MONASH University

FIT2054
Information management in organisations

Unit Guide

Semester 2, 2009

The information contained in this unit guide is correct at time of publication. The University has the right to change any of the elements contained in this document at any time.

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FIT2054 Information management in organisations - Semester 2, 2009

Chief Examiner:

Dr Steve Wright
Senior Lecturer
Phone: +61 3 990 32994

Lecturer(s) / Leader(s):

Caulfield

Dr Steve Wright
Senior Lecturer
Phone: +61 3 990 32994

Introduction

Welcome to FIT2054 Information Management in Organisations, which is a core unit of the Information Management Major in the Bachelor of Information Technology Systems, and available as an elective to other undergraduate students. The unit has been designed to provide you with an understanding of fundamental information management (IM) tools such as business (functional) analysis and metadata, against the background of the organisational and cultural contexts that characterise contemporary workplaces.

Unit synopsis

This unit explores fundamental concepts of information management within organisations. The unit matches known information needs of the business organisation with IM services and solutions, and teaches students how to use IM tools developed to manage information within organisations.

Learning outcomes

At the completion of this unit students will have a theoretical and conceptual understanding of:

1. the main techniques used for IM in organisations;
2. the purpose of facet and business analysis, and their application to the development of basic classification schemes;
3. the place of information creation, representation, storage, access, retrieval, and use within organisations;
4. the purpose of using various classification schemes for conducting business analysis for information requirements specification.

At the completion of this unit students will have developed attitudes that enable them to:

1. recognise the importance of managing information and knowledge;
2. recognise the concept of ownership and security of information and knowledge;
3. recognise the importance of problems associated with managing information/knowledge processes within organisations;
4. recognise issues related to the information lifecycle within organisations.

At the completion of this unit students will have the skills to:

1. be able to evaluate the organisational context of information and its sources critically;
2. be able to deploy data gathering tools and techniques relevant to the development of information products;
3. be able to evaluate the usefulness of classification and metadata schemes;
4. be able to create metadata records and use metadata modelling tools;
5. be able to evaluate and use ICTs and IM tools to create, represent, store, access, retrieve and use information within an organisational context.

At the completion of this unit students will have developed the teamwork skills needed to be able to work as part of a team developing information policy within an organisational context.

Contact hours

Lectures: 2hrs/week, laboratories: 2hrs/week

Workload

For on campus students, weekly workload commitments are:

- two-hour lecture and
- two-hour tutorial/laboratory (requiring advance preparation)
- a minimum of 2-3 hours of personal study per one hour of contact time in order to satisfy the reading and assignment expectations.
- You will need to allocate up to 5 hours per week in some weeks, for use of a computer, including time for newsgroups/discussion groups..

Unit relationships

Prohibitions

IMS2102, IMS2603

Relationships

FIT2054 is a core unit of the Information Management Major in the Bachelor of Information Technology & Systems.

You may not study this unit and IMS2102 or IMS2603 in your degree.

Teaching and learning method

This on-campus unit entails:

- Lectures (2 hours per week)
- Laboratories/Tutorials (a 1 hour lab immediately followed by a 1 hour tutorial, for a total of 2 hours per week)
- Assignments - Group and individual

Emphasis in lectures will be given to providing examples of keyconcepts in the use and management of information within organisations, and discussing some of the debates that these ideas provoke.

Emphasisin tutorials and labs will be given to exploring how information is sought,organised and used in an organisational environment.

Timetable information

For information on timetabling for on-campus classes please refer to MUTTS, http://mutts.monash.edu.au/MUTTS/

Tutorial allocation

On-campus students should register for tutorials/laboratories using the Allocate+ system: http://allocate.cc.monash.edu.au/

Unit Schedule

Week	Topic	Key dates
1	Introduction and overview	
2	Classification	
3	Information and knowledge processes	
4	Power and information in organisations	
5	Culture in organisations	
6	Document aggregation	Assignment 1 due
7	Classification systems: functional analysis	
8	Information discovery and retrieval	
9	Metadata	
10	Metadata ; Media, storage, representation	
Mid semester break		
11	Information policy in organisations I	
12	Information policy in organisations II	Assignment 2 due
13	Revision	

Unit Resources

Prescribed text(s) and readings

No textbook is required for this unit.

Recommended text(s) and readings

Recommended texts:

See separate lecture notes and tutorial/laboratory exercises to be provided during thesemester.

Other references:

The following journals will be useful throughout the unit:

Information, communication & society (CA)

Information Management Journal (CA)

Information Today

Library philosophy and practice

Records Management Quarterly (CA)

Access to electronic versions of these journals is available via the Monash library catalogue. Hard copies of some journals (designated CA) may be found in the Caulfield campus library.

Other relevant online journals may be found at 'Information Technology electronic journals', Monash University Library, http://www.lib.monash.edu.au/ejournals/infotech/index.html

Required software and/or hardware

Lab work will utilise a range of installed software.

Tutorial presentations will utilise Powerpont or similar software.

Equipment and consumables required or provided

 Students will need access to a personal computer with:

- Word or similar word processing program
- Firefox or similar browser
- Powerpont or similar software
- Acrobat or similar PDF reader

Students will also require access to:

- the internet via dial-up connection or preferably by broadband
- a printer for assignments

On-campus students may use the facilities available in the computing labs. Information about computer use for students is available from the ITS Student Resource Guide in the Monash University Handbook.

Study resources

Study resources we will provide for your study are:

- Weekly lecture notes;
- Weekly tutorial or laboratory tasks and exercises;
- Assignment specifications;
- A sample examination, with annotations;
- Access to past examination papers;
- Discussion groups;
- This Unit Guide outlining the administrative information for the unit;
- The unit web site on MUSO, where resources outlined above will be made available.

Assessment

Overview

Examination (3 hours): 50%
Other assessment modes (practical work, assignments): 50%

Faculty assessment policy

To pass a unit which includes an examination as part of the assessment a student must obtain:

- 40% or more in the unit's examination, and
- 40% or more in the unit's total non-examination assessment, and
- an overall unit mark of 50% or more.

If a student does not achieve 40% or more in the unit examination or the unit non-examination total assessment, and the total mark for the unit is greater than 44% then a mark of no greater than 44-N will be recorded for the unit.

To pass this unit, a student must obtain :

- 40% or more in the unit's examination and
- 40% or more in the unit's non-examination assessment
  and
- an overall unit mark of 50% or more

If a student does not achieve 40% or more in the unit examination or the unit non-examination assessment then a mark of no greater than 44-N will be recorded for the unit.

Assignment tasks

Assignment coversheets

Assignment coversheets are available via "Student Forms" on the Faculty website:
http://www.infotech.monash.edu.au/resources/student/forms/
You MUST submit a completed coversheet with all assignments, ensuring that the plagiarism declaration section is signed.

Assignment submission and return procedures, and assessment criteria will be specified with each assignment.

- **Assignment task 1**

  Title:
  > Assignment 1
  Description:
  > Specific tasks and marking criteria will be distributed at the appropriate time during the semester
  Weighting:
  > 15%
  Due date:
  > Week 6

- ## Assignment task 2

  Title:
  > Assignment 2

  Description:
  > Specific tasks and marking criteria will be distributed at the appropriate time during the semester

  Weighting:
  > 20%

  Due date:
  > Week 12

- ## Assignment task 3

  Title:
  > Tutorial Assignment

  Description:
  > Specific tasks and marking criteria will be distributed at the appropriate time during the semester

  Weighting:
  > 15%

  Due date:
  > Weeks 3-12

Examination

- **Weighting:** 50%
  Length: 3 hours
  Type (open/closed book): closed book

See Appendix for End of semester special consideration / deferred exams process.

Due dates and extensions

Please make every effort to submit work by the due dates. It is your responsibility to structure your study program around assignment deadlines, family, work and other commitments. Factors such as normal work pressures, vacations, etc. are not regarded as appropriate reasons for granting extensions. Students are advised to NOT assume that granting of an extension is a matter of course.

Students requesting an extension for any assessment during semester (eg. Assignments, tests or presentations) are required to submit a Special Consideration application form (in-semester exam/assessment task), along with original copies of supporting documentation, directly to their lecturer within two working days before the assessment submission deadline. Lecturers will provide specific outcomes directly to students via email within 2 working days. The lecturer reserves the right to refuse late applications.

A copy of the email or other written communication of an extension must be attached to the assignment submission.

Refer to the Faculty Special consideration webpage or further details and to access application forms: http://www.infotech.monash.edu.au/resources/student/equity/special-consideration.html

Late assignment

If you believe that your assignment will be delayed because of circumstances beyond your control such as illness, you should apply for an extension **prior to the due date**.

Late assignments submitted without an approved extension may be accepted at the discretion of your lecturer, but will be penalised at the rate of 5% of total assignment marks per day (including weekends). Example:

Total marks available for the assignment = 100 marks

Marks received for the assignment = 70 marks

Marks deducted for 2 days late submission (10% of 100) = 10 marks

Final mark received for assignment = 60 marks

Return dates

Students can expect assignments to be returned within two weeks of the submission date or after receipt, whichever is later.

Appendix

Please visit the following URL: http://www.infotech.monash.edu.au/units/appendix.html for further information about:

- Continuous improvement
- Unit evaluations
- Communication, participation and feedback
- Library access
- Monash University Studies Online (MUSO)
- Plagiarism, cheating and collusion
- Register of counselling about plagiarism
- Non-discriminatory language
- Students with disability
- End of semester special consideration / deferred exams