

**NEW ZEALAND INSTITUTES OF TECHNOLOGY AND POLYTECHNIC  
QUALIFICATIONS IN INFORMATION & COMMUNICATIONS TECHNOLOGY**

**PRESCRIPTION: BS340 BUSINESS ENVIRONMENT**

AIM OF MODULE:	To provide students with knowledge and understanding of business environments.
CREDITS:	5
STUDENT LEARNING HOURS:	50
CONTENT REVISED:	2001
PRESCRIPTION EXPIRY DATE:	November 2013

**Level and Assessment Schedule**

TOPICS	Highest Skill Level				Suggested Assessment Percentage
	R	C	A	P	
1. Business Environment		*			40
2. Site Visit			*		20
3. Careers		*			20
4. Applying for a job			*		20
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					100
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## LEARNING OUTCOMES

The student will:

- |   |   |   |
|---|---|---|
| C | 1 | Understand the functions of a business and have an overview of how a business operates. |
| A | 2 | Undertake a site visit, reporting on what was learned.                                  |
| C | 3 | Understand career paths in the computing industry.                                      |
| A | 4 | Prepare a job application.  |

## CONTENT

### 1 BUSINESS ENVIRONMENT

- Identify and describe the five functional areas of a business
- Identify and describe the management structure of a large commercial organisation, including board of directors, CEO, senior and middle management, supervisors, workers and customers
- Depict diagrammatically the ways in which an information systems function fits into the overall business organisation

### 2 SITE VISIT

- Visit an organisation that has computers. Prepare a report that contains at least the following:
  - Name of organisation and what they do
  - The roles of people observed
  - Departments and an overview of their activities
  - Impressions of the organisation and its staff
  - What was learned (technical or social)
  - Relevance of observations to course of study.

### 3 CAREERS

- List principal tasks typically required of, at least five of the following:
  - Information Systems Managers
  - Project Managers
  - Systems Administrators
  - Programmers
  - System analysts
  - User support staff
  - Help desk Staff
  - Web Masters
  - Technicians
  - Database Administrators
  - Network Administrators
  - Data entry operators
- Identify possible career paths in the computing industry using appropriate sources

### 4 APPLYING FOR A JOB

- Identify factors that are important in an interview
- Prepare curriculum vitae and a letter of application specific to a given position (that is within the student's ability to apply for)