



MONASH University
Information Technology

FIT1003
IT in organisations

Unit Guide

Semester 2, 2010

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.

Last updated: 06 Oct 2010

Table of Contents

<u>FIT1003 IT in organisations - Semester 2, 2010</u>	1
<u>Chief Examiner:</u>	1
<u>Lecturer(s) / Leader(s):</u>	1
<u>Clayton</u>	1
<u>Malaysia</u>	1
<u>Additional communication information:</u>	1
<u>Introduction</u>	2
<u>Unit synopsis</u>	2
<u>Learning outcomes</u>	2
<u>Contact hours</u>	3
<u>Workload</u>	3
<u>Unit relationships</u>	3
<u>Prohibitions</u>	3
<u>Teaching and learning method</u>	4
<u>Teaching approach</u>	4
<u>Timetable information</u>	4
<u>Tutorial allocation</u>	4
<u>Unit Schedule</u>	4
<u>Unit Resources</u>	6
<u>Prescribed text(s) and readings</u>	6
<u>Recommended text(s) and readings</u>	6
<u>Required software and/or hardware</u>	6
<u>Equipment and consumables required or provided</u>	6
<u>Study resources</u>	6
<u>Assessment</u>	8
<u>Overview</u>	8
<u>Faculty assessment policy</u>	8
<u>Assignment tasks</u>	8
<u>Examination</u>	10
<u>Due dates and extensions</u>	10
<u>Late assignment</u>	11
<u>Return dates</u>	11
<u>Feedback</u>	11
<u>Appendix</u>	12

FIT1003 IT in organisations - Semester 2, 2010

Chief Examiner:

Ms Chris Gonsalvez

Director, Industry & Community Engagement

Phone: +61 3 990 32554 +61 3 990 55806

Fax: +61 3 990 31077

Lecturer(s) / Leader(s):

Clayton

Ms Gail Bourne

Fax: +61 3 990 31077

Contact hours: see unit website

Malaysia

Mr Boon Yeap

Lecturer

Phone: +60 3 5514 6084 +60 3 5636 0600

Contact hours: see unit website

Additional communication information:

Consultation details will be available on the unit website.

Students from the Clayton and the Malaysia campuses are studying FIT1003 this semester. If you have questions that relate to the unit please use the Moodle discussion groups, where all students will benefit from the answer. Other discussion groups will also be available for more informal contact. You are strongly encouraged to participate in the discussion groups available in the FIT1003 Moodle site.

Personal questions related to your progress or study needs should be directed to your lecturer or tutor in person or by email.

Introduction

Welcome to FIT1003 IT in Organizations. This 6 point unit is core to all undergraduate degree programs in the Faculty of IT except the Bachelor of Software Engineering. The unit has been designed to provide you with an understanding of organizations, the contexts within which information technologies are used, and the IT professions. It explores many aspects of IT with emphasis on the relationship between theoretical knowledge and its practical application using cases and real examples.

Unit synopsis

The unit will provide students with an introduction and broad overview of the application of IT to the management of information in organisations, and the role of the IT professional in developing and implementing IT-based solutions to information problems. The discussion of the organisational framework for IT and IT professional practice will be set within its broader social context. The opportunities, problems and risks associated with IT will be examined, together with their implications for the rights and responsibilities of IT professionals.

Learning outcomes

At the completion of this unit students will have -

A theoretical and conceptual understanding of:

- basic concepts of information, including organisational and social issues relating to the ownership and control of information;
- basic concepts of information systems, including their role and importance in organisations and society;
- basic concepts of organisations, including organisational structures, the roles of individuals and groups in organisations, the role of communication in achieving organisational objectives, and the nature of communication in organisations;
- basic concepts of IT as it is used in organisations and society, including the evolution of the role of IT in organisations and society;
- information technologies and information technology infrastructures employed by organisations;
- the business and information management processes and functions for which IT is used in organisations, and in which IT professionals are involved;
- opportunities, risks and liabilities arising from the usage and application of IT in organisations;
- processes of acquiring, developing and managing IT in organisations;
- techniques and tools for describing and analysing information management processes in organisations;
- the roles of IT workers in organisations and the range of ethical and professional rights and responsibilities associated with them; and
- organisational and social issues arising from the use of IT in organisations, including privacy and civil liberties issues.

Developed attitudes that enable them to:

- recognise the importance of information to organisational processes and functions;
- recognise the opportunities and limitations of the role which IT can play in managing information in organisations; and
- appreciate the importance of the IT practitioners role in organisations and society, and the responsibilities it entails.

The skills to:

- document organisational information-related functions and processes;
- assess the potential scope for using IT as part of the solution to an organisational information problem;
- identify and discuss issues, problems and opportunities in using IT in organisations;
- identify and discuss the organisational and social impacts of IT, and the ethical dimensions of IT-related decisions;
- recognise the team skills necessary for successful development and implementation of IT solutions to information problems in organisations; and
- appreciate the importance of the inter-relationships between IT professionals and the stakeholders in IT-based systems in organisations.

Contact hours

2 hrs lectures/wk, 2 hrs tutorials/wk

Workload

Workload commitments are:

- two-hour lecture and
- two-hour tutorial (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

CSE1204, ELC1000, IMS1704, BUS1021, CPE1006

Teaching and learning method

Teaching approach

FIT1003 provides students with a comprehensive set of weekly study guides, readings, tutorials and solutions to facilitate their learning. The lectures and tutorials will build on these teaching resources rather than reproduce them, and are an opportunity for you to raise questions.

Lectures: You are strongly advised to read through the study guide prior to the lecture, as two hours is far too short to cover all the important concepts. Emphasis in lectures will be given to providing examples of the concepts and discussing some of the debates that these ideas provoke.

Tutorials: Each week's material is accompanied by a set of tutorial questions, usually drawn from the textbook, that play two roles:

1. Lets you test how well you have understood the content;
2. They form the basis of the interaction you will have with other students and your tutor during the tutorial classes.

You are expected to have completed all or a subset of the questions prior to attending the class. In some cases students will be responsible for tutorial activities and so will need to prepare for the class. The tutorial classes will be used to discuss the questions that **you** have identified while you are attempting the set problems, and to explore some of these concepts in greater depth. Normally your lecturer will advise you which questions will be addressed during the tutorial class.

The assignments will provide you with feedback of your grasp of the content as well as record a mark toward your final grade.

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.its.monash.edu.au/>

Unit Schedule

Week	Date*	Topic	Study guide	References/Readings	Key dates
1	19/07/10	Introduction to Organisations	Study Guide 1	Refer to Study Guide 1	
2	26/07/10	Information and Information Systems	Study Guide 2	Refer to Study Guide 2	
3	02/08/10	Introduction to Business Processes	Study Guide 3	Refer to Study Guide 3	
4	09/08/10	Information Technologies in the Organisation	Study Guide 4	Refer to Study Guide 4	

FIT1003 IT in organisations - Semester 2, 2010

5	16/08/10	Supporting Business Functions with IT	Study Guide 5	Refer to Study Guide 5	
6	23/08/10	Developing Successful IT Systems - Part 1	Study Guide 6 & 7	Refer to Study Guide 6 & 7	Assignment 1 due
7	30/08/10	Developing Successful IT Systems - Part 2	Study Guide 6 & 7	Refer to Study Guide 6 & 7	
8	06/09/10	Communication Concepts	Study Guide 8	Refer to Study Guide 8	
9	13/09/10	Working in Teams	Study Guide 9	Refer to Study Guide 9	
10	20/09/10	Communication in Organisations	Study Guide 10	Refer to Study Guide 10	Assignment 2 due
Mid semester break					
11	04/10/10	Managing IT Security	Study Guide 11	Refer to Study Guide 11	Assignment 3 due
12	11/10/10	Professional Issues	Study Guide 12	Refer to Study Guide 12	
13	18/10/10	Revision			

*Please note that these dates may only apply to Australian campuses of Monash University. Off-shore students need to check the dates with their unit leader.

Unit Resources

Prescribed text(s) and readings

Haag, Baltzan and Phillips, *Business Driven Technology*, 2nd edition or 3rd edition, McGraw-Hill Irwin

Weekly readings, cases and problems are set from this text. Failure to obtain or have access to the textbook will not be grounds for special consideration. Limited numbers of copies are available for short term loan from some libraries, but you should not rely on these. Library acquisition processes do not ensure availability from the start of the semester at all locations.

Digitised readings for some topics are available from the FIT1003 Reading List:

<http://www.lib.monash.edu.au/resourcelists/f/fit1003.html>

Recommended text(s) and readings

Curtis, G. and Codham, D. (2005) *Business Information Systems* Prentice-Hall

Dwyer, J. (2005) *Communication in Business: Strategies and Skills* 3rd edition, Pearson Education, Australia.

Eunson, B. (2005), *Communicating in the 21st Century*, John Wiley & Sons, Australia

Required software and/or hardware

There is no specific recommended software for the unit, however you will need access to:

- An Internet browser with Acrobat Reader
- A word processor
- A simple graphics editor such as that in Word or PowerPoint, which is useful but not essential

Software may be:

- purchased at academic price at good software retailers

Equipment and consumables required or provided

You are able to use the facilities available in the computing labs at university campuses. Information about computer use for students is available from the ITS Student Resource Guide in the Monash University Handbook.

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.

Study resources

Study resources we will provide for your study are:

- 12 Study Guides published on the Unit Website in Moodle
- This Unit Guide outlining the administrative information for the unit

- The FIT1003 web site on Moodle, where study guides, lecture slides, weekly tutorial requirements, assignment specifications, sample solutions and supplementary material will be posted.
- Communication information and newsgroups/discussion groups for each campus that can be linked to from the Unit Homepage.

You are expected to purchase or have regular substantial access to the prescribed text book. You will not be granted extensions or special consideration for assessment on the grounds that you were not able to obtain a copy if the bookshop has copies for sale.

Assessment

Overview

Examination (3 hours): 60%; In-semester assessment: 40%

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 50% then a mark of no greater than 49-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 submission and preparation requirements will be detailed in each assignment specification. Submission must be made by the due date otherwise penalties will be enforced. You must negotiate any extensions formally with your campus unit leader via the in-semester special consideration process: <http://www.infotech.monash.edu.au/resources/student/equity/special-consideration.html>.

• Assignment task 1

Title:

Assignment 1: IT & IS in Organisations

Description:

The assignment is an individual assignment based on a case study of an organisation. You will present the assignment as a report.

Weighting:

15%

Criteria for assessment:

The criteria used to assess submissions are:

- ◆ Correctness and understanding - there may be more than one "right" answer in many cases. We will look for answers that reflect understanding of the underlying principles and theories.
- ◆ Completeness - that you have answered all parts of each question.

- ◆ Presentation - that you have presented your answers in a suitably formatted report style.
- ◆ Use of evidence and argument - you are able to explain your position by using logical argument drawing on the theory presented in the unit.

Due date:

Week 6 - Monday, 23rd August, 2010

Remarks:

The assignment will be made available on the FIT1003 site in Moodle with detailed submission instructions. The title and due date are subject to change.

• **Assignment task 2**

Title:

Assignment 2: Systems Development Report and Formal Client Presentation

Description:

This assignment is a group assignment. It will require your team to report on your analysis of a business problem and present a proposed solution to a client using a range of communication techniques. It will address objectives relating to:

- ◆ Understanding typical business functions and strategies used by business organisations to achieve their purposes and appreciating the integral nature of information technology in the success of these business strategies;
- ◆ Understanding some of the different development methods used to develop IT systems;
- ◆ Explaining the key principles that underlie successful systems development;
- ◆ Understanding the importance of communicating appropriately to different audiences.

Weighting:

20%

Criteria for assessment:

The criteria used to assess submissions are:

- ◆ Correctness and understanding - there may be more than one "right" answer in many cases. We will look for answers that reflect understanding of the underlying principles and theories.
- ◆ Completeness - that you have answered all parts of each question.
- ◆ Use of evidence and argument - you are able to explain your position by using logical argument drawing on the theory presented in the unit.
- ◆ Presentation of your report - both written and oral presented using the appropriate communication method. The oral presentation is a hurdle requirement and as such must be completed appropriately and will be assessed using the following:
 - ◇ evidence of preparation
 - ◇ conduct of presentation
 - ◇ quality of visual aids
 - ◇ presentation style

As a group assignment, assessment will include a peer group review in order to recognize the different contributions of group members.

Due date:

Week 10 - Monday, 20th September, 2010

Remarks:

The assignment will be made available on the FIT1003 site in Moodle with detailed submission instructions. The title and due date are subject to change.

• **Assignment task 3**

Title:

Assignment 3: Communication exercise

Description:

This is an individual assignment and will be a report using communication theories to describe and analyse the communication that occurred within the assignment group.

Weighting:

5%

Criteria for assessment:

- ◆ Correctness and understanding - there may be more than one "right" answer in many cases. We will look for answers that reflect understanding of the underlying principles and theories.
- ◆ Completeness - that you have answered all parts of each question. Use of evidence and argument - you are able to explain your position by using logical argument drawing on the theory presented in the unit.

Due date:

Week 11 - Monday, 4th October, 2010

Remarks:

The assignment will be made available on the FIT1003 site in Moodle with detailed submission instructions. The title and due date are subject to change.

Examination

•

Weighting:

60%

Length:

3 hours

Type (open/closed book):

Closed book

Electronic devices allowed in the exam:

None

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

Assignments received after the due date will be subject to a penalty of 5% per day. Assignments received later than one week (seven days) after the due date will not normally be accepted. In some cases, this period may be shorter if there is a need to release sample solutions.

Return dates

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

Feedback

Types of feedback you can expect to receive in this unit are:

Informal feedback on progress in labs/tutes

Graded assignments with comments

Solutions to tutes, labs and assignments

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