

Tutorial Letter 101/3/2020

Business Informatics IIA ICT2641

Semesters 1 and 2

School of Computing

IMPORTANT INFORMATION

Please register on myUnisa, activate your myLife email address and make sure that you have regular access to the myUnisa module website, ICT2641-2020-S1/S2, as well as your group website.

Note: This is a fully online module and therefore it is only available on myUnisa.

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1 INTRODUCTION

Dear student

As part of this tutorial letter, we wish to inform you that Unisa has implemented a transformation charter based on five pillars and eight dimensions. In response to this charter, we have also placed curriculum transformation high on the agenda. For your information, curriculum transformation includes the following pillars: student-centred scholarship, the pedagogical renewal of teaching and assessment practices, the scholarship of teaching and learning, and the infusion of African epistemologies and philosophies. These pillars and their principles will be integrated at both the programme and module levels, as a phased-in approach. You will notice the implementation in your modules and we encourage you to fully embrace these changes during your studies at Unisa.

Welcome to Business Informatics IIA. We hope that you will find the module both interesting and rewarding. We shall do our best to make your study of this module successful. You will be well on your way to success if you start studying early in the semester and resolve to do the assignments properly and on time. In order for you to do well in this module it is strongly advised that you spend a minimum of eight hours per week studying the course material. As this is a 12 credit module it equates to hundred and twenty hours studying time over the semester. There are roughly fifteen weeks in semester. A hundred and twenty hours divided by fifteen weeks equals eight hours a week. The eight hours should be broken down into roughly two hours reading a chapter and two hours revising the chapter and a further one to two hours completing the relevant assignment related to that chapter. Once you have completed going through the chapters it is advisable to go through your revision notes and utilise the online forums to ask and answer questions with your peers to gain a deeper and more in-depth understanding of the knowledge of the work.

Because this is a fully online module, you will need to use myUnisa to study and complete the learning activities. Visit the website for ICT2641 on myUnisa frequently. The website for your module is ICT2641-20-S1/S2.

1.1 Getting started ...

Given the nature of this module, you can read about it and find your study material online. Go to the website at <https://my.unisa.ac.za> and log in using your student number and password. You will see ICT2641-20-S1/S2 in the row of modules displayed in the orange blocks at the top of the web page. Select the **More** tab if you cannot find the module you require in the blocks displayed. Then click on the module you wish to open.

We wish you every success in your studies!

2 OVERVIEW OF ICT2641

2.1 Purpose

IT students who have completed this module successfully will be able to understand business processes from the client's perspective, analyse a business from a financial and business process perspective, and propose a business solution.

This module aims to provide business analysts with intermediate qualifications with knowledge of business processes from the client's perspective, skills to analyse a business from a financial and business process perspective, and values to propose a business solution. They should be able to apply their knowledge in real-life financial business analysis situations. Successful

students should be able to convert a problematic business process into a financially sound solution. They can analyse, design and develop appropriate business solutions that meet standards set according to the project-based perspective. These solutions must meet clients' needs and expectations, and they should be reliable, cost effective and timeous. The module equips IT students to diagnose business process problems and to identify and implement solutions.

2.2 Outcomes

For this module, you will have to master several outcomes:

- **Specific outcome 1:** Demonstrate a sound knowledge of the processes in a business.

Assessment criteria: Student describes the processes of a business from the client's perspective.
- **Specific outcome 2:** Analyse a business.

Assessment criteria: Student analyses the processes of a business from a real life financial and business process perspective.
- **Specific outcome 3:** Propose a business solution.

Assessment criteria:
 - Student converts a problematic business process into a financially viable solution.
 - The proposal is assessed on appropriacy, format, language use, coherence and argumentation.
- **Specific outcome 4:** Develop and implement appropriate business solutions.

Assessment criteria:
 - Student develops and implements a business solution.
 - The business solution is according to specific standards (project-based perspective suited to the clients' needs and satisfaction).
 - The business solution is reliable, cost-effective, timeous and efficient.

3 LECTURER(S) AND CONTACT DETAILS

3.1 Lecturer(s)

The names and contact details of the lecturers responsible for this module are included found in the SOC All Series/2020 (Tutorial letter 301) of the School of Computing. The SOC All Series/2020 is also available on myUnisa under "Official study material". The details of the responsible lecturers also appear in the welcome message on myUnisa.

Lecturers are available by appointment only. You will not be able to see a lecturer if you arrive at the university without an appointment.

All queries that are NOT of a purely administrative nature (such as questions about registration) but are about the contents of this module should be directed to the lecturers of this module. All administrative queries should be directed to the relevant divisions (such as Registration).

Generally, most students experience the same types of problems. In this tutorial letter, we address some of the most common student enquiries. Please take the time to read through this tutorial letter as some of the questions you may have might have been answered already. We present you with a comprehensive first tutorial letter to assist you in the best possible way and to ensure that you interact effectively with the lecturers of this module and Unisa in general. Some of the worst frustrations that our students have mentioned include:

- problems that are still unresolved after an effort to contact Unisa
- that it is necessary to contact Unisa more than once to solve a problem
- that students are passed from one person to another when they call

In this module we will try to reduce these frustrations to a minimum and help you to spend your time effectively. To make this possible, you should understand Unisa's general regulations and workflow, and how these affect us all. Sometimes students' actions slow down the processes followed at Unisa, making it difficult for lecturers to provide you with the standard of service they would like to offer.

3.2 Department

The School of Computing (Department of Computer Science) can be contacted if you find it difficult to get hold of the lecturers responsible for this module via e-mail, myUnisa or telephone. The contact details for staff members in the School of Computing are provided in Tutorial letter 301/2020(SOCALL0) or at <http://osprey.unisa.ac.za>.

You are encouraged to use Osprey to see whether your lecturers are available before you call their offices. An e-mail is normally the best form of communication with your lecturers.

Please ensure that all correspondence between you and the lecturer utilises your mylife.unisa.ac.za email address. This ensures that all correspondence is tracked and thereby guarantees protection and recourse if necessary.

3.3 University

To contact the university, follow the instructions in the brochure *Study@Unisa*. Remember to have your student number available whenever you contact Unisa.

When you contact a lecturer, please include your student number to enable him/her to help you more effectively.

4 RESOURCES

4.1 Joining myUnisa

The myUnisa learning management system is the university's online campus which will help you communicate with your lecturers, fellow students and Unisa's administrative departments.

To access the myUnisa website directly, go to <https://my.unisa.ac.za>. Click on the **Claim UNISA Login** on the top of the screen on the myUnisa website. You will then be prompted to enter your student number in order to claim your initial myUnisa details, as well as your myLife email login details.

For more information on myUnisa, consult the brochure *Study@Unisa*, which you received with your study material: www.unisa.ac.za/brochures/studies

4.2 Prescribed book

The prescribed textbook for ICT2641 for 2020 is:

- Paul, D., Cadle, J. and Yeates, D. 2014. Business Analysis, 3rd edition. Swindon: BCS Learning & Development.

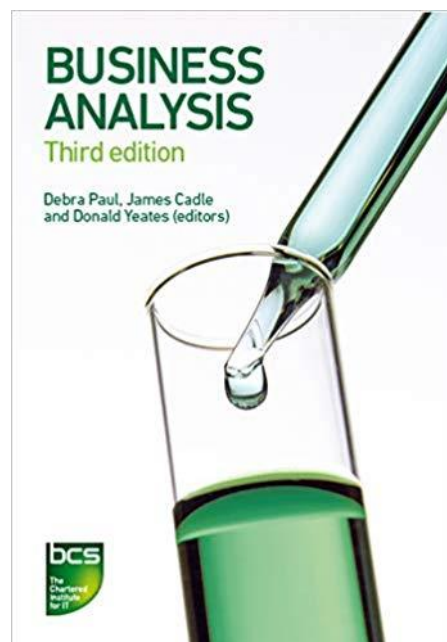
ISBN numbers applicable to this book:

Paperback ISBN: 978-1-78017-277-4

PDF ISBN: 978-1-78017-278-1

ePUB ISBN: 978-1-78017-279-8

Kindle ISBN: 978-1-78017-280-4



The book is available from book stores.

- Chapters 1-4 cover specific outcome 1: Demonstrate a sound knowledge of the processes in a business.
- Chapters 5-7 cover specific outcome 2: Analyse a business.
- Chapters 8-10 cover specific outcome 3: Propose a business solution.
- Chapters 11-14 cover specific outcome 4: Develop and implement appropriate business solutions.

4.3 Electronic reserves (e-reserves)

E-reserves can be downloaded from the library catalogue. More information is available at:

<http://libguides.unisa.ac.za/request/request>

4.4 Library services and resources information

The Unisa Library offers a range of information services and resources:

- for brief information go to: <https://www.unisa.ac.za/library/libatglance>
- for more detailed Library information, go to <http://www.unisa.ac.za/sites/corporate/default/Library>
- for research support and services (e.g. Personal Librarians and literature search services), go to <http://www.unisa.ac.za/sites/corporate/default/Library/Library-services/Research-support>

The Library has created numerous Library guides: <http://libguides.unisa.ac.za>

Recommended guides:

- request and find library material/download recommended material:
<http://libguides.unisa.ac.za/request/request>
- postgraduate information services:
<http://libguides.unisa.ac.za/request/postgrad>
- [finding and using library resources and tools:](http://libguides.unisa.ac.za/Research_skills)
http://libguides.unisa.ac.za/Research_skills
- Frequently asked questions about the Library: <http://libguides.unisa.ac.za/ask>
- Services to students living with disabilities:
<http://libguides.unisa.ac.za/disability>

Important contact information:

- <https://libguides.unisa.ac.za/ask> - Ask a Librarian
- Lib-help@unisa.ac.za - technical problems accessing library online services
- Library-enquiries@unisa.ac.za - general library related queries
- Library-fines@unisa.ac.za - for queries related to library fines and payments

5 STUDENT SUPPORT SERVICES

The *Study@Unisa* brochure is available on myUnisa: www.unisa.ac.za/brochures/studies

This brochure has all the tips and information you need to succeed at distance learning and, specifically, at Unisa.

6 HOW TO STUDY ONLINE

6.1 What does it mean to study fully online?

Studying fully online modules differs completely from studying other modules at Unisa.

- ***All your study material and learning activities for online modules are designed to be delivered online via myUnisa.***
- ***All your assignments must be submitted online.*** This means that you will complete all your activities and submit all your assignments via myUnisa. In other words, you may **NOT** post your assignments to Unisa using the South African Post Office.
- ***All communication between you and the university happens online.*** Your lecturers will communicate with you via email and SMS, and by using the **Announcements**, **Discussion Forums** and **Questions and Answers** tools. You can also use all of these ways to ask questions and contact your lecturers.

6.2 myUnisa tools

We will mainly be using the **Lessons tool**, which provides the content of, and assessments for, your module. At times you will be directed to join discussions with your fellow students, and to complete activities and assessments before continuing with the module.

It is crucial that you log in to myUnisa regularly. We recommend that you do so at least once a week, to do the following:

- **Check for new announcements.** You can also set your myLife email account so that you receive announcement emails on your cell phone.
- **Complete the Discussion Forum activities.** When you complete the activities for each learning unit, we want you to share your answers with the other students in your group. You can read the instructions and even prepare your answers offline, but you will need to go online to post your messages. To this end we provide a **Social Cafe** where you can socialise with other students taking this module.
- **Complete other online activities.** For certain learning unit activities, you may need to post something on the **Blog tool**, take a quiz or complete a survey under the **Self-Assessment tool**. Do not skip these activities, because they will help you complete the assignments and activities for the module.

We hope that by giving you extra ways of studying the material and practising all of the activities, you will succeed in the online module. To get the most out of the online module you **MUST** go online regularly, to complete the activities and assignments on time.

6.3 Study Plan

Week[s]	Chapter[s]	Activities	Note[s]
1	Chapters 1 & 2 Introduction to Business Analysis	Study both chapter 1 and 2	Summarise both chapters and do the exercises in Lesson 1 on myUnisa. Do the related questions of Assignment 01.
2	Chapter 3 & 4 An overview of business processes	Study both chapter 3 and 4	Summarise both chapters and do the exercises in Lesson 2 on myUnisa. Do the related questions of Assignment 01.
3 & 4	Chapter 5 – 7 How to analyse business processes	Study chapters 5 to 7	Summarise the three chapters and do the exercises in Lesson 3 on myUnisa. Do the related questions of Assignment 01.
Assignment 01: this assignment covers the content from chapters 1 to 7			Complete assignment 01 and submit it via myUnisa in PDF format. No other format but online submission will be accepted.
5 & 6	Chapters 8 – 10 How to propose a business solution	Study chapters 8 to 10	Summarise the three chapters and do the exercises in Lesson 4 on myUnisa. Do the related questions of Assignment 02.
7 & 8	Chapters 11 – 14 How to develop and implement appropriate business solutions	Study chapters 11 to 14	Summarise the four chapters and do the exercises in Lesson 5 on myUnisa. Do the related questions of Assignment 02.
Assignment 02: this assignment covers the content from chapters 8 to 14			Complete assignment 02 and submit it via myUnisa in PDF format. No other format but online submission will be accepted.
Rest of semester	Chapters 1 – 14	Revise chapters 1 – 14	Revision and exam preparation.

7 ASSESSMENT

7.1 Assessment plan

The following is a breakdown of the formal assessment activities as they become due during the semester.

You are required to complete and submit two (2) **COMPULSORY** assignments and write one final examination in this module.

- **Assignment 01** is a written assignment.
- **Assignment 02** is a written assignment.
- **A two-hour examination** is written at the end of the semester. The examination questions cover all the examinable chapters.

All three assessments, that are the two assignments and the examination, contribute towards your final mark for the module.

Your final mark will be calculated as follows:

Assignment 01 (50%) + Assignment 02 (50%) = Year mark (100%)
Year mark (20%) + Exam mark (80%) = Final mark.

Semester 1's assignments numbers, due dates and unique number(s) appear below:

Assignment number	Due date	Unique number
01	05 March 2020	781787
02	02 April 2020	636049

Semester 2's assignment numbers, due dates and unique number(s) appear below:

Assignment number	Due date	Unique number
01	06 August 2020	782612
02	03 September 2020	543882

The due dates indicated above are the last dates on which the respective assignments should be received by the university. You are encouraged to submit your assignments at least one week before the due date to avoid submission problems.

Because this is an online module, the assignments are not provided in this tutorial letter. Instead, they will be posted online as they become due, and you will see them when you go online.

7.2 Year mark and final examination/other options

Your year mark for this module is calculated as follows:

- Assignment 01 (50%) + Assignment 02 (50%) = Year mark (100%)

- Weighting of the course: **Year mark (20%) and Examination (80%)**

8 CONCLUSION

Do not hesitate to contact us via email if you are experiencing problems with the content of this tutorial letter or with any academic aspect of the module.

We wish you a fascinating and satisfying journey through the learning material and trust that you will complete the module successfully.

Enjoy the journey!

School of Computing

The End

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