

**FIT1036**  
**Enterprises and information**

**Unit Guide**

**Semester 1, 2014**

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# **FIT1036 Enterprises and information - Semester 1, 2014**

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 organisational 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)

## **Workload Requirements**

Minimum total expected workload equals 12 hours per week comprising:

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

- Two hours of lectures
- One 2-hour tutorial

(b.) Additional requirements (all students):

- A minimum of 8 hours independent study per week for completing lab and project work, private study and revision.

## **Unit Relationships**

### **Prohibitions**

FIT1003

### **Chief Examiner**

Dr Martin Atchison

### **Campus Lecturer**

### **Caulfield**

**Martin Atchison**

Consultation hours: Building H room 7.62 Tuesday and Wednesday 11-1; Other days and times by appointment [martin.atchison@monash.edu](mailto:martin.atchison@monash.edu)

## **Tutors**

### **Caulfield**

**Martin Atchison**

Consultation hours: Tuesday and Wednesday 11-1; Other days and times by appointment

## **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/](http://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](http://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>

# 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: Organizations and their information needs; introduction to case studies      | Note: There will be Tutorial classes in Week 1  |
| 2    | Case Study 1 - Issues in supporting organizational information needs                         | Assignment 2: Tutorial participation exercises - commences  |
| 3    | Case Study 2 - Issues in supporting organizational information needs                         | Assignment 1: Case Study in organisational use of information and IT - made available   |
| 4    | Case Study 3 - Issues in supporting organizational information needs                         |   |
| 5    | IT and the changing roles of IT professionals in supporting organizational information needs | Assignment 1 presentations begin  |
| 6    | Organisations - problems of organisational structures and organizational change              | Assignment 1 completed; Assignment 3: Major issues in IT usage - made available   |
| 7    | Information - Impact of its characteristics on its management and use                        |   |
| 8    | Information technology - standards, specialisation and commodification                       |   |
| 9    | Systems - components, interactions and complexity  |   |
| 10   | System development and acquisition - how do we make it happen?                               |   |
| 11   | Dreams, realities, and nightmares in organisational information and IT usage                 | Assignment 3 due  |
| 12   | Current issues and future concerns; unit review  | Last week of assessment for Assignment 2  |
|      | SWOT VAC   | No formal assessment is undertaken in SWOT VAC  |
|      | Examination period   | LINK to Assessment Policy:<br><a href="http://policy.monash.edu.au/policy-bank/academic/education/assessment/assessment-in-coursework-policy.html">http://policy.monash.edu.au/policy-bank/academic/education/assessment/assessment-in-coursework-policy.html</a> |

\*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                  |
|--|-------|---------------------------|
| Organisational use of information and IT | 10%   | Weeks 5 & 6 of semester   |
| Tutorial participation exercises         | 10%   | Weeks 2 to 12 of semester |
| Major issues in IT usage                 | 20%   | Week 11 of semester       |
| 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-hurdles>)

Academic Integrity - Please see resources and tutorials at

<http://www.monash.edu/library/skills/resources/tutorials/academic-integrity/>

## Assessment Tasks

### Participation

#### • Assessment task 1

**Title:**

Organisational use of information and IT

**Description:**

Students will be required to analyse and report on an example of the use of IT to support an organisation's information needs, and to critically evaluate the issues associated with it and their impact on the organisation.

**Weighting:**

10%

**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:**

Weeks 5 & 6 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



## Assessment Requirements

as appropriate before the tutorial work is done.

**Due date:**

Weeks 2 to 12 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:**

20%

**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):**

Closed book

**Electronic devices allowed in the exam:**

None

## Learning resources

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

<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**

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/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.

## Assessment Requirements

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

## **Additional subject costs**

There will be no significant additional costs.

## 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](http://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.h>

### Student Charter

[www.opq.monash.edu.au/ep/student-charter/monash-university-student-charter.html](http://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](http://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 Community Services at 03 55146018 at Malaysia
- Email: [dlu@monash.edu](mailto: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