

Course Description (Higher Education)

School

Course Title	ANALYSING THE MODERN BUSINESS
Course ID	ITECH2305
Credit Points	15.00
Teaching Period	2019/20
Author	Shane Moore
Pre-requisites	(ITECH1100)
Co-requisites	Nil
Exclusions	Nil
ASCED Code	080301

Description of the Course for Handbook Entry:

This course covers the concepts and practice of business analysis, based on the principles identified by the International Institute of Business Analysis (IIBA). The focus is on developing skills required by business analysts, both in the form of interpersonal skills such as communication and working with stakeholders, and technical skills such as tools and methods that assist effective business analysis in practice.

Grade Scheme Graded (HD, D, C, etc.)

Placement Component No

Supplementary Assessment Yes

Where supplementary assessment is available a student must have failed overall in the course but gained a final mark of 45 per cent or above and submitted all major assessment tasks.

Program Level

AQF Level of Program						
	5	6	7	8	9	10
Level						
Introductory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intermediate	<input type="checkbox"/>	<input type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advanced	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Organisation

Delivery Mode

Regular semester

Structure

This course consists of one 2 hour lecture and one 2 hour lab each week, as well as independent study time. It is expected that students devote approximately 10 hours per week, including class time, to this course.

Staff

Role	Name	Room	Telephone	Email
Course Coordinator	Shane Moore	Gippsland Campus	03 5122 6716	shane.moore@federation.edu.au
Lecturer	Rosemary Hay	T139	5327 9280	r.hay@federation.edu.au

Timetable

Type	Day	Time	Room	Staff / Comment
Refer to timetable				

Additional consultation time can be booked by contacting the staff member concerned directly.

Learning Outcomes

Knowledge

- K1.** Describe the role of a business analyst and the responsibilities of this position.
- K2.** Discuss a variety of contemporary tools and techniques used for business analysis and when these are appropriate to use.
- K3.** Identify and explain the core concepts of business analysis.

Skills

- S1.** Analyse, document and manage business requirements.
- S2.** Investigate and compare various business analysis methods, tools and techniques.
- S3.** Identify and apply appropriate means of communication for disseminating information between stakeholders.
- S4.** Determine a variety of possible solutions and make recommendations to address business needs.

Application of knowledge and skills

- A1.** Develop, manage, and effectively communicate business requirements.
- A2.** Analyse and critique the implementation of a business solution.
- A3.** Prepare and justify a case for business change.

Content

Topics may include:

- Comprehending and Defining Business Analysis.

- Exploring Business Requirements Modeling.
- Functional Requirements Modeling.
- Enterprise Analysis.
- Requirement Elicitation.
- Requirements Analysis and Documents.
- Requirements Communication.
- Solution Assessment and Validation.
- Business Analysis Fundamentals.
- Business Analysis in Agile Projects.
- Tools and Technologies for Business Analysis.

Values

- V1.** Appraise the strategic importance of business analysis.
- V2.** Comprehend the contribution of big data to business analysis in relation to designing, mapping and implementation of requirements.
- V3.** Appreciate the importance and benefits of business analysis techniques and tools.

Graduate Attributes

graduate attributes statement. To have graduates with knowledge, skills and competence that enable them to stand out as critical, creative and enquiring learners who are capable, flexible and work ready, and responsible, ethical and engaged citizens.

Attribute	Brief Description	Focus
Knowledge, skills and competence	Students will gain knowledge and skills in applying contemporary business analysis and management techniques.	Medium
Critical, creative and enquiring learners	Students will participate in a self-directed learning environment to critically and creatively apply their theoretical and practical expertise in the field of business analysis.	Medium
Capable, flexible and work ready	Students will be highly capable users of tools, techniques, and models for business analysis with the flexibility to apply these in unique industry-based situations.	Medium
Responsible, ethical and engaged citizens	Students will gain an understanding of their responsibility to ensure the ethical and social impact of a business. Â	Medium

Learning Tasks and Assessment

This course is delivered in the form of directed learning activities, lectures and tutorials. Students are expected to explore the course concepts through their own reading and to share their ideas through research and discussions. There is a final examination based on the materials presented in lectures and applied work in tutorials.

Learning Outcomes Assessed	Assessment Task	Assessment Type
K1, K2, K3, S1, S2, S3, S4, A1, A2, A3.	Application of theoretical and practical course concepts to perform business analysis activities.	Assignment(s)
K1, K2, K3, S1, S2, S3, S4, A1, A2.	End of semester examination.	Oral / Written Examination

The following tasks will be graded.

Task	Released	Due	Weighting
Assignment 1: Strategic Plan Analysis	Week 2	Mon, Aug 26, 2019 - 09:00 (Week 5)	10.0%
Assignment 2: Presentation	Week 5	In timetabled laboratory (Week 10)	5.0%
Assignment 2: Written Report	Week 5	Mon, Oct 21, 2019 - 09:00 (Week 11)	25.0%
Exam	Exam period	End of exam	60.0%

Assignment 1: Strategic Plan Analysis

Learning Outcomes Assessed: K2, K3, S2, S3, S4, A2

Purpose: Demonstrate competence with the course concepts covered in weeks 1-3

Requirements: Analyse and provide recommendations on a company's strategic plan

Assessed By: Lecturer / Tutor

Submission: via Moodle

Feedback: marks in fdlGrades, individual feedback via Moodle and overall feedback in class

Assignment 2: Written Report and Presentation

Learning Outcomes Assessed: K2, K3, S1, S2, S3, S4, A1, A2, A3

Purpose: Apply the course concepts covered in weeks 4-10 of the course

Requirements: Identify and manage the requirements of a possible solution to meet a business need, design possible solutions and communicate recommendations to stakeholders

Assessed By: Lecturer / Tutor

Submission: written report via Moodle and presentation during Week 10 lab class

Feedback: marks in fdlGrades, individual feedback in Moodle and overall feedback in class

Exam:

Learning Outcomes Assessed: K1, K2, K3, S1, S2, S3, S4, A1, A2, A3

Purpose: demonstrate understanding of the course concepts under invigilated conditions

Requirements: complete a written examination covering concepts from across the entire course

Assessed By: Lecturer / Tutor

Submission: handed in at end of examination

Feedback: students may request to review examination results with the lecturer on an individual basis.

Recommended time per learning activity

Students should be aware that a course's class time is only a small component of their expected learning activities. Students are expected to spend approximately 150 hours (300 hours if 30 credit points) studying this course in order to have a reasonable opportunity to satisfactorily meet the learning outcomes. The following table is a suggested breakdown of this time on the learning activities and represents the recommended minimum for each of these activities.

Learning Activity	Description	Hours
Lectures	Preparing for and completing weekly lectures, reviewing all materials and completing extra reading as required.	36
Tutorials	Completion of weekly tutorial exercises, and participating in tutorial activities as directed by tutor.	34

Learning Activity	Description	Hours
Assignment work	Completion of assignment work, including additional research as required.	40
Study and revision	Revision of course materials, and further research to support learning outcomes and prepare for end of semester examination.	40
Total:		150

Submission and Return of Student Work

Assignments should be submitted following the requirements in the assignment specification by the due date and time. Documentation should be zipped into a single file, and checked to ensure all files are included and can be opened without corruption. Where there is any technical difficulty, students should contact the lecturer for guidance. Assignments will normally be marked within two weeks of the due date.

Final Exam

The final exam in this course will take place in the end of term exam period. It will be a 3 exam and students will **NOT** be permitted to take in any materials.

Closing the Loop / Student Feedback

We have reduced the amount of work required to be done for the Case Study assignment.

Assessment Criteria

In order to receive a passing grade in this course, students must receive an overall passing mark in the combined result of all assessment tasks.

Topics Assessed

All topics covered during this course are subject to assessment.

Assistance with Online Submission

In order to verify the originality of assessment tasks, students may be required to use Turnitin plagiarism software to check their assignment before submission. Full details of requirements and how to use Turnitin will be provided by the Course Coordinator.

Special Consideration

If students are adversely affected by life circumstances a discretionary assessment extension of up to five University working days for one assessment task may be granted at the discretion of the tutor, lecturer, or course coordinator (dependent on faculty process) upon a direct request by the student via the Discretionary Assessment Extension form.

However if a student has experienced or encountered some form of disadvantage or impediment (medical reasons; hardship/trauma; compassionate grounds; other significant cause) in more than one course and requires more than five working days extension, then they may apply for Special Consideration.

For further information on Discretionary Assessment Extensions and Special Consideration, including access to the policy, procedures or associated forms, see

<http://federation.edu.au/current-students/essential-info/administration/special-consideration>

Available Grades

A list of the available grades, a description of the corresponding required student performance and the required percentages for the Course is given in the University Handbook.

<https://federation.edu.au/students/essential-info/administration/exams/results> The Course Coordinator may standardise raw marks before allocating grades.

Academic Integrity

It is important to learn from the work of others and you are encouraged to explore the library, World Wide Web resources and have discussions with other students. However work for assessment must be entirely the student's own work. Plagiarism is the presentation of the expressed thought or work of another person as though it is one's own without properly acknowledging that person. You must not allow other students to copy your work and must take care to safeguard against this happening. In cases of copying, normally all students involved will be penalised equally; an exception will be if you can demonstrate the work is your own and you took reasonable care to safeguard against copying. Plagiarism is a serious offence. As set out in the University Regulation 6.1.1 students who are caught plagiarising will, for a first offence, be given a zero mark for that task. A second offence will result in a failing grade for the Course(s) involved and any subsequent offence will be referred to the Student Discipline Committee. More information about the plagiarism policy and procedure for the university can be found at <http://federation.edu.au/students/learning-and-study/online-help-with/plagiarism>

Academic Regulations

Supplementary information concerning teaching, learning, and assessment may be provided from time to time in response to unforeseen circumstances. This may include changes in times or location of classes, order of the schedule or due dates for assignments. Announcement of these matters in classes and placement of a notice on the course Moodle page shall be deemed to be official notification. FedUni has a range of educational policies, procedures and guidelines, which you can find at

http://policy.federation.edu.au/category_list.php?catalogue_id=115

Student Support

The University provides many different kinds of services to help you gain the most from your studies. You can see the list of Student Services contacts at http://federation.edu.au/students#Assistance_support_and_services Students who have a disability or medical condition are welcome to contact the Disability Liaison Unit to discuss academic support services. The role of the DLU is to support the development of a learning and working environment that maximise participation in University life by students with a disability

Learning Management System

This course makes use of Moodle to support your learning. You can access Moodle from the FedUni home page or at <https://moodle.federation.edu.au/login/index.php> If you do not have access for this course you should notify your course co-ordinator immediately

Late Assignment

For all assessment items handed in after the official due date without an agreed extension, a 10% penalty will be applied to the total mark for each day (or part thereof) late after the due date (including weekends and public holidays).

Exam Eligibility

To be eligible to sit for the examination a student must have undertaken and submitted at least one prior assessment task (worth more than 10%) for this Course.

Presentation of Academic Work

<https://federation.edu.au/current-students/learning-and-study/online-help-with/guides-to-your-assessments>

Materials

Reading

References:

International Institute of Business Analysis. (2015). *BABOK v3: A guide to the business analysis body of knowledge*. International Institute of Business Analysis: Toronto, Canada. [Download the BABOK Guide](#)

Note that some material in lectures, assignments and other resources provided to students may contain direct quotations from the text book(s) and references listed.

Sequence

The following is an **approximate** guide to the sequence of topics in this course.

Week(s)	Topic(s)
1	Introduction to Business Analysis
2-3	Strategic Planning and Analysis, Business Analysis Planning
4-5	Elicitation and Collaboration, Organising and Managing Requirements
6-9	Requirements Analysis, Design Definition
10-11	Stakeholder Communication, Solution Evaluation
12	Revision

Adopted Reference Style

APA

Professional Standards / Competencies:
Skills Framework for the Information Age (SFIA): Initial

Attribute	Assessed	Level
1 Strategy and architecture		
1.1 Information strategy		
1.1.1 IT governance	No	1
1.1.2 Information management	No	1
1.1.3 Information systems co-ordination	No	1
1.1.6 Information analysis	Yes	2
1.2 Advice and guidance		
1.2.1 Consultancy	Yes	2
1.2.2 Technical specialism	Yes	2
1.3 Business strategy and planning		
1.3.1 Research	Yes	2
1.3.2 Innovation	Yes	2
1.3.3 Business process improvement	Yes	2
1.4 Technical strategy and planning		
1.4.1 Emerging technology monitoring	Yes	2
2 Business change		
2.1 Business change implementation		
2.1.1 Portfolio management	No	2
2.1.2 Programme management	No	2
2.1.3 Project management	No	2
2.1.4 Portfolio, programme and project support	No	2
2.2 Business change management		

2.2.1 Business analysis	Yes	2
2.2.2 Requirements definition and management	Yes	2
2.2.3 Business process testing	Yes	2
2.2.4 Change implementation planning & management	Yes	2
2.2.5 Organisation design and implementation	Yes	2
2.2.6 Benefits management	Yes	2
2.2.7 Business modelling	Yes	2
2.2.8 Sustainability assessment	Yes	2
2.3 Relationship management		
2.3.1 Stakeholder relationship management	Yes	2
3 Solution development and implementation		
3.1 Systems development		
3.1.1 Systems development management	Yes	2
3.1.2 Data analysis	Yes	2
3.1.3 Systems design	No	2
3.2 Human factors		
3.2.1 User experience analysis	Yes	3
4 Service management		
4.3 Service transition		
4.3.4 Change management	Yes	2

Australian Computer Society - Core Body of Knowledge: 2016 accreditation

Attribute	Assessed	Level
Essential Core ICT Knowledge		
ICT Professional Knowledge		

Ethics	No	Comprehension
Professional expectations	No	Comprehension
Teamwork concepts & issues	Yes	Comprehension
Interpersonal communications	Yes	Application
Societal issues	Yes	Application
ICT Problem Solving		
Abstraction	Yes	Application
Design	Yes	Application
General ICT Knowledge		
Technology Resources		
Hardware & Software	No	Comprehension
Technology Building		
Human Factors	No	Comprehension
Systems Development	Yes	Application
Systems Acquisition	Yes	Application
ICT Management		
IT Governance & organisational issues	Yes	Analysis
IT Project Management	No	Comprehension