FIT1003
IT in organisations

Unit Guide

Semester 1, 2014

Last updated: 17 Feb 2014

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FIT1003 IT in organisations - Semester 1, 2014

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.

Mode of Delivery

South Africa (Day)

Workload Requirements

Minimum total expected workload equals 12 hours per week comprising:

(a.) Contact hours for on-campus students:

- Two hours lectures
- Two hour tutorial

(b.) Additional requirements (all students):

- A minimum of 2-3 hours of personal study per one hour of contact time in order to satisfy the reading and assignment expectations.

Unit Relationships

Prohibitions

CSE1204, ELC1000, IMS1704, BUS1021, CPE1006

Chief Examiner

Dr Abraham van der Vyver

Campus Lecturer

South Africa

Dr. Abraham van der Vyver

Consultation hours: To be advised.

Tutors

South Africa

To be advised

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

More South African case studies have been added to the tutorials in response to requests that were posed by students who evaluated the course.

The students commented postively on the explanations and illustration of the role of IT in an organisation.

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

Academic Overview

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.

Unit Schedule

Week	Activities	Assessment
0		No formal assessment or activities are undertaken in week 0
1	Introduction to Organisations	
2	Information and Information Systems	
3	Introduction to Business Processes	
4	Information Technologies in the Organisation	
5	Developing Successful IT Systems - Part 1	
6	Supporting Business Functions with IT	
7	Developing Successful IT Systems - Part 2	Assignment 1 due 15 April 2014
8	Communication Concepts	
9	Working in Teams	
10	Communication in Organisations	Assignment 2 due 13 May 2014
11	Managing IT Security	
12	Professional Issues	
	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.

Teaching Approach

Lecture and tutorials or problem classes

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

Assessment Summary

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

Assessment Task	Value	Due Date
Assignment 1: IT & IS in Organisations	20%	15 April 2014
Assignment 2: Analysis of a case study in the field of Systems Development	20%	13 May 2014
Examination 1	60%	To be advised

Assessment Requirements

Assessment Policy

Faculty Policy - Unit Assessment Hurdles
(http://intranet.monash.edu.au/infotech/resources/staff/edgov/policies/assessment-examinations/assessment-hurd

Academic Integrity - Please see resources and tutorials at
http://www.monash.edu/library/skills/resources/tutorials/academic-integrity/

Assessment Tasks

Participation

Students are expected to attend at least 9 of the tutorials and constructively participate in activities that form part of the tutorial. Attendance and participation will be recorded by your tutor.

- **Assessment task 1**

  Title:
  Assignment 1: IT & IS in Organisations
  Description:
  The assignment is an individual assignment and will consist of an analysis of a case study.
  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.
  - 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:
  15 April 2014
  Remarks:
  The assignment will be made available on the FIT1003 site in Moodle with detailed submission instructions.

- **Assessment task 2**

  Title:
  Assignment 2: Analysis of a case study in the field of Systems Development
  Description:
  This assignment is an individual assignment. It will be required of the student to apply the theory in order to analyse a case study.
  Weighting:
  20%

Assessment Requirements

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.

Due date:
13 May 2014

Remarks:
The assignment will be made available on the FIT1003 site in Moodle with detailed submission instructions.

Examinations

- **Examination 1**

Weighting:
60%
Length:
3 hours
Type (open/closed book):
Closed book
Electronic devices allowed in the exam:
None

Learning resources

Reading list

Baltzan, P & Phillips, A. (2010) Business Driven Technology. 4th Edition. McGraw-Hill.

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

Monash Library Unit Reading List (if applicable to the unit)
http://readinglists.lib.monash.edu/index.html

Faculty of Information Technology Style Guide

Feedback to you

Examination/other end-of-semester assessment feedback may take the form of feedback classes, provision of sample answers or other group feedback after official results have been published. Please check with your lecturer on the feedback provided and take advantage of this prior to requesting individual consultations with staff. If your unit has an examination, you may request to view your examination script booklet, see

Assessment Requirements

http://intranet.monash.edu.au/infotech/resources/students/procedures/request-to-view-exam-scripts.html

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.monash.edu.au/exams/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

No resubmission allowed.

Assignment submission

It is a University requirement (http://www.policy.monash.edu/policy-bank/academic/education/conduct/student-academic-integrity-managing-pla 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). Please note that it is your responsibility to retain copies of your assessments.

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.

No software is required for this unit.

Prescribed text(s)

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

Baltzan, P. & Phillips, A.. (2010). *Business Driven Technology*. (4th Edition) McGraw-Hill Irwin (ISBN: 9780071220538).

Technological Requirements

All formal communications will be conducted during lectures.

Examination material or equipment

No additional material or equipment will be permitted in the exam.

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:

- Student Academic Integrity Policy and Student Academic Integrity: Managing Plagiarism and Collusion Procedures ;
  http://www.policy.monash.edu/policy-bank/academic/education/conduct/student-academic-integrity-policy.h
- 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

Faculty resources and policies

Important student resources including Faculty policies are located at http://intranet.monash.edu.au/infotech/resources/students/

Graduate Attributes Policy

http://www.policy.monash.edu/policy-bank/academic/education/management/monash-graduate-attributes-policy.ht

Student Charter

www.opq.monash.edu.au/ep/student-charter/monash-university-student-charter.html

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 Malaysia 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 Malaysia, 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 Commuity Services at 03 55146018 at Malaysia
- 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, Malaysia Campus