FIT2074
Technology, information and organisations

Unit Guide

Semester 1, 2014

Last updated: 17 Feb 2014

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FIT2074 Technology, information and organisations - Semester 1, 2014

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)

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 (requiring advance preparation)

(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, 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

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

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 Exercises begin
4	Using Information Technologies	Assignment 2A: Critical Review due 30 March 2014
5	Business Process Management and Enterprise Systems	
6	Digital Commerce and Web 2.0 Part 1	
7	Digital Commerce and Web 2.0 Part 2	Assignment 2B: Report Outline, Progress Report and Literature Review due 17 April 2014
8	Business Intelligence and Information Systems for Decision Making Part 1	
9	Business Intelligence and Information Systems for Decision Making Part 2	
10	Information Security Management	Assignment 2C: Final Report due 18 May 2014
11	Information Systems Management and Development	
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.

Teaching Approach

Lecture and tutorials or problem classes

This teaching and learning approach helps students to initially encounter information at lectures, and discuss and explore the information during tutorials in a hands-on lab environment.

Assessment Summary

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

Assessment Task	Value	Due Date
Assignment 1: Tutorial Exercises	5%	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)	Critical Review due 30 March 2014, Plan due 17 April 2014, Final Report due 18 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

- **Assessment task 1**

  Title:
  Assignment 1: Tutorial Exercises
  Description:
  In weeks 3-12 you will partipate in and complete tutorial exercises which will test your
  knowledge of the lecture material, readings for the topic and/or skills for the in-semester
  assignment. 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:
  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.

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:
Critical Review due 30 March 2014, Plan due 17 April 2014, Final Report due 18 May 2014

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

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:

- Boddy, D., Boonstra, A., & Kennedy, G. (2008). *Managing Information Systems: Strategy and Organisation.* (3rd Edition) Harlow, Essex, England: Pearson Education Limited.
- Laudon, K. C., & Laudon, J. P. (2012). *Management Information Systems: Managing the Digital Firm* (12th Global Edition) Harlow, Essex, England: Pearson Education Limited.
- Pearlson, K. E., & Saunders, C. S. (2010). *Managing and Using Information Systems: A Strategic Approach.* (4th Edition) Hoboken, New Jersey: John Wiley & Sons.

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

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

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/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.

Prescribed text(s)

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

David Kroenke, Deborah Bunker & David Wilson. (2014). *Experiencing MIS*. (3rd Edition) Pearson (ISBN: 9781442561779).

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.h

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