercises develop your interpersonal, collaborative and written communication skills. An online learning environment will complement and support the workshop activities as well as facilitate the sharing of knowledge and experiences with others. The online environment will also provide the means by which your knowledge, understanding and synthesis of the principles of Business Informatics can be evaluated.

The Collaborative Workshop Exercises will ensure that you build the necessary skills to complete the Business Analysis assessment item.

Introduction

There are five individual tasks in this assessment item:

- Task 1. Web Resource;
- Task 2. Annotation;
- Task 3. Business Analysis
- Task 4. Learning Reflection.

The first task requires you to look at the list of available websites in the course wiki and write a brief description about how you could use the website at work. You should focus on what kind of people will use it and why and **not what it does.**

For the second task, you will be using the skills you learned from the LRT to find an academically appropriate Journal Article or Chapter from a Research Book (NOT a text book). You will write an Annotation for your selected academic research article. As part of these activities, you need to find an academically appropriate journal article or research-based book concerning relevant and up-to-date resources about business practices concerning the use of the Internet at work. This needs to be stored in an online information repository. The information repository is discussed below.

The third task is a business analysis and is described in detail on page 9.

The last task is a reflection on your learning throughout the course. You should begin reflecting on your learning as soon as possible and take notes so that you will have material for your reflection. See the hints in the study guide.

Extensions:

Extensions will NOT be granted for any of the Collaborative Workshop Exercises. These exercises are to be completed in your own time and submitted by the due day.

Should you submit the items after the due time and date, standard penalties as established by Griffith University (refer to the first page of this document) will be applied.

Further Details:

More information about each task is presented below.

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Task 1 – Web Resource

Due: At Workshop, Week 6

Evaluate one website in the list from the data file for the Business Analysis. You must describe firstly what the link is, who would use it and why it would be important for work. Your answers are based on the usefulness of the link for work.

Process

Insert a link into the wiki. Using no more than 250 words describe the appropriateness of the link for work.

Marking Criteria:

Element	Marks (10)	Description of Element
Name and address of resource	2	<ul style="list-style-type: none">▪ Appropriate name for resource used as link.▪ Link works (that is, the page loads on clicking the link)
Description of resource	6	<ul style="list-style-type: none">▪ Description provides a good indication of what the resource is about.▪ Description indicates how useful the information could be in a business situation
Formatting with wiki features	2	<ul style="list-style-type: none">▪ Correctly formatted hypertextual link (Non-exposed link)▪ Appropriate headings▪ Text formatting used appropriately
Penalties		Details below.
Resource in wrong page	-4	4 marks will be deducted if your resource has been placed on the wrong page.
Resource on separate page	-5	5 marks will be deducted if your resource has been placed on a separate page that you or someone else has created

Mark will be divided by 2 to give a mark out of 5

Submission:

You are required to submit your Web Resource description into the Assessment Wiki for your tutorial group.


You will need to choose the appropriate page for the kind of resource you have chosen.

Ensure that your Name and Student Number are included at the bottom of your submission.

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Task 2 – Annotation

Due: 5pm Friday, Week 8

You will need to research the topic of Internet usage at work as described in the scenario for the Business Case. You may use any scholarly article (check the publication list at Ulrich's database in the library databases for peer-reviewed status – look for journals with  (referee's shirt) in <http://app.griffith.edu.au/erd/search.php?keyword=ulrichs>).

Process

Search the library databases for relevant topics as listed above. On your wiki page, enter the details of the FULL REFERENCE using the HARVARD (Author-Date) style. Provide approximately 300 words in your annotation to describe the article. You will need to include the aims of the article, the methods used, the findings and the conclusion. Place this below your Web Resource.

Helpful Hints:

You should search for material for your Research Annotation from the library, Electronic Databases, Internet sources such as Google Scholar (<http://scholar.google.com/>), as well as any other academic source you may find. However, all source material MUST be of an acceptable academic standard and fully referenced. Please note that Wikipedia and text books are NOT acceptable academic sources for your research annotation.

You should employ the skills you learned in the Library Research Tutorial to search for and find an appropriate academic research article. Some additional help has been provided for you in the GBS Resource Bank: 1) How to Select an Academic Journal Article; and 2) Links to annotation writing guides.

Marking Criteria:

Element	Marks (15)	Description of Element
Article & Reference	4	<ul style="list-style-type: none">▪ Appropriate article for business; and▪ Complete bibliographic information provided.
Annotation	8	Include in your annotation information about: <ul style="list-style-type: none">▪ The item's content overall (a brief statement only);▪ The aims of the article;▪ The methods used;▪ The findings;▪ The conclusion. Warning: A summary of the item alone is not acceptable and will only be awarded one mark.
Presentation	3	Using a business/professional presentation style.
Penalties		Details below. (Yes, you can end up with negative marks.)
Quality Academic Article	- 4	4 marks will be deducted if your article is not of appropriate Academic Quality. (eg magazine or newspaper articles)
Harvard Style	- 4	4 marks will be deducted if you do not use the Harvard Style of referencing.
Placement	- 10	10 Marks will be deducted if your annotation is placed on separate or wrong wiki page.

Points to note:

1. As a business application, the information repository should be business like.
2. Referencing standard is the Harvard (author-date) style. Griffith University has a downloadable PDF (http://www.griffith.edu.au/ins/training/library/pdf/referencing_guide_harvard.pdf).
3. A Link is not needed for references with an equivalent paper-based journal. (If you absolutely must, put the link behind the word [LINK] or the base URL of the Journal.)

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4. Do not upload any PDF or text files with your Research Annotation, as in most cases; this would be a breach of copyright.

Submission:

You **must** submit your annotation to the your page in the wiki.

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Task 4 – Business Analysis

Due: 5pm Friday, Week 11

Overview

This assessment item is an individual project and is designed to assess your practical ability to develop and operate application software products, in this case using Word, PowerPoint and Excel from the Microsoft Office suite. A business case study will be used so that you can analyse and organise data as well as develop appropriate material for reports and presentations for management. It will demonstrate your ability to apply theoretical concepts while recognising their interrelationships as well as incorporating appropriate competency-based skills in manipulating data for a real world business environment.

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Your Role: Second assistant to CEO's Personal Assistant's Secretary.

Your CEO has been listening to the radio and heard a story outlining the abuse of Internet resources in many workplaces. The CEO has seen the total amounts for Internet access that the company pays and has questioned the need for Staff to have Internet access. His proposal is to reduce access for all staff. However, before implementing this proposal, there has been input from the heads of various departments stating that Internet access is important for their department.

You have been asked to perform a Business Case for the use of the Internet in your branch office. Data has been collected and provided to you, which includes the top 60 sites. You need to investigate current research within the area of *Internet Use at Work for Employment* and make a recommendation to the CEO.

Process:

Attend all workshops (undertake activities in study guide). In the workshops you will be exposed to activities that will assist you in completing the data analysis (spreadsheet) and the presentation highlighting the main findings for the CEO. There will also be hints provided in the lectures.

Resources:

Files – Data available from Assessment folder in Learning@Griffith.

Library Research Tutorial – Research skills development to ensure you can find the information to back up your conclusions in your presentation.

ICT Skills Benchmark (*Learningfast*) – Development of required skills to enable you to complete the spreadsheet and report.

Information Repository – Research on business use of the Internet at work.

Task – to determine the appropriateness of Internet access at work

Management has received a report that many people are accessing non-work related sites at work. This coincides with reports in the news that social networking sites cause people to 'slack off' and not work. Use the data provided to determine whether the CEO's proposal should be carried out. (See below.)

Requirements

Your Business Analysis has two parts: a Spreadsheet and a Report to Management.

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Spreadsheet

You have to make the spreadsheet work. You will need to perform basic calculations, clean and sort the data, find any patterns of use and any anomalies. You should also produce charts, tables and pivot tables that will demonstrate and support your findings. You must make a firm recommendation to management your data and findings.

Process

The data tells a story. It is your responsibility to determine what that story is. In order to communicate this to your colleagues, you will need to use the graphs and tables to support the information and develop a slide presentation describing what approach you used. (You may search for more information in light of what the data is telling you.)

You will be working with your colleagues to develop the analysis. You may collaborate with no more than four (4) of your colleagues (in your tutorial group) to ensure that multiple perspectives are brought to the analysis. You must acknowledge contributions from your colleagues in a separate worksheet.

Ensure that you cover the key ideas in your report. These will include what you think is the best information for the presentation. No waffle, no useless information.

Things to do and think about:

1. What kinds of work is each section involved in?
2. What kinds of external information would they need to access?
3. Which department uses the most bandwidth?
4. Which websites match departmental roles?
5. Which websites can be used for each department and why?
6. How much time should each department be accessing the internet?
7. Are there any patterns in the Internet Usage that point to different work patterns?
8. Does any of the research collected in the wiki help to explain the data?
9. Is there a better solution?

Explain your reasoning. (Recommendations)

Report – 600 words maximum

Create a report for management that explains your key findings (analysis) and recommendations. The report should have a maximum of the following: a Title page, an Introduction, Background including a minimum of three important points for management to consider based on your findings, a conclusion and Recommendations. The analysis must support your recommendations and be supported by research

Presentation	Each student receives an individual mark.	
Element	Marks (100)	Explanation
Title page	5	Who, what and when
Introduction	20	Clear introduction to the presentation. Succinct and to the point. Statement of problem.
Analysis	45	Relevant information clearly identifying the problems presented along with supporting diagram(s)/table(s) explaining what it means.
Conclusion	5	Succinct summary of major points covered in the report including what was discussed.
Recommendation	15	Succinct explanation of what is to be done to fix any identified problem linked to both the analysis and research.
Style	10	Professional and business-like. (Would you present this to your boss?)
References	-20	No references

Marks will be scaled to 20%.

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Submission Process:

Ensure that your Name and Student Number are included in each of your files.

Your Business Analysis files must be uploaded to the your Submission Folder on the Course Web site. You should upload two files: the Spreadsheet and the report. Follow the procedures outlined below. More specific instructions have been provided in the Submission Folder.

- Ensure that your files work correctly before you attempt to submit. (Open your files and check everything looks ok before you begin.)
- Make sure your computer is attaching the correct file extension to the filename, and that the file extension is correct (.xls, .doc). Apple Mac computers often don't include the file extension by default, so if you use a Mac, you may have to add the file extension yourself. If you are using open office please ensure you also indicate 'Open Office' in the file name.
- Once your files have been added, you must click the Submit button, not just the Save button, to successfully submit your assignment.
- After your file has been submitted, go back and click again on the link to "View / Complete Assignment". From the screen that appears, you will be able to check that your assignment has submitted successfully. If it has, you will see the message "This assignment is complete. Click OK to review the result." If you click OK, you will see the Review Assignments screen, where you can click on and open your file/s to check them. If there is a problem with your file/s, contact your course convenor immediately.

Please remember that once you SUBMIT your assignment, you cannot add anything to it. You need to upload TWO files to two submission links. When you are ready, ensure you click submit for each submission. There is no need to enter anything into the comments box, unless it is relevant information. (Learning@Griffith puts your student number on your files, so there is no need to tell us who you are in the comments field).

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Task 5 – Learning Reflection

Due: 5pm Friday, Week 13

Think about what you have produced for these assignments, the activities you have undertaken within the course, and the things you have learnt. You will need to write a reflection of at least 500 words.

Use these questions as a guide to writing your reflection.

- What helped you to learn?
- What activities made you think?
- What activities would you approach differently?
- What kinds of activities would you have liked to do more of? Less of?
- How useful do you think informatics is?

Marking Criteria:

Element	Marks (20)	Description of Element
Learning	5	<ul style="list-style-type: none">▪ Explain what helped your learning.
Activities	4 4 4	Include your thoughts on: <ul style="list-style-type: none">▪ Activities that made you think.▪ Activities you would approach differently.▪ Kinds of activities would you have liked to do more of and those you would like to do less of.
Usefulness of Informatics	3	<ul style="list-style-type: none">▪ Explain how useful you think informatics is.

Submission:

Your Learning Reflection must be uploaded to the relevant submission folder on the course Web site.

Ensure that your Name and Student Number are included in your file.

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PERFORMANCE LEVELS

In assessing the assignments, the following levels of performance will be applied:

High Distinction: Exceptional performance indicating complete and comprehensive understanding of the course matter to date; genuine mastery of relevant skills; demonstration of an extremely high level of interpretative and analytical ability and intellectual initiative; and achievement of all major and minor learning objectives for the assessment item.

Distinction: Excellent performance indicating a very high level of understanding of the course matter to date; development of relevant skills to a very high level; demonstration of a very high level of interpretive and analytical ability and intellectual initiative; and achievement of all major and minor learning objectives for the assessment item.

Credit: Good performance indicating a high level of understanding of course matter to date; development of relevant skills to a high level; demonstration of a high level of interpretive and analytical ability and achievement of all major learning objectives of the assessment item; some minor learning objectives not fully achieved.

Pass: Satisfactory performance indicating an adequate understanding of most of the basic course matter to date; partial development of relevant skills; adequate interpretive and analytical ability and achievement of all major learning objectives for the assessment item; failure to achieve some minor learning objectives.

Pass Conceded: Limited performance indicating partial understanding of basic course matter to date; partial development of relevant skills; some evidence of interpretive and analytical ability; achievement of most major learning objectives for the assessment item; failure to achieve some minor learning objectives.

Fail: Unsatisfactory performance indicating an inadequate understanding of the basic course matter to date; failure to develop relevant skills; insufficient evidence of interpretive and analytical ability; and failure to achieve major and minor learning objectives for the assessment item.