



# FPIT002

## Information Technology 2

MQC3 Day 2014

*Macquarie City Campus*

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#### Disclaimer

Macquarie University has taken all reasonable measures to ensure the information in this publication is accurate and up-to-date. However, the information may change or become out-dated as a result of change in University policies, procedures or rules. The University reserves the right to make changes to any information in this publication without notice. Users of this publication are advised to check the website version of this publication [or the relevant faculty or department] before acting on any information in this publication.

## General Information

Unit convenor and teaching staff

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Credit points

3

Prerequisites

FPIT001

Corequisites

Co-badged status

Unit description

The unit is intended to give students an understanding of the underlying theory of project management as well as an opportunity to practically plan, design and implement an information system that achieves a business goal. The unit provides both a theoretical and practical approach covering the phases involved in Project Management using the PMBOK guide. Upon completion of this unit the student will be able to describe the characteristics and phases of a project and its life cycle, and explain the processes involved in selecting and initiating a project. They will be able to analyse situations, identify the purpose and need of projects, prepare various documentations particular to each phase and process, propose and complete successful projects.

## Important Academic Dates

Information about important academic dates including deadlines for withdrawing from units are available at <https://www.mq.edu.au/study/calendar-of-dates>

## Learning Outcomes

On successful completion of this unit, you will be able to:

Describe Project Management phases, life cycle s and methodologies and explain the role played by the project manager

Develop and explain solutions for an identified need for a project which address all of the information processes required by a system

Justify the selection and use of appropriate resources and tools to effectively develop and manage IT projects.

Develop the ability to work as part of a team and apply conflict resolution and communication skills while working on an IT project.

Use Project Management tools and techniques to assist, schedule and monitor project work.

## General Assessment Information

### Missed Assessments

The only exception to not sitting an in-class test or examination at the designated time or handing in an assessment on the due date is because of a serious or unavoidable disruption.

Students who miss a formal assessment held in class or a final examination due to a serious and unavoidable disruption which commenced after the start of the study period must lodge a [Disruption to Studies](#) Notification via [ask.mq.edu.au](http://ask.mq.edu.au) within five (5) working days of the commencement of the disruption in order to apply for Special Consideration. The notification must be supported by appropriate [evidence](#).

In submitting a Disruption to Studies Notification, a student is acknowledging that they may be required to undertake additional work. The time and date, deadline or format of any required extra assessable work as a result of a Disruption to Studies Notification is not negotiable. Further, in submitting a Disruption to Studies Notification, a student is agreeing to make themselves available so that they can complete any extra work as required.

Students will be advised of the outcome of their [Disruption to Studies](#) Application via [ask.mq.edu.au](http://ask.mq.edu.au).

Please refer to the [Disruption to Studies Policy](#) for further details.

### Extensions & Late Submissions

To apply for an extension of time for submission of an assessment item, students must submit a notification of Disruptions to Studies via [ask.mq.edu.au](http://ask.mq.edu.au).

Grounds for extensions are usually serious illness, accident, disability, bereavement or other compassionate circumstances and must be substantiated with relevant evidence (e.g. professional authority form).

Late submissions without an approved extension will be penalised at a rate of **10% per day (weekend inclusive)**. This applies to assessments completed outside of class such as essays and assignments.

## Final Examinations and Final Assessment Tasks

Final exams and final assessments typically take place in Week 13 and the first 3 days of week 14. **Please note that you must pass the final exam or final assessment task in order to pass this unit.** You are expected to present yourself for examination at the time and place designated in the Final Examination Timetable. Please note that no special consideration will be given to students who have booked flights out of the country prior to the conclusion of the examination period.

The Final Examination Timetable will be available in provisional form on the MQC Student Portal Noticeboard at <https://student.mqc.edu.au/NoticeBoard.htm> in approximately week 10 of this Session. You will have 1 week to give feedback to the Student Administration Manager should you have concerns or note any clashes in your final exam timetable. From week 12, you will also be able to view your personal final exam timetable via the [MQC Student Portal](#).

The examination timetable is produced to provide the maximum number of students with the least number of consecutive examinations. It is not uncommon for students of Macquarie University at both the City and North Ryde Campuses to be required to sit two consecutive examinations. A maximum of three consecutive exams is also permitted (for example, two on one day, and one the following morning). However, no student is required to sit four consecutive exams and if any student discovers their examination timetable contains four consecutive exams, they should immediately contact the [Student Administration Manager](#) to have an exam rescheduled.

Prior to the examination period, you should ensure that you are familiar with the [Examination Rules](#). You can find these under Exam Information on the MQC [Student Portal Noticeboard](#). A breach in any of these rules will lead to disciplinary action being undertaken.

**Students who miss a final exam or final assessment will be awarded a mark of 0 for the task and cannot pass the unit**, except for cases where a Disruption to Studies Notification is lodged and a Special Consideration is awarded. Please note that in submitting a Disruption to Studies Notification, a student is acknowledging that they may be required to undertake additional work. The time and date, deadline or format of any required extra assessable work as a result of a Disruption to Studies Notification is not negotiable.

## Supplementary Examinations

Supplementary final examinations are held during the scheduled Supplementary Final exam Period in the lead up to the subsequent teaching period.

Please note that results for supplementary exams may not be available until the conclusion of Week 2 of the subsequent teaching session and until supplementary results are released, continuing students may be prevented from enrolling in certain units in the subsequent teaching session.

Students in their final semester of study who undertake supplementary final exams should note that Formal Completion of the Foundation Program will not be possible until supplementary results are released and this may impact on their ability to enrol subsequent programs of study on time.

## Retention of Originals

It is the responsibility of the student to retain a copy of any work submitted and produce another copy of all work submitted if requested. Copies should be retained until after the release of final results each Session.

In the event that a student is asked to produce another copy of work submitted and is unable to do so, they may be awarded zero (0) for that particular assessment task.

The University also reserves the right to request and retain the originals of any documentation/ evidence submitted to support notifications of disruptions to studies. Requests for original documentation will be sent to the applicant's University email address within six (6) months of notification by the student. Students must retain all original documentation for the duration of this six (6) month period and must supply original documents to the University within ten (10) working days of such a request being made.

## Turnitin

Students may be requested to submit assessments via Turnitin and in such instances any hard copies submitted without a Turnitin Report will not be marked.

Step by step guidance for Turnitin submissions can be found [here](#). Should you experience any difficulties with Turnitin submission, please see a Lab Demonstrator in Lab 311 at MQC.

If you experience difficulties submitting through Turnitin on the due date, you must email your work in electronic format to your lecturer using the email address provided in the unit guide. Late submissions will be penalised at 10% per day.

## Grading & Requirements to pass

This unit will use the following grading system:

- HD - High Distinction (85-100)
- D – Distinction (75-84)
- CR – Credit (65-74)
- P – Pass (50-64)
- F – Fail (0-49)

Grade descriptors and other information concerning grading are contained in the Macquarie University Grading Policy which is available [here](#).

To pass this unit, you must attempt all assessable components of the unit, pass the final exam and attain an overall mark of at least 50%. Failure to do so will result in an F (fail) grade being recorded.

Please note that this is a level 2 elective unit. **All** attempts at a level 2 elective unit will count towards your Macquarie University Average (MQA), including failed and withdraw fail results. If you academic advice, please see a Student Adviser prior to the Academic Penalty Date (Friday Week 8).

For further information on progression to an Undergraduate degree, please see ***Progression into Undergraduate studies*** section below.

## Provision of Feedback

Marks awarded for assessment items will also be available on the MQC Student Portal within fourteen (14) days of the due date. Typically you will also be able to collect your submitted assignments in this same timeframe.

If you wish to receive further feedback from your instructor, you should contact them directly using the contact details provided in this guide.

Students may seek general feedback about their performance in a unit up to 6 months following results release.

## Contacting Staff and Getting Help

Foundation students may approach teaching staff for one-on-one help in one of three ways:

- During Consultation sessions. For details about consultation sessions and Consultation times, please refer to timetabled provided on the Macquarie [City Campus Portal Noticeboard](#).
- Using the "Questions for your instructor" dialogue provided in Week 0 of the respective unit in [iLearn](#).
- Using the instructor's email address provided in the Unit Guide of the respective unit.

For all university related correspondence, students are required to use their official MQ student email account which may be accessed via the [Macquarie University Student Portal](#). Inquiries from personal email accounts will not be replied to.

## Assessment Tasks

Name	Weighting	Due
<a href="#">Class Test</a>	15%	Week 6
<a href="#">Group Project</a>	20%	Week 6 & 11
<a href="#">Group Presentation</a>	10%	Week 8
<a href="#">Practical Assignment</a>	20%	Week 12
<a href="#">Final Examination (Theory)</a>	35%	Examination Period

## Class Test

Due: **Week 6**

Weighting: **15%**

This class test will contain short answer & multiple-choice questions, based on material covered in weeks 1-5.

On successful completion you will be able to:

- Describe Project Management phases, life cycle s and methodologies and explain the role played by the project manager
- Develop and explain solutions for an identified need for a project which address all of the information processes required by a system

## Group Project

Due: **Week 6 & 11**

Weighting: **20%**

Students will develop skills in working as part of a team and conducting research on a given topic that relates to the content of the unit. The project finding/outcomes will be submitted in the form of a report. The first part of the report will be submitted in Week 6 and the second part in Week 11. Groups will also deliver an oral presentation using PowerPoint in class in Week 8 (see Group Presentation).

This report must be submitted through Turnitin in iLearn. Step by step guidance for Turnitin submissions will be provided in class, instructions have been provided on iLearn and can also be found here: [http://mq.edu.au/iLearn/student\\_info/assignments.htm#how](http://mq.edu.au/iLearn/student_info/assignments.htm#how). Should you experience any difficulties with Turnitin submission, please see a Lab Demonstrator in Lab 311 at MQC. Late submissions will be penalised at 10% per day.

On successful completion you will be able to:

- Describe Project Management phases, life cycle s and methodologies and explain the role played by the project manager
- Develop and explain solutions for an identified need for a project which address all of the information processes required by a system
- Justify the selection and use of appropriate resources and tools to effectively develop and manage IT projects.
- Develop the ability to work as part of a team and apply conflict resolution and communication skills while working on an IT project.
- Use Project Management tools and techniques to assist, schedule and monitor project work.

## Group Presentation

Due: **Week 8**

Weighting: **10%**

This will be a group PowerPoint presentation based on the group project and research done for the Group Project (see above). Late submissions will be penalised at 10% per day.

On successful completion you will be able to:

- Describe Project Management phases, life cycle s and methodologies and explain the role played by the project manager
- Develop and explain solutions for an identified need for a project which address all of the information processes required by a system
- Justify the selection and use of appropriate resources and tools to effectively develop and manage IT projects.
- Develop the ability to work as part of a team and apply conflict resolution and communication skills while working on an IT project.
- Use Project Management tools and techniques to assist, schedule and monitor project work.

## Practical Assignment

Due: **Week 12**

Weighting: **20%**

This Practical Assignment will test knowledge on the use of MS Project 2010 and will be similar to practical activities done during the session. This assignment will be completed **in class** over two consecutive weeks.

On successful completion you will be able to:

- Develop and explain solutions for an identified need for a project which address all of the information processes required by a system
- Use Project Management tools and techniques to assist, schedule and monitor project work.

## Final Examination (Theory)

Due: **Examination Period**

Weighting: **35%**

This will be a theory exam, 1.5 hours in duration that will cover all the content studied throughout the session. It is advised that students review all the concepts from both lectures and tutorial/



practical sessions in order to successfully complete the final exam. **Please note that you must pass the final exam in order to pass this unit.**

On successful completion you will be able to:

- Describe Project Management phases, life cycle s and methodologies and explain the role played by the project manager
- Develop and explain solutions for an identified need for a project which address all of the information processes required by a system
- Justify the selection and use of appropriate resources and tools to effectively develop and manage IT projects.
- Develop the ability to work as part of a team and apply conflict resolution and communication skills while working on an IT project.

## Delivery and Resources

### Classes

Weekly contact will be 5 hours consisting of a 2 hour lecture, a 2 hour tutorial and 1 hour consultation session.

During Lectures, new content will typically be presented and explained by the lecturer. During tutorials participants will have more opportunities to engage in discussion and activities.

In the one-hour consultation session, students will be given individual guidance and assistance with their assessment and homework tasks and assignments. This hour is also an opportunity for students to engage in independent research and reading related to the unit, complete additional tasks to extend their knowledge of the field or catch up on any work they have missed.

Attendance of all three sessions (lectures, tutorials and consultation sessions) is compulsory and students must attend at least one consultation session per week.

Timetables for lectures and tutorials as well as consultation sessions can be found on the Noticeboard on the [City Campus Student Portal](#).

If any scheduled class falls on a public holiday a make-up lesson may be scheduled, usually on a Saturday. Where appropriate, the instructor may instead organise an online make-up lesson which would require students to access online learning materials and/or complete activities outside of class rather than attending a make-up lesson. Scheduled make-up days are noted in the Teaching Schedule and attendance is taken for both weekend and online make-up lessons.

### Learning and Teaching Activities

This unit will contain a mixture of theory and practical activities. Tutorial lessons will be held in the computer laboratory and students will be required to complete pre-set practical activities based on material discussed in lectures. Students will be required to work independently as well as in small groups and engage in class discussions.

iLearn will also be used to post lecture and tutorial materials and also communicate with students so it is expected that students will check this resource on a regular basis.

## iLearn

iLearn is Macquarie's online learning management systems. The following unit specific information will be available on the website:

- Announcements
- Staff contact details
- Lecture notes and recordings
- Learning and teaching activities and resources
- Assessment information
- Tutorial questions and solutions
- Assessment submission tools such as Turnitin
- Other relevant material

Please note that you must enrol in a unit via eStudent in gain access to the unit in iLearn.

You are required to regularly check the website and use it as an information and resource centre to assist with your learning.

Ensure that when you have finished using the website, you log out. Failure to do so could allow unauthorised access to your account.

Please contact the IT helpdesk (Ph. 02 9850 4357) or lodge a ticket using OneHelp if you need assistance accessing iLearn.

## Required and Recommended Texts and Materials

### Recommended textbook(s):

Recommended readings will be available on <http://ilearn.mq.edu.au>

- *PMBOK® Guide and Standards* <http://www.pmi.org/PMBOK-Guide-and-Standards.aspx>
- The Project Management Guidebook (PDF) *File placed on iLearn:*  
<https://ilearn.mq.edu.au/login/MQ/>
- The Project Management Framework [http://www.unipi.gr/akad\\_tmhm/biom\\_dioik\\_tech/files/pmbok.pdf](http://www.unipi.gr/akad_tmhm/biom_dioik_tech/files/pmbok.pdf)

Prescribed textbooks will be made available to students to purchase at the Phillip Street Coop Bookshop. Students can view a full list of textbooks for all units on the Macquarie City Campus Student Portal Noticeboard at <https://student.mqc.edu.au/NoticeBoard.htm>.

### Technology Used and Required

- Computer with Microsoft Office applications 2007 (provided in all MQC computer laboratories).

- Access to the internet (provided in all MQC laboratories)
- Headphones (to be provided by student. Headphones are available on loan from reception)
- USB (Student to provide. MQC provides all students with a USB during Orientation)

iLearn will be utilised to put up lecture slides and additional resources, so students should login to <http://ilearn.mq.edu.au> on a regular basis.

## Unit Schedule

Week	Topic	Readings
Beginning:		
<b>Week 1</b> Mon 20 October	<p><u>Lecture</u></p> <p>Introduction to Project Management</p> <p><u>Tutorial</u></p> <p>Introduction to Microsoft Project, Dates and Calendars, Tasks, durations, Milestones &amp; Summary Tasks, Auto and Manual Scheduling – Activity 1 &amp; 2 &amp; 3 to complete.</p>	<p><u>Lecture:</u> <b>Lecture Slides</b></p> <p><u>Consult:</u> <b>Revision Tasks</b></p> <p><u>Tutorial</u></p> <p><b>Project 2010 activities:</b></p> <p><u>Activity 1, 2 &amp; 3</u></p> <p><u>Chapter 1</u> ("Microsoft Project 2010 Step by Step).</p>
<b>Week 2</b> Mon 27 October	<p><u>Lecture</u></p> <p>The project Lifecycle &amp; IT Systems Development</p> <p><u>Tutorial</u></p> <p>- Complete Chapter 2 from textbook.</p>	<p><u>Lecture:</u> <b>Lecture slides</b></p> <p><u>Consult:</u> <b>Revision Tasks</b></p> <p><u>Tutorial:</u></p> <p><b>Project 2010 activities:</b></p> <p><u>Chapter 2</u> ("Microsoft Project 2010 Step by Step).</p>
<b>Week 3</b> Mon 3 November	<p><u>Lecture</u></p> <p>Systems Analysis &amp; Design</p> <p><b>Students into groups and Discuss Group Project</b></p> <p><u>Tutorial</u></p> <p>Gliffy and Use Case Diagram</p>	<p><u>Lecture:</u> <b>Lecture slides</b></p> <p><u>Consult:</u> <b>Group Project</b></p> <p><u>Tutorial:</u></p> <p><u>Activity and practise Use Case Diagram</u></p>

<b>Week 4</b>  Mon 10 November	Lecture  Project management and the Information Technology context  Tutorial  Setting up resources and costs and assigning resources to tasks. Do activity 4.  Chapter 3 of the Textbook.	<u>Lecture: Lecture Slides</u>  <u>Consult: Group Project</u>  <u>Tutorial:</u>  <b>Project 2010 activities:</b>  <u>Chapter 3</u> ("Microsoft Project Step by Step")
<b>Week 5</b>  Mon 17 November	<u>Lecture</u>  Requirements Analysis: Project Scope Management.  Project Integration Management   <u>Tutorial</u>  Complete Chapter 3 & 4 in ("Microsoft Project 2010 Step by Step")	<u>Lecture: Lecture Slides</u>  <u>Consult: Group Project</u>  <u>Tutorial:</u>  <b>Project 2010 activities:</b>  Chapter 3 & 4 ("Microsoft Project 2010 Step by Step")
<b>Week 6</b>  Mon 24 November	<u>Lecture</u>  *** <b>Class Test</b>  *** <b>Part A - Group Project Due</b>  Project Time Management   <u>Tutorial</u>  <u><b>Chapter 5 of the textbook</b></u>	<u>Lecture: Lecture Notes</u>  <u>Consult: Group Project</u>  <u>Tutorial:</u>  Chapter 5 ("Microsoft Project 2010 Step by Step")
<b>Week 7</b>  Mon 1 December	<u>Lecture</u>  Project Human Resource Management   <u>Tutorial</u>  Chapter 6 of the textbook	<u>Lecture: Lecture Slides</u>  <u>Consult: Group Project</u>  <u>Tutorial:</u>  <b>Project 2010 activities:</b>  Chapter 6 ("Microsoft Project 2010 Step by Step")

<b>Week 8</b>  Mon 8 December	<u>Lecture</u>  <b>*** Part B Group Presentation Due (Based on Part A)</b>  <u>Tutorial</u>  Chapter 7 of the textbook.	<u>Lecture: Lecture slides</u>  <u>Consult: Group Project</u>  <u>Tutorial:</u>  <b>Project 2010 activities:</b>  Chapter 7 ("Microsoft Project 2010 Step by Step")
<b>Week 9</b>  Mon 15 December	<u>Lecture</u>  Project Cost Management  Feedback on group project draft  <u>Tutorial</u>  Group work project. Complete and print reports required for group work project.	<u>Lecture: Lecture slides</u>  <u>Consult: Group Project</u>  <u>Tutorial:</u>  <b>Group Project Assignment</b>
<b>Week 10</b>  Mon 22 December	<u>Lecture</u>  Project Communications Management  <u>Tutorial</u>  Review Activity for Practical Test	<u>Lecture: Lecture slides</u>  <u>Consult: Group Project</u>  <u>Tutorial:</u>  <b>Group Project Assignment work</b>
<b>Week 11</b>  Mon 5 January	<u>Lecture</u>  <b>*** Part C - Group Assignment Due</b>  Revision  <u>Tutorial</u>  Review Activity	
<b>Week 12</b>  Mon 12 January	<u>Lecture</u>  Major Review and Class Discussion based on previous lectures covered in this unit  <u>Tutorial</u>  <u>Practical Assignment done in class</u>	<u>Theory review &amp; Completion of LEU surveys in class</u>  <u>Feedback on Group project</u>    <u>Practical Assignment DUE</u>
<b>Week 13</b>  Mon 19 January	<u>Final Exam</u>  (Final Exams may be Held in Week 13 or 14, during the scheduled final exam period. Please refer to the Information Provided on the Portal Noticeboard), <b>Please note that you must pass the final exam in order to pass this unit.</b>	

## Other Important Dates

### Public holidays & make-up days

New Year's Day Make-up: Saturday 20 December

(Please note that online lessons may be organised in lieu of make-up day).

### Session Break

Thursday 25 December 2014 – Thursday 1 January 2015 inclusive

### Exam Period:

Monday 19 January 2015 – Wednesday 28 January 2015 (Sat & Sun excluded)

Please note all final exams will be held in the City Campus.

### Results Release:

Session 3 2014 results are scheduled to be released to students via e-Student and MQC Student Portal on Friday 13 February 2015

## Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central](#). Students should be aware of the following policies in particular with regard to Learning and Teaching:

Academic Honesty Policy [http://mq.edu.au/policy/docs/academic\\_honesty/policy.html](http://mq.edu.au/policy/docs/academic_honesty/policy.html)

Assessment Policy <http://mq.edu.au/policy/docs/assessment/policy.html>

Grading Policy <http://mq.edu.au/policy/docs/grading/policy.html>

Grade Appeal Policy <http://mq.edu.au/policy/docs/gradeappeal/policy.html>

Grievance Management Policy [http://mq.edu.au/policy/docs/grievance\\_management/policy.html](http://mq.edu.au/policy/docs/grievance_management/policy.html)

Disruption to Studies Policy [http://www.mq.edu.au/policy/docs/disruption\\_studies/policy.html](http://www.mq.edu.au/policy/docs/disruption_studies/policy.html) *The Disruption to Studies Policy is effective from March 3 2014 and replaces the Special Consideration Policy.*

In addition, a number of other policies can be found in the [Learning and Teaching Category](#) of Policy Central.

## Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: [https://students.mq.edu.au/support/student\\_conduct/](https://students.mq.edu.au/support/student_conduct/)

## Academic Honesty

The nature of scholarly endeavour, dependent as it is on the work of others, binds all members of the University community to abide by the principles of academic honesty. Its fundamental principle is that all staff and students act with integrity in the creation, development, application and use of ideas and information. This means that:

- all academic work claimed as original is the work of the author making the claim
- all academic collaborations are acknowledged
- academic work is not falsified in any way
- when the ideas of others are used, these ideas are acknowledged appropriately.

Further information on the academic honesty and schedule of penalties that will apply to breaches please consult the [Academic Honesty Policy](#).

If you are unsure about how to incorporate scholarly sources into your own work, please speak to your Instructor or the Student Services team well in advance of your assessment. You may also enrol in [StudyWise](#) or visit the University's [Library Webpage](#) for more resources.

## Final Examination Script Viewings and Grade Appeals

If, at the conclusion of the unit, you have performed below expectations, and are considering lodging an appeal of grade and/or viewing your final exam script please refer to [http://www.city.mq.edu.au/new\\_and\\_current\\_students/appeals/](http://www.city.mq.edu.au/new_and_current_students/appeals/) for information about associated cut off dates.

Please note that any requests to view exam papers must be booked in immediately following results release.

Before submitting a Grade Appeal, please ensure that you read the [Grade Appeal Policy](#) and noted valid grounds for appeals.

## Attendance

Please refer to the [Attendance Policy for Foundation Students](#).

A minimum level of 80% attendance is compulsory for all classes, including consultation sessions and any make-up classes scheduled on weekends. Attendance will be recorded in every lesson and note made of any lateness or period of absence from class.

Where a student is present for only for a minor portion of a lesson (for example arrives late, leaves early, leaves the class frequently or for lengthy periods, engages in inappropriate or unrelated activities or does not participate actively in the majority of the lesson) the instructor reserves the right to mark a student absent for that particular lesson and make note of such incidents.

Students should note that absenteeism (including partial absenteeism) not only has a negative impact on not only their overall attendance record and their academic progress, but could also have ramifications for their visas or eligibility for social benefits where relevant.

In cases of unavoidable non-attendance due to illness or circumstances beyond control, students are advised to lodge a [Disruption to Studies](#) Notification via [ask.mq.edu.au](http://ask.mq.edu.au) even if they have not missed a formal assessment task so that appropriate records of the reasons for unavoidable attendance can be made on their record.

## Course Progression

Macquarie City Campus monitors Foundation students' course progress. Please refer to the [Course Progress Policy](#).

To maintain satisfactory program performance students are required to pass 50% or more of their enrolled units in each session.

Students who fail to make satisfactory course progress will be classified as "at risk" students and may have conditions placed upon their enrolment.

International students must comply with the Course Progress policy in order to meet the conditions of their visa.

## Student Support

Macquarie University provides a range of support services for students. For details, visit <http://students.mq.edu.au/support/>

## Learning Skills

Learning Skills ([mq.edu.au/learningskills](http://mq.edu.au/learningskills)) provides academic writing resources and study strategies to improve your marks and take control of your study.

- [Workshops](#)
- [StudyWise](#)
- [Academic Integrity Module for Students](#)
- [Ask a Learning Adviser](#)

## Student Support at Macquarie City Campus

Macquarie City Campus students who require assistance or support are encouraged to contact Student Services ([studentadvisor@city.mq.edu.au](mailto:studentadvisor@city.mq.edu.au)) or make an appointment to see a student advisor at Reception on Level 2.

Macquarie University Campus Wellbeing services are also available at the City Campus. If you would like to make an appointment, please email [info@city.mq.edu.au](mailto:info@city.mq.edu.au) or visit their website at: <http://www.campuslife.mq.edu.au/campuswellbeing>.

## Academic Support at Macquarie City Campus

Macquarie city campus provides free tutoring / support classes to its student. Support is available



for Accounting, numeracy and essay and report writing, research presentation and referencing skills.

Students who are experiencing difficulties in these areas are advised to attend these classes on a drop-in basis. So that the tutor can assist best, students must bring the work (e.g. assignment draft, essay draft, homework problem) with which that they are having difficulties.

For further information about tutoring services, please refer to the [City Campus Portal Noticeboard](#) under Timetables, Tutor Availability.

If you require additional support with university skills, you may also consider enrolling in [UNIWIS E](#). UNIWIS E is an iLearn resource which provides:

- Online learning resources and academic skills workshops
- What is expected of you as a student at Macquarie University
- Personal assistance with your learning & study related questions
- Key strategies and tips that you can use to achieve successful learning both in and out of the classroom
- The definitions and examples of the types of assignments you will encounter in your units

Additional study spaces are also available on Level 1.

## Student Services and Support

Students with a disability are encouraged to contact the [Disability Service](#) who can provide appropriate help with any issues that arise during their studies.

## Student Enquiries

For all student enquiries, visit Student Connect at [ask.mq.edu.au](http://ask.mq.edu.au)

## IT Help

For help with University computer systems and technology, visit <http://informatics.mq.edu.au/help/>.

When using the University's IT, you must adhere to the [Acceptable Use Policy](#). The policy applies to all who connect to the MQ network including students.

## IT Help at Macquarie City Campus

A lab demonstrator is situated in Lab 311 and can help you with any usage of university systems or resetting your password.

You may also refer to the Online Systems Password Document which has been made available on the [City Campus Student Portal Noticeboard](#).

Whilst utilising the City Campus IT facilities, students are expected to act responsibly. The following regulations apply to the use of computing facilities and online services:

- Accessing inappropriate web sites or downloading inappropriate material is not permitted.
- Material that is not related to coursework for approved unit is deemed inappropriate.
- Downloading copyright material without permission from the copyright owner is illegal, and strictly prohibited. Students detected undertaking such activities will face disciplinary action, which may result in criminal proceedings.

Non-compliance with these conditions may result in disciplinary action without further notice.

## **Equipment available for loan**

Students may borrow headphones for use in the Macquarie City Campus computer labs (210, 307, 311, 608) or a video recorder.

Please ask at Level 2 Reception for details. You will be required to provide your MQC Student ID card which will be held as a deposit while using the equipment.

## **Graduate Capabilities**

### **Capable of Professional and Personal Judgement and Initiative**

We want our graduates to have emotional intelligence and sound interpersonal skills and to demonstrate discernment and common sense in their professional and personal judgement. They will exercise initiative as needed. They will be capable of risk assessment, and be able to handle ambiguity and complexity, enabling them to be adaptable in diverse and changing environments.

This graduate capability is supported by:

### **Learning outcome**

- Describe Project Management phases, life cycle s and methodologies and explain the role played by the project manager

### **Assessment tasks**

- Class Test
- Group Project
- Group Presentation
- Final Examination (Theory)

### **Commitment to Continuous Learning**

Our graduates will have enquiring minds and a literate curiosity which will lead them to pursue knowledge for its own sake. They will continue to pursue learning in their careers and as they participate in the world. They will be capable of reflecting on their experiences and relationships with others and the environment, learning from them, and growing - personally, professionally and socially.

This graduate capability is supported by:

## **Assessment task**

- Group Project

## **Discipline Specific Knowledge and Skills**

Our graduates will take with them the intellectual development, depth and breadth of knowledge, scholarly understanding, and specific subject content in their chosen fields to make them competent and confident in their subject or profession. They will be able to demonstrate, where relevant, professional technical competence and meet professional standards. They will be able to articulate the structure of knowledge of their discipline, be able to adapt discipline-specific knowledge to novel situations, and be able to contribute from their discipline to inter-disciplinary solutions to problems.

This graduate capability is supported by:

## **Learning outcomes**

- Describe Project Management phases, life cycle s and methodologies and explain the role played by the project manager
- Develop and explain solutions for an identified need for a project which address all of the information processes required by a system
- Justify the selection and use of appropriate resources and tools to effectively develop and manage IT projects.
- Develop the ability to work as part of a team and apply conflict resolution and communication skills while working on an IT project.
- Use Project Management tools and techniques to assist, schedule and monitor project work.

## **Assessment tasks**

- Class Test
- Group Project
- Group Presentation
- Practical Assignment
- Final Examination (Theory)

## **Critical, Analytical and Integrative Thinking**

We want our graduates to be capable of reasoning, questioning and analysing, and to integrate and synthesise learning and knowledge from a range of sources and environments; to be able to critique constraints, assumptions and limitations; to be able to think independently and systemically in relation to scholarly activity, in the workplace, and in the world. We want them to have a level of scientific and information technology literacy.

This graduate capability is supported by:

## **Learning outcomes**

- Describe Project Management phases, life cycle s and methodologies and explain the role played by the project manager
- Develop and explain solutions for an identified need for a project which address all of the information processes required by a system
- Justify the selection and use of appropriate resources and tools to effectively develop and manage IT projects.
- Develop the ability to work as part of a team and apply conflict resolution and communication skills while working on an IT project.
- Use Project Management tools and techniques to assist, schedule and monitor project work.

## **Assessment tasks**

- Class Test
- Group Project
- Group Presentation
- Practical Assignment
- Final Examination (Theory)

## **Problem Solving and Research Capability**

Our graduates should be capable of researching; of analysing, and interpreting and assessing data and information in various forms; of drawing connections across fields of knowledge; and they should be able to relate their knowledge to complex situations at work or in the world, in order to diagnose and solve problems. We want them to have the confidence to take the initiative in doing so, within an awareness of their own limitations.

This graduate capability is supported by:

## **Learning outcomes**

- Describe Project Management phases, life cycle s and methodologies and explain the role played by the project manager
- Develop and explain solutions for an identified need for a project which address all of the information processes required by a system
- Justify the selection and use of appropriate resources and tools to effectively develop and manage IT projects.
- Develop the ability to work as part of a team and apply conflict resolution and communication skills while working on an IT project.

- Use Project Management tools and techniques to assist, schedule and monitor project work.

## **Assessment tasks**

- Group Project
- Group Presentation
- Practical Assignment
- Final Examination (Theory)

## **Creative and Innovative**

Our graduates will also be capable of creative thinking and of creating knowledge. They will be imaginative and open to experience and capable of innovation at work and in the community. We want them to be engaged in applying their critical, creative thinking.

This graduate capability is supported by:

## **Learning outcomes**

- Develop and explain solutions for an identified need for a project which address all of the information processes required by a system
- Justify the selection and use of appropriate resources and tools to effectively develop and manage IT projects.
- Develop the ability to work as part of a team and apply conflict resolution and communication skills while working on an IT project.

## **Assessment tasks**

- Group Project
- Group Presentation
- Final Examination (Theory)

## **Effective Communication**

We want to develop in our students the ability to communicate and convey their views in forms effective with different audiences. We want our graduates to take with them the capability to read, listen, question, gather and evaluate information resources in a variety of formats, assess, write clearly, speak effectively, and to use visual communication and communication technologies as appropriate.

This graduate capability is supported by:

## **Learning outcomes**

- Develop and explain solutions for an identified need for a project which address all of the information processes required by a system

- Justify the selection and use of appropriate resources and tools to effectively develop and manage IT projects.
- Develop the ability to work as part of a team and apply conflict resolution and communication skills while working on an IT project.

## **Assessment tasks**

- Group Project
- Group Presentation
- Final Examination (Theory)

## **Engaged and Ethical Local and Global citizens**

As local citizens our graduates will be aware of indigenous perspectives and of the nation's historical context. They will be engaged with the challenges of contemporary society and with knowledge and ideas. We want our graduates to have respect for diversity, to be open-minded, sensitive to others and inclusive, and to be open to other cultures and perspectives: they should have a level of cultural literacy. Our graduates should be aware of disadvantage and social justice, and be willing to participate to help create a wiser and better society.

This graduate capability is supported by:

## **Learning outcomes**

- Describe Project Management phases, life cycle s and methodologies and explain the role played by the project manager
- Develop the ability to work as part of a team and apply conflict resolution and communication skills while working on an IT project.

## **Assessment tasks**

- Class Test
- Group Project
- Group Presentation
- Final Examination (Theory)

## **Socially and Environmentally Active and Responsible**

We want our graduates to be aware of and have respect for self and others; to be able to work with others as a leader and a team player; to have a sense of connectedness with others and country; and to have a sense of mutual obligation. Our graduates should be informed and active participants in moving society towards sustainability.

This graduate capability is supported by:

## **Learning outcome**

- Develop and explain solutions for an identified need for a project which address all of the

information processes required by a system

## Assessment tasks

- Group Project
- Group Presentation
- Final Examination (Theory)

## Progression into Undergraduate studies

### Completing the Foundation Program

When you successfully complete your Macquarie Foundation Program to the required level, you can articulate into a bachelor's degree at Macquarie University, either the North Ryde campus or the City Campus. Students who successfully complete the Macquarie University Foundation Program but are not eligible for direct admission into an undergraduate degree can still apply to study an [SIBT diploma](#) either at Macquarie University or city campus.

### How is entry into Macquarie Undergraduate degrees assessed?

In the Macquarie Foundation Program, students' performance is measured against the MQA (Macquarie University Average). This MQA score is used to determine whether a student is eligible for entry into their chosen bachelor degree at Macquarie University. The MQA is calculated as the average of each student's performance in their level 2 elective units only.

For further information about the MQA and progression into your Undergraduate degree, please see the [Entry pathways to Macquarie University](#) webpage.

### Exiting Foundation Student Information Session

An information session will be held in Week 10 for students in their final session of the Foundation Program. You will receive an invitation to attend this session in Week 9 of your final semester, via your student email. At the session you will be provided with information on how to apply for your preferred degree and will be given an opportunity to ask questions, so it is strongly recommended that you attend the Information Session for Finishing Foundation Students.

## Changes since First Published

Date	Description
28/10/2014	To pass this unit, you must attempt all assessable components of the unit, pass the final exam and attain an overall mark of at least 50%. Failure to do so will result in an F (fail) grade being recorded.