

Assessment Details and Submission Guidelines	
<b>Trimester</b>	T2 2021
<b>Unit Code</b>	HI6034
<b>Unit Title</b>	Enterprise Information Systems
<b>Assessment Type</b>	Group Assignment
<b>Assessment Title</b>	Group Assignment
<b>Purpose of the assessment (with ULO Mapping)</b>	<p>This assessment task requires students to take on the role of an employee and complete multiple business process related tasks using the Enterprise System in response to a detailed scenario. Students will be expected to complete the scenarios and then produce the specified reports. Some tasks will mirror tutorial activities. Others will extend beyond tutorial material, requiring students to conduct independent research.</p> <p>Learning outcomes are</p> <ol style="list-style-type: none"> <li>1. Examine and communicate to a range of stakeholders the role of enterprise systems in supporting the business strategy, business drivers and business requirements of an organization;</li> <li>2. Critically evaluate the integrative role of enterprise systems in supporting business processes and automating and managing the associated transactions within the organizational context;</li> </ol>
<b>Weight</b>	30% of the total assessments
<b>Total Marks</b>	30
<b>Word limit</b>	Output screenshots required in the given template.
<b>Due Date</b>	Week 11
<b>Submission Guidelines</b>	<ul style="list-style-type: none"> <li>• All work must be submitted on Blackboard by the due date along with a completed Assignment Cover Page.</li> <li>• The assignment must be in MS Word format, no spacing, 11-pt Times New Roman font and 2 cm margins on all four sides of your page with appropriate section headings.</li> <li>• Reference sources must be cited in the text of the report, and listed appropriately at the end in a reference list using Harvard style.</li> </ul>

## Academic Integrity

Holmes Institute is committed to ensuring and upholding Academic Integrity, as Academic Integrity is integral to maintaining academic quality and the reputation of Holmes' graduates. Accordingly, all assessment tasks need to comply with academic integrity guidelines. Table 1 identifies the six categories of Academic Integrity breaches. If you have any questions about Academic Integrity issues related to your assessment tasks, please consult your lecturer or tutor for relevant referencing guidelines and support resources. Many of these resources can also be found through the Study Skills link on Blackboard.

Academic Integrity breaches are a serious offence punishable by penalties that may range from deduction of marks, failure of the assessment task or unit involved, suspension of course enrolment, or cancellation of course enrolment.

**Table 1: Six categories of Academic Integrity breaches**

<b>Plagiarism</b>	Reproducing the work of someone else without attribution. When a student submits their own work on multiple occasions this is known as <b>self-plagiarism</b> .
<b>Collusion</b>	Working with one or more other individuals to complete an assignment, in a way that is not authorised.
<b>Copying</b>	Reproducing and submitting the work of another student, with or without their knowledge. If a student fails to take reasonable precautions to prevent their own original work from being copied, this may also be considered an offence.
<b>Impersonation</b>	Falsely presenting oneself, or engaging someone else to present as oneself, in an in-person examination.
<b>Contract cheating</b>	Contracting a third party to complete an assessment task, generally in exchange for money or other manner of payment.
<b>Data fabrication and falsification</b>	Manipulating or inventing data with the intent of supporting false conclusions, including manipulating images.

Source: INQAAHE, 2020

## Assignment Specification

### Purpose:

You have been presented with some tasks and a scenario which requires you to complete the associated processes and submit the specified deliverables which are outputs of the different processes. The deliverable file includes:

- Task 1 Financials: Display General Ledger Account
- Task 2 Procurement: Create a new supplier and material record for the Beach Cruiser.
- Task 3 Production Planning: Add new work place and change routing.
- Task 4 Sales and Distribution: Create a customer quotation and sales order, post the product, and create invoice.

The results of task should be presented as screenshots at the end of given template.

### Report structure should be as the following:

- **Task 1 Financials:** Display General Ledger Account
  - a. Display G/L account data
  - b. Answer the 5 questions
- **Task 2 Procurement:** Create a new supplier and material record for the Beach Cruiser.
  - a. Display a screenshot of the new supplier you have created
  - b. Display a screenshot of the new material and Display the Stock Overview for your BECU1-####
- **Task 3 Production Planning:** Add new work place and change routing.
  - a. Add Work Centre (Packaging WC5-####) and provide the screenshot
  - b. Change routing and Display the Routing Operation Overview for your BECU1####
- **Task 4 Sales and Distribution:** Create a customer quotation and sales order, post the product, and create invoice.
  - a. Display the Stock Overview after the sale of BECU1####
  - b. Display a screenshot of the invoice
  - c. Display the Document Flow for the sale of BECU1####

## Marking criteria

Marking criteria	Weighting
Task 1	7%
Task 2	7%
Task 3	7%
Task 4	7%
Presentation (Report structure, Grammar and spelling, Written style and expression)	2%
<b><i>TOTAL Weight</i></b>	30%
<b>Assessment Feedback:</b>	

### PLEASE NOTE:

- All assignments must be submitted electronically **ONLY**, uploaded to Blackboard and Submission of SafeAssign. Submission deadlines are strictly enforced and a late submission incurs penalties.
- **DO NOT SHARE YOUR ASSIGNMENT WITH OTHER STUDENTS** under no circumstances even after the deadline and after you submitted it in the Blackboard or even after you have marked. If there will be any similarity detected by SafeAssign or the marker, it is an academic misconduct case and **BOTH** of the students will not be marked and reported to the institution for further investigation.
- Your document should be a single word or OpenOffice document containing your report.
- All submissions will be submitted through the safeAssign facility in Blackboard. Submission boxes linked to SafeAssign will be set up in the Units Blackboard Shell. Assignments not submitted through these submission links will not be considered.
- Submissions must be made by the due date and time (which will be in the session detailed above) and determined by your Unit coordinator. Submissions made after the due date and time will be penalized per day late (including weekend days) according to Holmes Institute policies.
- The SafeAssign similarity score will be used in determining the level, if any, of plagiarism. ***SafeAssign will check conference web-sites, Journal articles, the Web and your own class members submissions for plagiarism.*** You can see your SafeAssign similarity score (or match) when you submit your assignment to the appropriate drop-box. If this is a concern you will have a chance to change your assignment and resubmit. However, resubmission is only allowed prior to the submission due date and time. After the due date and time have elapsed your assignment will be graded as late. ***Submitted assignments that indicate a high level of plagiarism will be penalized according to the Holmes Academic Misconduct***

*policy, there will be no exceptions.* Thus, plan early and submit early to take advantage of the resubmission feature. You can make multiple submissions, but please remember we grade only the last submission, and the date and time you submitted will be taken from that submission.

#### Marking Rubrics

Marking Criteria	Excellent	Very Good	Good	Satisfactory	Unsatisfactory
Task 1	Demonstrated excellent ability to conduct task clearly and with accuracy	Demonstrated very good ability to conduct task clearly and with accuracy	Demonstrated good ability to conduct task clearly	Conducted task	Did not conduct task
Task 2	Demonstrated excellent ability to conduct task clearly and with accuracy	Demonstrated very good ability to conduct task clearly and with accuracy	Demonstrated good ability to conduct task clearly	Conducted task	Did not conduct task
Task 3	Demonstrated excellent ability to conduct task clearly and with accuracy	Demonstrated very good ability to conduct task clearly and with accuracy	Demonstrated good ability to conduct task clearly	Conducted task	Did not conduct task
Task 4	Demonstrated excellent ability to conduct task clearly and with accuracy	Demonstrated very good ability to conduct task clearly and with accuracy	Demonstrated good ability to conduct task clearly	Conducted task	Did not conduct task
Presentation	Professional Deliverables	Professional Deliverables	Professional Deliverables	Professional Deliverables	Deliverables not provided