

Faculty of Information Technology
School of Information Management and Systems
Semester 2, 2005
UNIT OUTLINE

**Unit: IMS2603, Information Management
in Organisations**

(IMS2102, Information Management 3)

Handbook entry: The Handbook is at: <http://www.monash.edu.au/pubs/handbooks/>

The Handbook entry for IMS2603 can be found at:
<http://www.monash.edu.au/pubs/handbooks/subjects/IMS2603.html>

Unit webpage: To access the unit webpage, select:
<http://www.sims.monash.edu.au/subjects/ims2603>

Staff:

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Contacting staff: Outside the scheduled class contact hours, you can contact teaching staff by email, phone, during their consultation hours (available on unit webpage or at SIMS Frontdesk) or by making an appointment. If you need a staff member urgently and are unable to contact them, please contact:
SIMS Frontdesk, Level 7 – Building S, Ph: 9903 2208



Aim: This unit explores fundamental concepts of information management within organisations. The unit matches known information needs of the business organisation with IM services and solutions, and teaches students how to use IM tools developed to manage information within organisations. The unit begins with a review of Information Management fundamentals, from layers of individual and collective use within organizations, to the place of information within the process of knowledge creation. Other topics addressed include theories and applications of classification and metadata schema, the place of knowledge and memory within an organisational context, the role and nature of records, and the development of information products.

Objectives: At the completion of this unit the students will:

have knowledge of:

- the main techniques used for information management (IM) in organisations

have an understanding of:

- the purpose of facet and business analysis, and their application to the development of basic classification schemes
- the place of information creation, representation, storage, access, retrieval, and use within organisations
- the purpose of using various classification schemes for conducting business analysis for information requirements specification

have the skills to:

- evaluate the organisational context of information and its sources critically
- deploy data gathering tools and techniques relevant to the development of information products
- evaluate the usefulness of classification and metadata schemes
- use information and communication technologies (ICTs) and IM tools to create, represent, store, access, retrieve and use information within an organisational context

have developed attitudes which enable them to recognise:

- the importance of managing information and knowledge
- the concept of ownership and security of information and knowledge
- the importance of problems associated with managing information/knowledge processes within organisations



- issues related to information lifecycle within organisations

Prerequisite knowledge:

Students are expected to familiarise themselves with the materials available at the Monash Library 'Virtual Librarian' web site <http://www.lib.monash.edu.au/vl/>, accessed 19 February 2004.

Texts and software:

Prescribed texts: None.

Recommended texts:

See separate lecture notes and tutorial/laboratory exercises to be provided during the semester.

Other references:

The following journals will be useful throughout the unit

Information, communication & society (CA)

Information Management Journal (CA)

Information Today

Library philosophy and practice

Records Management Quarterly (CA)

Access to electronic versions is available via the Monash library catalogue. Hard copies of some journals (designated CA) may be found in the Caulfield campus library.

Other relevant online journals may be found at 'Information Technology electronic journals', Monash University Library, <http://www.lib.monash.edu.au/ejournals/infotech/index.html>, accessed 7 July 2003.

Computing and laboratory requirements:

Lab work will utilise a range of installed software.

Home equipment requirements:

- a computer with Internet access
- Microsoft Word or similar word processing program (eg OpenOffice)
- Netscape Navigator or similar browser (eg IE/Opera/Mozilla/Safari)



Study materials:

It is essential for all students to have the requisite software and Internet access.

We provide:

- Assignment specifications
- Lecture Notes
- Tutorial and laboratory exercises
- A sample examination paper.

Unit structure and organisation:

Week	Lecture Topics	Tutorials/Labs	Assignments
1	Introduction and overview	No tutorials or labs this week	
2	Information and knowledge processes	Introduction and overview	
3	Individual and organisational knowledges	Information and knowledge processes	
4	Document aggregation	Individual and organisational knowledges	
5	Introduction to classification	Document aggregation	
6	Classification systems	Introduction to classification	
7	Information discovery and retrieval	Classification systems	Facet analysis Due: Mon 5 Sept 2005
8	Metadata	Information discovery and retrieval	
9	Metadata	Metadata	
10	Media, storage, representation	Metadata	
	Non-teaching period	Non-teaching period	
11	Information policy	Media, storage, representation	Metadata Due: Mon 3 October 2005
12	Information policy	Information policy	
13	Revision	Revision	
14	Exams commence		

NB. This information is subject to change

**Workload:**

This is a six point unit which, according to University guidelines, requires you to spend 12 hours per week (a total of at least 156 hours per semester).

The anticipated workload is:

- 2 hours per week lecture
- 2 hours per week tutorials/labs
- 6 hours per week preparation and assignment
- 2 hours per week reading)

Assessment:

Three assignments (50% weighting) and a three hour examination (50% weighting) will be used to assess whether you have achieved the objectives of this subject.

1) Three assignments (total assessment value 50%)

Assignment 1, Value 15%

Due Date: 5pm, Monday 5 September 2005, 'Facet analysis'.

Assignment 2, Value 20%

Due Date: 5pm, Monday 3 October 2005, 'Metadata.'

Tutorial Paper, Value 15%

Due Date: one week after presentation in class.

2) A "closed book" examination, 3 hours, assessment value 50%.

The formal supervised assessment for this unit will be an exam scheduled in the formal examination period following the last week of semester. You are required to be available for the exam and any necessary supplementary assessment procedures until the end of the assessment period. Alternative times for exams will not be approved without a medical certificate for a significant illness, or equivalent evidence.

Note:

- Assignments in this unit are no less important than those of other units. Your inability to manage your time or computing resources will not be accepted as a valid excuse. (Several assignments falling due at the same time is often unavoidable.)
- Backup copies are required to be made of all assignments and retained for 12 months, in case of loss.



- Hardware failures are not normally recognised as a valid reason for obtaining an extension or handing in a late assignment.

Assessment Notes

1 Acknowledgment of sources

Each time you complete any assessment, please refer to and make yourself familiar with the most current information regarding acknowledgement of sources, plagiarism and academic conduct contained in the SIMS Policy website.

<http://www.sims.monash.edu.au/policies>

2. Assignments

2.1 Standards for presentation

All printed assignment work must be word processed and meet the standards set out in the assignment. Refer also to the *School of Information Management and Systems* guidelines for writing assignments for additional information on presentation standards:

<http://www.sims.monash.edu.au/resources/style.html>

2.2 All assignments must include an appropriate **signed** SIMS assignment cover page. See the SIMS web site for downloadable (PDF) copies of SIMS assignment cover pages

<http://www.sims.monash.edu.au/resources/assessment.html>

2.3 Extensions

If you believe that your assignment will be delayed because of circumstances beyond your control such as illness, you should apply for an extension prior to the due date. **All applications for extensions must be made in writing to the unit leader.** Medical certificates or other supporting documentation will be required.

Late assignments submitted without an approved extension may be accepted at the discretion of your lecturer, but will be penalised at the rate of 10% of total assignment marks per day (including weekends). Example:

Total marks available for the assignment = 100 marks

Marks received for the assignment = 70 marks

Marks deducted for 2 days late submission (20% of 100) = 20 marks

Final mark received for assignment = 50 marks

2.4 Submission of assignments

Assignments should be received at your tutor's pigeonhole on or before the due date. In the absence of other instructions, all tutorial papers should be e-mailed to the unit leader one week after presentation in class.

2.5 Return of assignments

Assignments will either be returned in specified tutorials during semester or via the SIMS Frontdesk collection system outside semester.

In general, assignments will be returned within two to three weeks of the due date.

3 Student Academic Grievance Procedure



If you have a concern or issue about aspects of your assessment or other academic matters, you are encouraged to follow the SIMS Student **Academic Grievance Procedure**: <http://www.sims.monash.edu.au/policies>

4. Pass requirements

The 40% rule applies to units and determines the final result for a student where the student's performance in either the examination or assignment component of the unit is unsatisfactory. Students need to be aware of the 40% rule which is:

In order to pass a unit, a student must gain all of the following:

- at least 40% of the marks available for the examination component, if any: i.e. the final examination and any tests performed under exam conditions, taken as a whole
- at least 40% of the marks available for the assignment component: i.e. the assignments and any other assessment tasks (such as presentations) taken as a whole
- at least 50% of the total marks for the unit

Where a student gains less than 40% for either the examination or assignment component, the final result for the unit will be no greater than '44-N'.

5. Grades

The grades awarded by the Faculty of Information Technology are:

Grade	Code	Marks
High Distinction	HD	80-100
Distinction	D	70-79
Credit	C	60-69
Pass	P	50-59
Fail	N	0-49
Near Pass	NP	45-49 (may be awarded by Board of Examiners only)
Deferred	DEF	-
Withheld	WH	-