

FIT1036
Enterprises and information

Unit Guide

Semester 1, 2013

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: 04 Mar 2013

Table of Contents

<u>FIT1036 Enterprises and information - Semester 1, 2013</u>	1
<u>Mode of Delivery</u>	1
<u>Contact Hours</u>	1
<u>Workload requirements</u>	1
<u>Unit Relationships</u>	1
<u>Prohibitions</u>	1
<u>Chief Examiner</u>	1
<u>Campus Lecturer</u>	1
<u>Caulfield</u>	1
<u>Tutors</u>	2
<u>Caulfield</u>	2
<u>Academic Overview</u>	3
<u>Learning Outcomes</u>	3
<u>Unit Schedule</u>	4
<u>Assessment Summary</u>	4
<u>Teaching Approach</u>	5
<u>Assessment Requirements</u>	6
<u>Assessment Policy</u>	6
<u>Assessment Tasks</u>	6
<u>Participation</u>	6
<u>Examinations</u>	7
<u>Examination 1</u>	7
<u>Learning resources</u>	7
<u>Feedback to you</u>	7
<u>Extensions and penalties</u>	8
<u>Returning assignments</u>	8
<u>Resubmission of assignments</u>	8
<u>Referencing requirements</u>	8
<u>Assignment submission</u>	8
<u>Online submission</u>	8
<u>Required Resources</u>	8
<u>Field trips</u>	8
<u>Additional subject costs</u>	9
<u>Examination material or equipment</u>	9
<u>Other Information</u>	10
<u>Policies</u>	10
<u>Graduate Attributes Policy</u>	10
<u>Student services</u>	10
<u>Monash University Library</u>	10
<u>Disability Liaison Unit</u>	11
<u>Your feedback to Us</u>	11
<u>Previous Student Evaluations of this Unit</u>	11

FIT1036 Enterprises and information - Semester 1, 2013

This unit examines the nature of the information needs of organisations, groups and individuals, and the ways in which IT-based systems support them. The main focus of the unit will be on organizational needs for IT-based systems and information management, but it will also consider the wider social context for issues relating to information and IT usage. The changing hopes and expectations of what IT and information can offer to assist the enterprise will be a particular focus of attention. This will provide the basis for consideration of the range of roles required of the IT professional in developing and implementing IT-based solutions to information problems.

Mode of Delivery

Caulfield (Day)

Contact Hours

2 hrs lectures/wk; 2 hrs tutorials/wk

Workload requirements

Students will be expected to spend a total of 12 hours per week on this unit throughout the semester.

This will include:

Lectures: 2 hours per week

Tutorials: 2 hours per week

and up to an additional 8 hours per week for reading resources and texts, completing tutorial exercise, working on assignments, private study and revision.

Unit Relationships

Prohibitions

FIT1003

Chief Examiner

Professor Michael Vitale

Campus Lecturer

Caulfield

Michael Vitale

Consultation hours: Building H room 7.45 Monday 12:30 - 1:30; Thursday 11:00 - 1:00; Other days and times by appointment michael.vitale@monash.edu 9903 1082

Tutors

Caulfield

Michael Vitale

Consultation hours: Monday 12:30 - 1:30; Thursday 11:00 - 1:00; Other days and times by appointment

Academic Overview

Learning Outcomes

On the completion of this unit, students will:

- know and understand basic concepts of information and information systems relating to their role and importance in organisations and society;
- know and understand basic concepts of organisations and organisational processes in relation to their information needs and the application of IT-based systems to support them;
- know and understand basic concepts of IT and IT-based applications as they are used in organisations and society;
- know the key information technologies and information technology infrastructures employed by organisations;
- understand the organisational and social issues arising from the use of IT in organisations, including privacy and civil liberties issues;
- be able to recognise and analyse opportunities, risks and liabilities arising from the usage and application of IT in organisations;
- be able to apply appropriate techniques and tools to the tasks of identifying, describing and analysing information management processes in organisations.

Unit Schedule

Week	Activities	Assessment
0		No formal assessment or activities are undertaken in week 0
1	Basic concepts: Issues in the supply, demand, and management of information	None -- note no tutorials in Week 1
2	Basic concepts: Organisations and their information needs	Assignment 2: Tutorial participation exercises - commences
3	Basic concepts: The nature of information and implications for organisations	
4	Basic concepts: IT and information - visions, capabilities and limitations	Assignment 1: Case Study in organisational use of information and IT - made available
5	Basic concepts: Developing and acquiring information and information systems	
6	Information management as an organisational problem	Assignment 3: Major issues in IT usage - made available
7	An introduction to organisational information management practices	Assignment 1 due; This week's lecture has been rescheduled to Wednesday 12:00 - 2:00 due to the ANZAC Day holiday
8	Information technology - standards, specialisation and commodification	
9	Organisations and information - the problem of organisational change	
10	Dreams, realities, and nightmares in organisational information usage	
11	Issues in system development and acquisition and the problem of failure	Assignment 2 complete; Assignment 3 due
12	Current issues and future concerns; unit review	
	SWOT VAC	No formal assessment is undertaken in 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 learning system.

Assessment Summary

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

Assessment Task	Value	Due Date
A case study in organisational use of information and IT	15%	Week 7 of semester

Unit Schedule

Tutorial participation exercises	10%	Weeks 2 to 11 of semester
Major issues in IT usage	15%	Week 11 of semester
Examination 1	60%	To be advised

Teaching Approach

Lecture and tutorials or problem classes

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

Assessment Requirements

Assessment Policy

Faculty Policy - Unit Assessment Hurdles

([http://www.infotech.monash.edu.au/resources/staff/edgov/policies/assessment-examinations/unit-assessment-hu](http://www.infotech.monash.edu.au/resources/staff/edgov/policies/assessment-examinations/unit-assessment-hurdles)

Academic Integrity - Please see the Demystifying Citing and Referencing tutorial at

<http://lib.monash.edu/tutorials/citing/>

Assessment Tasks

Participation

• Assessment task 1

Title:

A case study in organisational use of information and IT

Description:

Students will investigate and report on the nature of a case study organisation's needs for information, and critically evaluate the scope for the use of IT to help satisfy them.

Weighting:

15%

Criteria for assessment:

Demonstrated knowledge and understanding of the key basic concepts relating to:

- ◆ organisational needs for information
- ◆ the nature of data and information
- ◆ the uses of computer-based technology to meet data/information needs

Demonstrated ability to apply the academic theory in these areas to its practice in an organisational setting

Demonstrated ability to carry out an investigation and report on its findings in written and verbal form

Due date:

Week 7 of semester

• Assessment task 2

Title:

Tutorial participation exercises

Description:

Tutorial participation exercises will be based around the weekly tutorial activities.

Weighting:

10%

Criteria for assessment:

Criteria for assessment will depend on the nature of the work being carried during the tutorial. In general, students will be expected to prepare adequately for the tutorial by reading the material provided in advance, and participating actively in the discussions and other tasks which they are asked to perform. Detailed criteria will be provided to students as appropriate before the tutorial work is done.

Due date:

Weeks 2 to 11 of semester

• **Assessment task 3**

Title:

Major issues in IT usage

Description:

Students will be required to conduct research into and report on a significant contemporary issue relating to the application of IT to enterprise information needs. Issues will be selected from a list provided by the unit leader.

Weighting:

15%

Criteria for assessment:

Demonstrated level of knowledge and understanding of the key issues involved in the topic

Demonstrated level of knowledge and understanding of the impact of these issues on organizations in practice

Quality of research and clarity of expression of ideas

Due date:

Week 11 of semester

Examinations

• **Examination 1**

Weighting:

60%

Length:

3 hours

Type (open/closed book):

Open book

Electronic devices allowed in the exam:

None

Learning resources

Monash Library Unit Reading List

<http://readinglists.lib.monash.edu/index.html>

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
- Solutions to tutes, labs and assignments

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.

Resubmission of assignments

Students may not resubmit assignments.

Referencing requirements

Follow the Monash Library Guides for Citing and Referencing at <http://guides.lib.monash.edu/content.php?pid=88267&sid=656564>

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).

Online submission

If Electronic Submission has been approved for your unit, please submit your work via the learning system for this unit, which you can access via links in the my.monash portal.

Required Resources

Please check with your lecturer before purchasing any Required Resources. Limited copies of prescribed texts are available for you to borrow in the library, and prescribed software is available in student labs.

Required resources will be included with each topic in the Moodle page for the unit.

Field trips

The unit will include field trips for the purpose of learning about how information is supplied and managed in the real world. The distances travelled will be very short and the trips can readily be managed on public transportation.

Additional subject costs

There will be no significant additional costs.

Examination material or equipment

The examination will be open-book, and students will be allowed to bring books, class notes, and readings into the examination. However, the use of electronic devices will not be permitted.

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:

www.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 in Coursework Programs;
<http://www.policy.monash.edu/policy-bank/academic/education/assessment/assessment-in-coursework-po>
- Special Consideration;
<http://www.policy.monash.edu/policy-bank/academic/education/assessment/special-consideration-policy.ht>
- 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/dates/>
- Orientation and Transition; <http://intranet.monash.edu.au/infotech/resources/students/orientation/>
- Academic and Administrative Complaints and Grievances Policy;
<http://www.policy.monash.edu/policy-bank/academic/education/management/complaints-grievance-policy.h>
- Code of Practice for Teaching and Learning;
<http://www.policy.monash.edu.au/policy-bank/academic/education/conduct/suppdocs/code-of-practice-teac>

Graduate Attributes Policy

<http://www.policy.monash.edu/policy-bank/academic/education/management/monash-graduate-attributes-policy.h>

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 <http://www.monash.edu.au/students>. For Sunway see <http://www.monash.edu.my/Student-services>, and for South Africa see <http://www.monash.ac.za/current/>.

Monash University Library

The Monash University Library provides a range of services, resources and programs that enable you to save time and be more effective in your learning and research. Go to www.lib.monash.edu.au or the library tab in [my.monash](#) portal for more information. At Sunway, visit the Library and Learning Commons at <http://www.lib.monash.edu.my/>. At South Africa visit <http://www.lib.monash.ac.za/>.

Disability Liaison Unit

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://www.monash.edu/equity-diversity/disability/index.html> Telephone: 03 9905 5704 to book an appointment with a DLO; or contact the Student Advisor, Student Community Services at 03 55146018 at Sunway Email: dlu@monash.edu Drop In: Equity and Diversity Centre, Level 1, Building 55, Clayton Campus, or Student Community Services Department, Level 2, Building 2, Monash University, Sunway Campus

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 the Student Evaluation of Teaching and Units (SETU) survey. 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, see:

www.monash.edu.au/about/monash-directions and on student evaluations, see:
www.policy.monash.edu/policy-bank/academic/education/quality/student-evaluation-policy.html

Previous Student Evaluations of this Unit

Based on previous student feedback this unit is well structured and no changes have been made for this semester.

If you wish to view how previous students rated this unit, please go to
<https://emuapps.monash.edu.au/unitevaluations/index.jsp>