



MONASH University
Information Technology

FIT3072
Managing business records

Unit Guide

Semester 2, 2011

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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FIT3072 Managing business records - Semester 2, 2011

This unit relates to managing the creation, storage, recall and dissemination of business records within organisation-wide frameworks. Topics cover: socio-legal and business requirements for evidence; knowledge bases for representing functions and activities; managing access; designing and implementing recordkeeping policies, strategies and systems in accordance with industry and professional standards, including the International Standard for Records Management, and using recordkeeping business analysis tools (workflow, risk management, identification of vital records, functional analysis).

Mode of Delivery

- Caulfield (Day)
- Caulfield (Off-campus)

Contact Hours

2 hr seminar/wk, 1 hr tutorial/wk

Workload

Students will be expected to spend a total of 12 hours of study per week on this unit. This will include:

- 2 hour lecture, 1 hour tutorial (equivalent to 3 hour seminar)

and up to an additional 9 hours private study, revision and completing assignments.

Off-campus students generally do not attend seminar sessions, however you should plan to spend equivalent time listening to the MULO recordings, working through the relevant resources and participating in weekly discussion forums.

Unit Relationships

Prohibitions

FIT5107, IMS3007, IMS5047

Prerequisites

Completion 36 points at level 1

Chief Examiner

Dr Joanne Evans

Campus Lecturer

Caulfield

Joanne Evans

Contact hours: By appointment, via email or in class.

Sue McKemmish

Contact hours: By appointment, via email or in class.

Tutors

Caulfield

Rebecca French

Contact hours: By appointment, via email or in class.

Academic Overview

Learning Objectives

At the completion of this unit students will:

- understand the business processes that recordkeeping activities support, and the evidential requirements for evidence of business activities that exist in the work place;
- understand how systems are designed and implemented to meet business needs and evidential requirements;
- have the skills to undertake various forms of business analysis in support of records management activities;
- be able to collaborate effectively with other professionals in the design and implementation of electronic recordkeeping systems in a large organisation, or to undertake these activities alone in a small organisation; and
- be able to advise team members and function managers on records management systems for business purposes.

Graduate Attributes

Monash prepares its graduates to be:

1. responsible and effective global citizens who:

- a. engage in an internationalised world
- b. exhibit cross-cultural competence
- c. demonstrate ethical values

critical and creative scholars who:

- a. produce innovative solutions to problems
- b. apply research skills to a range of challenges
- c. communicate perceptively and effectively

Assessment Summary

Examination (2 hours): 50%; In-semester assessment: 50%

Assessment Task	Value	Due Date
Assignment 1 - Discussion Forum Postings and Class Exercises	25% (20% forum postings, 5% class exercises)	Monday 8 August 2011, Monday 22 August 2011, Monday 5 September 2011, Monday 26 September 2011, Monday 17 October 2011
Assignment 2 - Functional Analysis	25%	Monday 19 September 2011
Examination 1	50%	To be advised

Teaching Approach

Lecture and tutorials or problem classes

This teaching and learning approach provides facilitated learning, practical exploration and peer learning.

Feedback

Our feedback to You

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

- Informal feedback on progress in labs/tutes
- Graded assignments with comments

Your feedback to Us

Monash is committed to excellence in education and regularly seeks feedback from students, employers and staff. One of the key formal ways students have to provide feedback is through SETU, Student Evaluation of Teacher and Unit. The University's student evaluation policy requires that every unit is evaluated each year. Students are strongly encouraged to complete the surveys. The feedback is anonymous and provides the Faculty with evidence of aspects that students are satisfied and areas for improvement.

For more information on Monash's educational strategy, and on student evaluations, see:

<http://www.monash.edu.au/about/monash-directions/directions.html>

<http://www.policy.monash.edu/policy-bank/academic/education/quality/student-evaluation-policy.html>

Previous Student Evaluations of this unit

If you wish to view how previous students rated this unit, please go to

<https://emuapps.monash.edu.au/unitevaluations/index.jsp>

Unit Schedule

Week	Activities	Assessment
0	Review the unit site in Moodle and ensure you are registered for a tutorial	No formal assessment or activities are undertaken in week 0
1	Introduction	
2	Recordkeeping Frameworks and Standards	
3	Organisational Analysis	Assignment 1.1 due Monday 8 August 2011
4	Functional Analysis	
5	Work Process Analysis and Risk Assessment	Assignment 1.2 due Monday 22 August 2011
6	Recordkeeping Requirements	
7	Recordkeeping System Design	Assignment 1.3 due Monday 5 September 2011
8	Recordkeeping Technologies	
9	Recordkeeping Policies	Assignment 2 due Monday 19 September 2011; Assignment 1.4 due Monday 26 September 2011
10	Recordkeeping Strategies	
11	Recordkeeping Tools	
12	Recordkeeping System Implementation	Assignment 1.5 due Monday 17 October 2011
	SWOT VAC	No formal assessment is undertaken SWOT VAC
	Examination period	LINK to Assessment Policy: http://policy.monash.edu.au/policy-bank/academic/education/assessment/assessment-in-coursework-policy.html

*Unit Schedule details will be maintained and communicated to you via your MUSO (Blackboard or Moodle) learning system.

Assessment Requirements

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

Assessment Tasks

Participation

• Assessment task 1

Title:

Assignment 1 - Discussion Forum Postings and Class Exercises

Description:

This assignment includes discussion forum postings by all students and completion of class exercises. The class exercises will be undertaken in tutorial sessions by on-campus students, and via Moodle by off-campus students.

Weighting:

25% (20% forum postings, 5% class exercises)

Criteria for assessment:

1. Degree to which postings demonstrate understanding of recordkeeping concepts.
2. Participation in discussions of postings with other students.
3. Participation in class exercises.

Due date:

Monday 8 August 2011, Monday 22 August 2011, Monday 5 September 2011, Monday 26 September 2011, Monday 17 October 2011

• Assessment task 2

Title:

Assignment 2 - Functional Analysis

Description:

You will undertake a functional analysis of a given organisation. Your report will describe the organisation's regulatory and business context, as well as its main functions, activities and processes, from a recordkeeping perspective.

Weighting:

25%

Criteria for assessment:

1. Understanding of the functional analysis process and associated techniques.
2. Application of functional analysis to a particular context.

3. Clarity of presentation of the outcomes, including appropriate referencing of sources.

Due date:

Monday 19 September 2011

Examinations

• Examination 1

Weighting:

50%

Length:

2 hours

Type (open/closed book):

Open book

Electronic devices allowed in the exam:

None

Assignment submission

It is a University requirement

(<http://www.policy.monash.edu/policy-bank/academic/education/conduct/plagiarism-procedures.html>) for students to submit an assignment coversheet for each assessment item. Faculty Assignment coversheets can be found at <http://www.infotech.monash.edu.au/resources/student/forms/>. Please check with your Lecturer on the submission method for your assignment coversheet (e.g. attach a file to the online assignment submission, hand-in a hard copy, or use an online quiz).

Extensions and penalties

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>.

Returning assignments

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

Referencing requirements

Students are required to cite their sources and provide reference lists using the APA (American Psychological Association) standard for referencing academic papers as required by the Faculty of IT.

Other Information

Policies

Monash has educational policies, procedures and guidelines, which are designed to ensure that staff and students are aware of the University's academic standards, and to provide advice on how they might uphold them. You can find Monash's Education Policies at:

<http://policy.monash.edu.au/policy-bank/academic/education/index.html>

Key educational policies include:

- Plagiarism
(<http://www.policy.monash.edu/policy-bank/academic/education/conduct/plagiarism-policy.html>)
- Assessment
(<http://www.policy.monash.edu/policy-bank/academic/education/assessment/assessment-in-coursework-p>)
- Special Consideration
(<http://www.policy.monash.edu/policy-bank/academic/education/assessment/special-consideration-policy.h>)
- Grading Scale
(<http://www.policy.monash.edu/policy-bank/academic/education/assessment/grading-scale-policy.html>)
- Discipline: Student Policy
(<http://www.policy.monash.edu/policy-bank/academic/education/conduct/student-discipline-policy.html>)
- Academic Calendar and Semesters (<http://www.monash.edu.au/students/key-dates/>);
- Orientation and Transition (<http://www.infotech.monash.edu.au/resources/student/orientation/>);
and
- Academic and Administrative Complaints and Grievances Policy
(<http://www.policy.monash.edu/policy-bank/academic/education/management/complaints-grievance-policy>)
- Codes of Practice for Teaching and Learning
(<http://www.policy.monash.edu.au/policy-bank/academic/education/conduct/suppdocs/code-of-practice-tea>)

Student services

The University provides many different kinds of support services for you. Contact your tutor if you need advice and see the range of services available at www.monash.edu.au/students. The Monash University Library provides a range of services and resources that enable you to save time and be more effective in your learning and research. Go to <http://www.lib.monash.edu.au> or the library tab in my.monash portal for more information. Students who have a disability or medical condition are welcome to contact the Disability Liaison Unit to discuss academic support services. Disability Liaison Officers (DLOs) visit all Victorian campuses on a regular basis

- Website: <http://adm.monash.edu/sss/equity-diversity/disability-liaison/index.html>;
- Telephone: 03 9905 5704 to book an appointment with a DLO;
- Email: dlu@monash.edu
- Drop In: Equity and Diversity Centre, Level 1 Gallery Building (Building 55), Monash University, Clayton Campus.

Prescribed texts:

Kennedy, J & Schauder, C 1997, *Records management : a guide to corporate recordkeeping*, 2nd edn, Addison Wesley Longman, Melbourne.

McKemish, S (eds) et al. 2005, *Archives : recordkeeping in society*, Wagga Wagga, Centre for Information Studies, Charles Sturt University, N.S.W.

Other Information

The *AS ISO 15489 Records Management Standard* is a major reference for this unit and students can access this and other relevant standards through the Standards: on-line premium database available through the library, see <http://www.lib.monash.edu.au/databases/1274655.html>.

Other references:

Electronically delivered course notes and other reference material will be provided during the course on the unit website.

Books and electronic material accessible through the Monash Library will be made available from a unit reading list.