

FIT1049 SAMPLE EXAM

NOTE ANSWER ALL QUESTIONS ON THE LINES PROVIDED

THE NUMBER OF QUESTIONS IS NOT THE SAME AS THE FINAL EXAM

THE SAMPLE EXAM DOES NOT ADD UP TO 100 MARKS

SHORT ANSWER QUESTIONS

Answer all Questions in this booklet. More lines are given, than are required for most questions.

1. Mindfulness

4 marks

1a. Why does research show that mindfulness helps to reduce depression? (2 marks)

1b. What is multitasking and does it improve performance? (2 marks)

2a. Give examples of 4 **assertive verbal skills**. (4 marks)

1. _____
2. _____
3. _____
4. _____

2b. Non-verbal communication can help or hinder the process of effective **listening**. List 4 **non-verbal behaviours** that are associated with so-called “listening responsiveness”. (4 marks)

1. _____
2. _____
3. _____
4. _____

3. Research

8 marks

Given the following details for a book, answer the questions below.

Author: Alex Smith

Number of Pages: 300

Type of Work: Book

Date: 2000

Title: All you need to know about Professional Practice

Publisher: Monash

Place: New York

Pages: 300

3a. Show how the work will be recorded in the Reference List of the report in APA 6th format (2 marks)

3b. Add an in-text citation for the work in the APA citation style, to appear in the space provided at the end of the following sentence. The text is a paraphrase of the original article (2 marks)

The IT Profession is relatively young compared to the traditional sciences, but it models many of
the processes and procedures .

3c. What type of source is each of the following: Match the correct type from the list below in the boxes provided. (4 marks)

Primary

Secondary

Tertiary

	The Age Newspaper
	Eyewitness account
	Data
	Encyclopedia

4. Oral Presentations

5 marks

Given the following information, sketch a PowerPoint slide and explain why you included each element. (5 marks)

“IT systems are fundamental to an organisation’s survival. But they open up the organisation to a wide range of forms of misuse. Fail to protect them from intentional or accidental misuse from inside or outside an organisation can lead to disaster. If an IT system fails it is inconvenient to customers, partners, employees, and can lead to loss of revenue, reduced share value and entire business can fail.”

[illegible]This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

[illegible]

5. Structure Communications Interviews and Meetings

4 marks

5a. If you were at an interview and you were asked “Discuss a time when you were in a team that was difficult?” What would your response be? Use the STAR approach. (4 marks)

[illegible]

6. Working in teams

4 marks

6a. What is “**groupthink**”? List 2 possible approaches to preventing groupthink.(4 marks)

Question 6 Ethics (10 marks)

A company that manages a very popular social networking site is in the middle of “buy-out” negotiations. The maintenance programmers (members of the Australian Computing Society) looking after the software have just discovered a bug that allows anyone to view photos of users with private profiles, including users under the age of 16. This is a violation of local child safety laws. Some of these photos have made their way to inappropriate sites. If the sale of the company is successful every employee will profit financially from the deal. However, if the system bug becomes public it will significantly decrease the financial value of the deal. The programmers bring this to the attention of their manager, who says to leave it to him, but then does nothing.

What should these programmers do? How would you judge their manager’s behaviour, from an ethical and legal point of view? Discuss the ethical and legal issues in this situation when answering this question.

In your answer, you should

- explain each of the possible choices of actions in this scenario
- explain the consequences of each of the possible actions in this scenario
- explain how each of the choices impacts on the company, sales staff and customers
- explain how each of the choices meet and/or fail the IT professional conduct codes
- explain any relevant legal considerations and how they specifically apply in this scenario.

(10 marks)

1. *The Primacy of the Public Interest*

You will place the interests of the public above those of personal, business or sectional interests.

2. *The Enhancement of Quality of Life*

You will strive to enhance the quality of life of those affected by your work.

3. *Honesty*

You will be honest in your representation of skills, knowledge, services and products.

4. *Competence*

You will work competently and diligently for your stakeholders.

5. *Professional Development*

You will enhance your own professional development, and that of your staff.

6. *Professionalism*

You will enhance the integrity of the ACS and the respect of its members for each other.

This image shows a single page of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

[illegible]

8. Professional Issues - Intellectual Property and Copyright

8 marks

8a. Senario: *You find a photo on the Internet that you want to use in your Company's PowerPoint presentation.*

Read the case study and answer the following questions. Circle the correct answer for question. (4 marks)

- 8a. Yes No It is alright to use the image as long as you cite and reference where it came from?
- 8b. Yes No Is the image covered by a patent
- 8c. Yes No Is the image covered by a copyright
- 8d. Yes No The IP protection is automattically applied

8b. Briefly state the difference between copyright law and patent law, providing an IT related example to show what each is designed to protect. [4 marks]

9a. Workplace communications (6 marks)

Consider the following cover letter for a job application. Critically analyse this letter as a mode of communication, considering both content and presentation aspects.

Steven H.
Monash IT consulting
Melbourne

Jeff Gomez
Email: LadiesMan217@ebay.com

TO WHOM IT MAY CONCERN

Hi Steven,

I'm Jeff and I understand that your consulting company has consultancy roles available for IT graduates.

I know that your company is known for it's quality of consluting work in Melbourne and has a good industry reputation for developing young graduates plus I like the facts that you provide different rotations in your graduate program so to give graduates a broad range of experience.

I am a highly skilled Monash graduate. I have good time management skills, writeen and verbal communications skills (particularly in my grammar), the better to benefit Monash consulting. I also am a great leader, being captain of my high school football team.

My resume is attached.

Yours

Jeff

[illegible]

[illegible]

SECURITY

10a. Security breaches can be from internal and external sources. Give an example of each (2marks)

DISCRIMINATION

10b. What is the purpose of affirmative action and why is it needed. Give an example of an affirmative action (4 marks)

SUSTAINABILITY

10c. Why is sustainability important? Give 2 examples of sustainability practices that can be implemented at a workplace. (3 marks)

[illegible]