School of Computing and Information Systems

Unit Outline

KXO203 Information Management

October 2008 - February 2009
Shanghai, China

Unit Coordinator

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UNIT OVERVIEW

Introduction

This unit provides a foundation to the varied practices and technologies associated with the effective management of information as a corporate asset in modern organisations. It is designed as a core unit for all second year students so that they may gain an understanding of effective information management.

Prerequisites

KXO102 or BSA102

Unit Weight

12.5% of one academic year

Teaching Pattern

Workshop: 2hr/wk in weeks 3 to 12 only in Shanghai.

The workload is expected to be 2 hours in the workshop and 6 hours self-directed study per week. All students are expected to attend workshops for 10 weeks. Participation and active contribution of all students in workshops will be monitored.

Unit Content

1. A detailed knowledge of the importance of good information management practice within organisations, and the outcomes that it can deliver.
2. A detailed knowledge of the roles of information managers and the strategic role that both information and information management can play in the development of an organisation.
3. A detailed knowledge of the practice of information management, including an introduction to information resource management, electronic document management and knowledge management.

For more information see the section titled 'Content' on the unit website.

Prior Knowledge and/or Skills

Students are assumed to have acquired the basic technical skills as taught in the introductory Business Information Systems unit KXO101 and to have knowledge and understanding of the basics of building and implementing database systems.

Learning Outcomes

On successful completion of this unit, you will be able to:

1. appreciate the importance of good information management practice within organisations, and the outcomes that it can deliver
2. understand the roles of information managers and the strategic role that both information and information management can play in the development of an organisation
understand the practice of information management, including an introduction to information resource management, electronic document management and knowledge management.

**Generic graduate attributes**

The university has defined a set of generic graduate attributes expected in its graduates. http://www.utas.edu.au/policy/subject.html#graduates Your course is designed to enable you to develop generic skills that are valued in, and expected of, graduates. These are skills that you will need to develop over time. Hence you are encouraged to look for opportunities, as you study each unit, to reflect on and improve these skills.

1. Graduates will have an in-depth knowledge in their chosen field of study and the ability to apply that knowledge in practice. They will be prepared for life-long learning in pursuit of personal and professional development.
   - Apply appropriate technical and informational skills (internal assessments, case study analysis);
   - Use a wide range of academic skills, including analysis and synthesis (internal assessment);
   - Identify, evaluate and implement personal learning strategies (preparation for tutorial and workshop activities);
   - Learn both independently and cooperatively (workshop sessions);
   - Learn new skills and apply learning to new situation (case studies);

2. Graduates will be able to communicate effectively across a range of contexts.
   - Demonstrate oral and written communication (internal assessments);
   - Present well-reasoned arguments (reports and examination);
   - Access, organise and present information, particularly through technology-based activity (most assessment activities);
   - Listen to and evaluate the views of others (tutorials and workshops).

3. Graduates will be effective problem-solvers, capable of applying logical, critical and creative thinking to a range of problems. They will have developed competencies in information literacy
   - Identify critical issues in information management (most sessions);
   - Conceptualise problems and formulate a range of solutions (case studies);
   - Work effectively with others (internal assessments and workshop activities);
   - Find, acquire, evaluate, manage and use relevant information in a range of media (most assessment activities, readings).

4. Graduates will be able to demonstrate a global perspective and inter-cultural competence in their professional lives by demonstrating an awareness of the local and global context in information management (discussions on issues related to enterprise information resource management).

5. Graduates will act ethically, with integrity and social responsibility
   - Acknowledge the social and ethical implications of their actions (in referencing in some assessment tasks);
   - Appreciate the impact of social change.

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**UNIT ASSESSMENT**

**Assessment Pattern**

Internal (60%), Exam (40%)

**Assessment Summary**

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment 1</td>
<td>30%</td>
<td>11:55pm December 2nd 2008</td>
</tr>
<tr>
<td>Assignment 2</td>
<td>30%</td>
<td>11:55pm January 6th 2009</td>
</tr>
<tr>
<td>Examination</td>
<td>40%</td>
<td>University Examination Period</td>
</tr>
</tbody>
</table>

**Assessment Items**

**Item 1**

**Title:** Assignment 1  
**Type:** In-Semester - group assignment  
**Task Length:** 4000  
**Weighting:** 30%  
**Links to Learning Outcomes:** 1, 2  
**Due:** 11:55pm December 2nd 2008  
**Description:** none

**Item 2**

**Title:** Assignment 2  
**Type:** In-Semester - individual assignment  
**Task Length:** 2000  
**Weighting:** 30%  
**Links to Learning Outcomes:** 1, 3  
**Due:** 11:55pm January 6th 2009  
**Description:** none

**Item 3**

**Title:** Examination  
**Type:** Formal Examination  
**Task Length:** not applicable  
**Weighting:** 40%  
**Links to Learning Outcomes:** 1, 2, 3  
**Due:** University Examination Period  
**Description:** 2 hour examination. This examination is open book.

See the 'Assessment' section in unit website for more detailed information about assessment items.

**How your Final Grade will be determined**
Overall assessment will be based on the student’s performance throughout the semester as well as in a formal examination. In order to achieve a pass (or better) result, a student must obtain:

1. at least 45% of the total mark for in-semester assessment items
2. at least 45% of the mark for the formal examination
3. at least 50% of the overall mark

**UNIT RESOURCES**

**Unit Web Site**

This unit is Web Dependent: content & communication. This means that you will need to use the Web for this unit. The unit website contains unit information and resources. The unit website is accessed from http://www.utas.edu.au/coursesonline/. You will need to use your University of Tasmania email pop account username and password to log on to the MyLO system. Once authenticated by the system your personalised MyLO Learning Online area will be displayed. It contains links to the websites that you have permission to access - including the website for this unit.

If you are not able to access the unit website, please contact the technical staff at SOU.

**Prescribed Text**

None

**Readings**

The readings specified on the web pages offer many opportunities to extended your knowledge in interesting areas.

**Software**

The software that you will need to access the unit website and to study this unit, including general purpose software such as word processors, is provided on the computers in the computing labs. If you intend to use software on other computers please check that the versions are compatible. All required software is installed in the allocated lab for the unit.

**GENERAL RESOURCES**

**School Website**

School of Computing and Information Systems - Faculty of Science, Engineering, and Technology.
http://www.cis.utas.edu.au

**Faculty Website**

Information and Resources for Faculty of Science, Engineering and Technology students are available on the faculty website at: http://www.utas.edu.au/scieng

**University Website**

Information and Resources for 'Current Students' are available on the university website at: http://www.utas.edu.au/students/

**GENERAL ASSESSMENT**

**Approach to Learning**

The University is committed to high standards of professional conduct in all activities, and holds its commitment and responsibilities to its students as being of paramount importance. Likewise, it holds expectations about the responsibilities students have as they pursue their studies within the special environment the University offers.

The University's Code of Conduct for Teaching and Learning states:

Students are expected to participate actively and positively in the teaching/learning environment. They must attend classes when and as required, strive to maintain steady progress within the subject or unit framework, comply with workload expectations, and submit required work on time.

You are expected to spend about 130 hrs studying in this unit - this includes attendance at scheduled teaching sessions. (For a 13 week semester this is, on average, 10 hr/wk.) This is the amount of study time that the 'typical' student will need to reach the level of competence and understanding required to fulfill the unit objectives. You are expected to:

- attend all scheduled teaching sessions, unless otherwise notified by the unit coordinator
- prepare for, and actively participate in all scheduled teaching sessions
- complete the assigned learning tasks
- review what has been learnt
- complete assessment items and submit them on time
- access and be familiar with the information and resources available on the unit website
- seek help from teaching staff if you have any questions or difficulties in studying this unit

You are encouraged to read the university's Code of Conduct for Teaching and Learning. Part A describes the 'Responsibility of the University to Students' and part B describes the 'Responsibilities of Students to the University'.
It is expected that students will familiarise themselves with access and use of the MyLO system operated by the University for the electronic delivery of course materials, and for various forms of communication.

It is expected that students will consult email sent to their University email address at least twice a week for notices relating to the administration of the unit, and for notification of the results of assignments.

It is expected that students will read the background material specified in the course curriculum, will actively attend and participate in tutorials, and be prepared to discuss relevant issues arising with tutors, lecturers and fellow students.

**Student Expectations of the Unit**

Students enrolled in this Unit may reasonably expect the following:

1. To be able to contact a lecturer or tutor by electronic mail, to raise issues arising in the unit, either relating to content or student performance within the unit.
2. Subject to availability, to be able to discuss such issues in person with the lecturer or tutor.
3. That assignments will be marked and the marks will normally be returned within 3 weeks of due dates.
4. That all relevant notices regarding the administration of the unit, including any necessary changes, will be communicated to all students enrolled in the unit via email.

*These expectations are in addition to those specified in relevant University regulations.*

**Plagiarism**

Unless specifically stated in the specification of the assessment item provided on the unit website, it is required that:

- work submitted by a student is the work of that student alone OR
- where the assessment item is to be completed by a group of students, the work submitted by the group of students is the work of that group of students alone.

While students are encouraged to discuss the assignments in this unit and to engage in active learning from each other, it is important that they are also aware of the University’s policy on plagiarism. Plagiarism is taking and using someone else’s thoughts, writings or inventions and representing them as your own; for example downloading an essay wholly or in part from the internet, copying another student’s work or using an author’s words or ideas without citing the source.

"**Plagiarism** is a form of cheating. It is taking and using someone else’s thoughts, writings or inventions and representing them as your own; for example, using an author’s words without putting them in quotation marks and citing the source, using an author’s ideas without proper acknowledgment and citation, copying another student’s work.

If you have any doubts about how to refer to the work of others in your assignments, please consult your lecturer or tutor for relevant referencing guidelines, and the academic integrity resources on the web at [http://www.academicintegrity.utas.edu.au](http://www.academicintegrity.utas.edu.au).

The intentional copying of someone else’s work as one’s own is a serious offence punishable by penalties that may range from a fine or deduction/cancellation of marks and, in the most serious of cases, to exclusion from a unit, a course or the University. Details of penalties that can be imposed are available in the Ordinance of Student Discipline – Part 3 Academic Misconduct, see [http://www.utas.edu.au/universitycouncil/legislation/](http://www.utas.edu.au/universitycouncil/legislation/).

The University and any persons authorised by the University may submit your assessable works to a plagiarism checking service, to obtain a report on possible instances of plagiarism. Assessable works may also be included in a reference database. It is a condition of this arrangement that the original author’s permission is required before a work within the database can be viewed.”

It is important that you understand this statement on plagiarism. Should you require clarification please see your unit coordinator or lecturer. Useful resources on academic integrity, including what it is and how to maintain it, are also available at: [http://www.academicintegrity.utas.edu.au](http://www.academicintegrity.utas.edu.au)

**Referencing**

The preferred text referencing systems for the School is the Harvard system (also referred to as the author-date system). In your written work you will need to support your ideas by referring to scholarly literature, works of art and/or inventions. For information on presentation of assignments, including referencing styles: [http://utas.libguides.com/referencing](http://utas.libguides.com/referencing)

It is important that you understand how to correctly refer to the work of others and maintain academic integrity. Failure to appropriately acknowledge the ideas of others constitutes academic dishonesty (plagiarism), a matter considered by the University of Tasmania as a serious offence. The university document on plagiarism contains information about referencing the work or ideas of others (see [http://www.utas.edu.au/plagiarism/](http://www.utas.edu.au/plagiarism/)).

**Submissions**

The details of the submission method (paper, electronic or other) for each assignment will be supplied in a separate assignment specification sheet. All in-semester assignment submissions (including electronic submissions) are to include an Assignment Cover Sheet which includes a statement confirming that the submission is your own work. If this undertaking is not signed, the assignment will not be marked. The Assignment Cover Sheet is available on the School’s web site [http://www.cis.utas.edu.au/cisview/resources.jsp](http://www.cis.utas.edu.au/cisview/resources.jsp).
Extensions


Review of Assessment and Appeals

1. It is expected that students will adhere to the following policy for review of any piece of continuous assessment.
   a. Within 5 days of the release of the assessment result, the student should request an appointment with the Lecturer. The student should be prepared to discuss specifically which section of the marking criteria they are disputing and why they consider the mark is inappropriate.
   b. Following this discussion, students may request a formal remark of the original submission (in accordance with Rule of Academic Assessment 111, clause 22.1). This remark will be undertaken, where practicable, by an alternative assessor.

Complaints Procedure

It is expected that students will adhere to the following policy for making any complaint or grievance directly related to a Unit:

a. In the first instance, students are to approach the Lecturer or Unit Coordinator concerned and arrange a time to speak with them about their concern.

b. If an issue remains unresolved, the student should approach the Head of School and arrange a time to speak with them about their concern.

If the School’s internal policy of complaints is unable to resolve an issue, students should consult Ordinance 8 Student Complaints for further direction, see [http://acserv.admin.utas.edu.au/complaints_info.html](http://acserv.admin.utas.edu.au/complaints_info.html).

Formal Examination

The formal examination will be held at SOU, Shanghai, and is conducted by the University Registrar.

Final Grade

Passing grades will be awarded based on the AVCC guidelines:

- PP at least 50% of the overall mark but less than 60%
- CR at least 60% of the overall mark but less than 70%
- DN at least 70% of the overall mark but less than 80%
- HD at least 80% of the overall mark

In order to comply with the benchmarks set by the Faculty of Science, Engineering & Technology for distribution of grades in units, both the in-semester and examination marks that students obtain may be adjusted either upwards or downwards. See [http://fcms.its.utas.edu.au/scieng/scieng/policies.asp](http://fcms.its.utas.edu.au/scieng/scieng/policies.asp) for details of the Faculty Assessment Guidelines.