



MONASH University
Information Technology

FIT2074
Technology, information and organisations

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.

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FIT2074 Technology, information and organisations - Semester 1, 2013

This unit examines the way in which information technology influences the structures and operations of organisations and organisational approaches to the management and use of information. The capabilities and limitations of technologies and the way they have been commoditised and standardised in the marketplace are fundamental determinants of what IT-based applications are capable of achieving. As technologies have evolved and been commoditised, they have shaped and in turn been shaped by what individuals and organisations want and expect from them. This unit applies this perspective as a basis for analysing the main technologies employed by organisations for the use and management of information.

Mode of Delivery

Caulfield (Day)

Contact Hours

2 hrs lectures/wk, 2 hrs tutorial/wk

Workload requirements

For all students workload commitments per week are:

- two hour lecture,
- two hour tutorial (requiring advance preparation)
- an expected 3 hours of personal study per one hour of contact time in order to satisfy the reading, assignment and exam expectations.

Unit Relationships

Prerequisites

FIT1036 or FIT1003

Chief Examiner

Dr Joanne Evans

Campus Lecturer

Caulfield

Joanne Evans

Consultation hours: By appointment only

Tutors

Caulfield

Pamela Spink

Academic Overview

Learning Outcomes

At the completion of this unit, students will:

- know and understand the impacts of advances in information technologies on organisations, their structures and the way they use and manage information to support their operations;
- know and understand how the needs of organisations and the marketplace influence the path of technology evolution;
- know and understand some of the key factors which contribute to the success or failure of technology-based innovations in organisations;
- recognise the strengths and weaknesses of information technology for performing a variety of common information tasks;
- be able to evaluate the merits and disadvantages of a technology-based solution to an organisational information need or problem;
- be able to carry out a critical analysis of an area of technology and make an assessment of its likely future impacts on an organisation.

Unit Schedule

Week	Activities	Assessment
0	Review the unit site in Moodle and ensure you are allocated to a tutorial. Obtain a copy of the prescribed textbook.	No formal assessment or activities are undertaken in week 0
1	Introduction	
2	Concepts: Information Technology, Information Systems and Information Management	
3	Concepts: Business Process and Organisational Strategy	Assignment 1: Tutorial Quizzes begin
4	IT, IS and Information Infrastructures	
5	Ethical and Social Issues in IT/IS/IM	Assignment 2A: Critical Review due 8 April 2013
6	IS: Business Process Management	
7	IS: Digital Commerce and Social Media	Assignment 2B: Report Outline, Progress Report and Literature Review due 22 April 2013
8	IS: Collaboration and Decision Making	
9	IS: Business Analytics	
10	Information Security Management	
11	Information Systems Management and Development	Assignment 2C: Final Report due 20 May 2013
12	Revision	
	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
Assignment 1: Tutorial Quizzes	5%	Monday Tutorials - Weeks 3-12
Assignment 2: IS/IT/IM Report	35% (10% for the Critical Review, 10% for the Plan, 15% for the Final Report)	Monday (Critical Review due 8 April 2013, Plan due 22 April 2013, Final Report due 20 May 2013)
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>)

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

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

Assessment Tasks

Participation

• Assessment task 1

Title:

Assignment 1: Tutorial Quizzes

Description:

In weeks 3-12 you will complete an online quiz at the start of each tutorial which will test your knowledge of the lecture material and the readings for the topic. Your best five (5) results will make up your mark for this assessment task.

Weighting:

5%

Criteria for assessment:

Comprehension of key concepts relevant to the topic from lecture and reading material.

Due date:

Monday Tutorials - Weeks 3-12

• Assessment task 2

Title:

Assignment 2: IS/IT/IM Report

Description:

You are required to prepare a report on the current state of play and future prospects for an emerging IS/IT/IM trend in a given organisational context. It consists of 3 parts:

1. a critical review of an assigned article
2. a plan - incorporating a proposed outline for your final report, schedule of research, analysis and writing activities and review of key information resources
3. a final report.

Weighting:

35% (10% for the Critical Review, 10% for the Plan, 15% for the Final Report)

Criteria for assessment:

Critical Review

1. Synthesis - ability to summarise the key issues and arguments of a key source.
2. Critical Analysis - ability to evaluate the author's arguments with care and balance, demonstrating some knowledge of broader literature on the topic.
3. Presentation - that you have presented your work in a suitably formatted style, with appropriate citing and referencing of all your sources.

Assessment Requirements

Plan

1. Ability to scope your assigned topic.
2. Ability to identify and evaluate key information sources.
3. Ability to identify and prepare a schedule of research and writing activities, and professionally report on your progress.

Final Report

1. Understanding – ability to describe a class of information systems or technologies, highlighting salient issues regarding their use in organisations.
2. Use of evidence and argument – explanation of your position regarding the current state of play and future prospects by using logical argument drawing on the concepts presented in the unit.
3. Presentation - that you have presented your work in a suitably formatted report style, with appropriate citing and referencing of all your sources.

Due date:

Monday (Critical Review due 8 April 2013, Plan due 22 April 2013, Final Report due 20 May 2013)

Examinations

• Examination 1

Weighting:

60 %

Length:

3 hours

Type (open/closed book):

Closed book

Electronic devices allowed in the exam:

None

Remarks:

Students will be allowed up to 2 single-sided or 1 double-sided page of hand written or word processed notes. These may include text and diagrams.

Learning resources

Reading list

This will be provided in the supporting material for the lectures and tutorials. In addition to the prescribed and recommended texts lecture material may be sourced from:

- Pearlson, K. E., & Saunders, C. S. (2010). *Managing and Using Information Systems: A Strategic Approach*. (4th Edition) Hoboken, New Jersey: John Wiley & Sons.
- Boddy, D., Boonstra, A., & Kennedy, G. (2008). *Managing Information Systems: Strategy and Organisation*. (3rd Edition) Harlow, Essex, England: Pearson Education Limited.

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

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

Assignments must be submitted by the due date unless special consideration applies. There is no resubmission of assignments.

Referencing requirements

All Faculty of Information Technology masters coursework and undergraduate units should use the American Psychological Association (APA) Style Guide. For examples see <http://www.lib.monash.edu.au/tutorials/citing/infotech.html>.

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.

Prescribed text(s)

Limited copies of prescribed texts are available for you to borrow in the library.

David Kroenke, Deborah Bunker & David Wilson. (2012). *Experiencing MIS*. (2nd Edition) Pearson (ISBN: 978-1-4425-3314-1).

Recommended text(s)

Kenneth Laudon & Jane Laudon. (2012). *Management Information Systems: Managing the Digital Firm*. (12th Global Edition) Pearson (ISBN: 9780273754534).

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

In line with student feedback and review of the unit by the teaching staff, the unit's assessments have been revised to better support the development of research and critical analysis skills. The prescribed text has also been updated.

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