MONASH University

FIT3072
Managing business records

Unit guide

Semester 2, 2008

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FIT3072 Managing business records - Semester 2 , 2008

Unit leader :

Sue McKemmish

Lecturer(s) :

Caulfield

- Judith Ellis

Tutors(s) :

Caulfield

- Katherine Mitchell

Introduction

Welcome to FIT3072 Managing Business Records for Semester 2, 2008. This 6 point unit is an elective unit in the BITS, and is on the elective schedule for students interested in obtaining accreditation from ALIA or RMAA or ASA. It takes a recordkeeping process and business analysis perspective on the subject of business records management.

Unit synopsis

This unit takes a recordkeeping process and business analysis perspective on the subject of business records management. It will deal with assessing and managing recordkeeping processes which support the storage, recall and dissemination of records and protect their evidential and informational qualities. System requirements for evidence will be taught along with knowledge bases for representing functions and activities and managing access according to organisational or societal rules. Topics covered in relation to the business analyses that support recordkeeping processes include workflow, corporate and social regulation of an organisation's activities, risk management, identification of vital records, and functional analysis. The methodology for the design and implementation of recordkeeping systems set out in the International Standard for Records Management will provide a framework for the presentation of material.

Learning outcomes

Knowledge and Understanding

At the conclusion of FIT3072, students will:

- Understand the business processes that recordkeeping activities support, and the evidential requirements for evidence of business activities that exist in the work place;
- Understand how systems are designed and implemented to meet business needs and evidential requirements;
- Have the skills to undertake various forms of business analysis in support of records management activities;
- Be able to collaborate effectively with other professionals in the design and implementation of electronic recordkeeping systems in a large organisation, or to undertake these activities alone in a small organisation; and
- Be able to advise team members and function managers on records management systems for business purposes.

Workload

12 hours of study per week for 13 weeks, comprising:

- 3 hour seminar or equivalent OCL delivery
- 9 hours of reading, assignments and project work

Unit relationships

Prerequisites

36 points of first year units

Relationships

FIT3072 is an elective unit in the BITS, and is on the elective schedule for students interested in obtaining accreditation from ALIA or RMAA or ASA.

You must have completed 36 points of first year units before attempting this unit.

You may not study this unit and IMS5047, IMS3007, (translation set IMS5047), FIT5107

Continuous improvement

Monash is committed to 'Excellence in education' and strives for the highest possible quality in teaching and learning. To monitor how successful we are in providing quality teaching and learning Monash regularly seeks feedback from students, employers and staff. Two of the formal ways that you are invited to provide feedback are through Unit Evaluations and through Monquest Teaching Evaluations.

One of the key formal ways students have to provide feedback is through Unit Evaluation Surveys. It is Monash policy for every unit offered to be evaluated each year. Students are strongly encouraged to complete the surveys as they are an important avenue for students to "have their say". The feedback is anonymous and provides the Faculty with evidence of aspects that students are satisfied and areas for improvement.

Student Evaluations

The Faculty of IT administers the Unit Evaluation surveys online through the my.monash portal, although for some smaller classes there may be alternative evaluations conducted in class.

If you wish to view how previous students rated this unit, please go to
http://www.monash.edu.au/unit-evaluation-reports/

Over the past few years the Faculty of Information Technology has made a number of improvements to its courses as a result of unit evaluation feedback. Some of these include systematic analysis and planning of unit improvements, and consistent assignment return guidelines.

Monquest Teaching Evaluation surveys may be used by some of your academic staff this semester. They are administered by the Centre for Higher Education Quality (CHEQ) and may be completed in class with a facilitator or on-line through the my.monash portal. The data provided to lecturers is completely anonymous.
Monquest surveys provide academic staff with evidence of the effectiveness of their teaching and identify areas for improvement. Individual Monquest reports are confidential, however, you can see the summary results of Monquest evaluations for 2006 at http://www.adm.monash.edu.au/cheq/evaluations/monquest/profiles/index.html

Unit staff - contact details

Unit leader

<u>Professor Sue McKemmish</u>
Professor
Phone +61 3 990 31060

Lecturer(s) :

<u>Ms Judith Ellis</u>
Contact hours : By appointment, via email or in class.

Tutor(s) :

Katherine Mitchell

Additional communication information

Ms Judith Ellis: Phone +61 (0) 412 566 124

Ms Katherine Mitchell: Phone +61 3 9903 2526, Email: katherine.mitchell@buseco.monash.edu

Teaching and learning method

Seminars are used to introduce important concepts in the unit. Electronic discussion on topics and the group assignment will give students practical experience and understanding of the major topics.

Off-campus distributed learning or flexible delivery

Seminars will be recorded on MULO.

Communication, participation and feedback

Monash aims to provide a learning environment in which students receive a range of ongoing feedback throughout their studies. You will receive feedback on your work and progress in this unit. This may take the form of group feedback, individual feedback, peer feedback, self-comparison, verbal and written feedback, discussions (on line and in class) as well as more formal feedback related to assignment marks and grades. You are encouraged to draw on a variety of feedback to enhance your learning.

It is essential that you take action immediately if you realise that you have a problem that is affecting your study. Semesters are short, so we can help you best if you let us know as soon as problems arise. Regardless of whether the problem is related directly to your progress in the unit, if it is likely to interfere with your progress you should discuss it with your lecturer or a Community Service counsellor as soon as possible.

Unit Schedule

Week	Topic	Key dates
1	Introduction to FIT3072 - Managing Business Records	
2	Business Recordkeeping - Frameworks and standards	
3	Organisational analysis	
4	Business activity and workflow analysis	
5	Functional analysis	
6	User needs and requirements	
7	Recordkeeping system design	
8	Recordkeeping policies	
9	Recordkeeping strategies	
10	Recordkeeping tools	
11	System specification and procurement	
Mid semester break		
12	Evaluation of software & Recordkeeping systems implementation	
13	Unit Review	

Unit Resources

Prescribed text(s) and readings

Kennedy, J. & Schauder, C. (1998). *Records Management, A guide to Corporate Recordkeeping*. (2nd edn). Melbourne: Longmans.

* Electronically delivered course notes will be provided during the course. Most other readings will be available online.

Text books are available from the Monash University Book Shops. Availability from other suppliers cannot be assured. The Bookshop orders texts in specifically for this unit. You are advised to purchase your text book early.

Recommended text(s) and readings

Kennedy, J. & Schauder, C. (1998). *Records Management, A guide to Corporate Recordkeeping*. (2nd edn). Melbourne: Longmans.

* Electronically delivered course notes will be provided during the course. Most other readings will be available online.

 Weekly readings will be prescribed.

Equipment and consumables required or provided

Students studying off-campus are required to have the minimum system configuration specified by the Faculty as a condition of accepting admission, and regular Internet access. On-campus students, and those studying at supported study locations may use the facilities available in the computing labs. Information about computer use for students is available from the ITS Student Resource Guide in the Monash University Handbook. You will need to allocate up to **5** hours per week for use of a computer, including time for newsgroups/discussion groups.

Study resources

Study resources we will provide for your study are:

- Weekly detailed seminar notes outlining the learning objectives, discussion of the content, required readings and exercises;
- Assignment specification;
- Discussion board tasks;
- Sample examination questions;
- Discussion groups;
- This Unit Guide outlining the administrative information for the unit;
- The unit web site on MUSO, where resources outlined above will be made available.
- On-line recording of the 3 hour seminar using MULO

Library access

The Monash University Library site contains details about borrowing rights and catalogue searching. To learn more about the library and the various resources available, please go to http://www.lib.monash.edu.au. Be sure to obtain a copy of the Library Guide, and if necessary, the instructions for remote access from the library website.

Monash University Studies Online (MUSO)

All unit and lecture materials are available through MUSO (Monash University Studies Online). Blackboard is the primary application used to deliver your unit resources. Some units will be piloted in Moodle. If your unit is piloted in Moodle, you will see a link from your Blackboard unit to Moodle (http://moodle.monash.edu.au) and can bookmark this link to access directly. In Moodle, from the Faculty of Information Technology category, click on the link for your unit.

You can access MUSO and Blackboard via the portal: http://my.monash.edu.au

Click on the Study and enrolment tab, then Blackboard under the MUSO learning systems.

In order for your Blackboard unit(s) to function correctly, your computer needs to be correctly configured.

For example:

- Blackboard supported browser
- Supported Java runtime environment

For more information, please visit: http://www.monash.edu.au/muso/support/students/downloadables-student.html

You can contact the MUSO Support by: Phone: (+61 3) 9903 1268

For further contact information including operational hours, please visit:
http://www.monash.edu.au/muso/support/students/contact.html

Further information can be obtained from the MUSO support site:
http://www.monash.edu.au/muso/support/index.html

Assessment

Unit assessment policy

To pass this unit, a student must obtain :

- 40% or more in the unit's formal supervised assessment and
- 40% or more in the unit's non-examination assessment
  and
- an overall unit mark of 50% or more

If a student does not achieve 40% or more in the unit examination or the unit non-examination assessment then a mark of no greater than 44-N will be recorded for the unit.

Assignment tasks

- **Assignment Task**

  Title : Assignment 1 - Class activities and discussion (or electronic equivalent)

  Description :

  5 items of assessment

  Weighting : 25% - 5 items each worth 5%

  Criteria for assessment :

  The specific tasks and marking criteria will be distributed at the appropriate time during the semester.

  Due date : To be advised

- **Assignment Task**

  Title : Assignment 2 (Group assignment)

  Description :

  Weighting : 25%

  Criteria for assessment :

  The specific tasks and marking criteria will be distributed at the appropriate time during the semester.

  Due date : To be advised

Examinations

- **Examination**

  Weighting : 50%

  Length :

Type (open/closed book) :

Assignment submission

Assignments must be submitted by **electronic** submission via MUSO with the appropriate cover sheet correctly filled out and attached. Do not email submissions. The due date is the date by which the submission must be received.

Assignment coversheets

Assignment coversheets can be found :

- via the "Student assignment coversheets" (http://infotech.monash.edu.au/resources/student/assignments/) page on the faculty website
  or
- via MUSO/blackboard if you are submitting your assignment electronically

University and Faculty policy on assessment

Due dates and extensions

The due dates for the submission of assignments are given in the previous section. Please make every effort to submit work by the due dates. It is your responsibility to structure your study program around assignment deadlines, family, work and other commitments. Factors such as normal work pressures, vacations, etc. are seldom regarded as appropriate reasons for granting extensions. Students are advised to NOT assume that granting of an extension is a matter of course.

Requests for extensions must be made to the unit lecturer at your campus at least two days before the due date. You will be asked to forward original medical certificates in cases of illness, and may be asked to provide other forms of documentation where necessary. A copy of the email or other written communication of an extension must be attached to the assignment submission.

Late assignment

Assignments received after the due date without an extension, will be subject to a penalty of 5% per day, including weekends. Assignments received later than one week (seven days) after the due date will not normally be accepted. In some cases, this period may be shorter if there is a need to release sample solutions.

This policy is strict because comments or guidance will be given on assignments as they are returned, and sample solutions may also be published and distributed, after assignment marking or with the returned assignment.

Return dates

Students can expect assignments to be returned within two weeks of the submission date or after receipt, whichever is later.

Assessment for the unit as a whole is in accordance with the provisions of the Monash University Education Policy at http://www.policy.monash.edu/policy-bank/academic/education/assessment/

We will aim to have assignment results made available to you within two weeks after assignment receipt.

Plagiarism, cheating and collusion

Plagiarism and cheating are regarded as very serious offences. In cases where cheating has been confirmed, students have been severely penalised, from losing all marks for an assignment, to facing disciplinary action at the Faculty level. While we would wish that all our students adhere to sound ethical conduct and honesty, I will ask you to acquaint yourself with Student Rights and Responsibilities (http://www.infotech.monash.edu.au/about/committees-groups/facboard/policies/studrights.html) and the Faculty regulations that apply to students detected cheating as these will be applied in all detected cases.

In this University, cheating means seeking to obtain an unfair advantage in any examination or any other written or practical work to be submitted or completed by a student for assessment. It includes the use, or attempted use, of any means to gain an unfair advantage for any assessable work in the unit, where the means is contrary to the instructions for such work.

When you submit an individual assessment item, such as a program, a report, an essay, assignment or other piece of work, under your name you are understood to be stating that this is your own work. If a submission is identical with, or similar to, someone else's work, an assumption of cheating may arise. If you are planning on working with another student, it is acceptable to undertake research together, and discuss problems, but it is not acceptable to

jointly develop or share solutions unless this is specified by your lecturer.

Intentionally providing students with your solutions to assignments is classified as "assisting to cheat" and students who do this may be subject to disciplinary action. You should take reasonable care that your solution is not accidentally or deliberately obtained by other students. For example, do not leave copies of your work in progress on the hard drives of shared computers, and do not show your work to other students. If you believe this may have happened, please be sure to contact your lecturer as soon as possible.

Cheating also includes taking into an examination any material contrary to the regulations, including any bilingual dictionary, whether or not with the intention of using it to obtain an advantage.

Plagiarism involves the false representation of another person's ideas, or findings, as your own by either copying material or paraphrasing without citing sources. It is both professional and ethical to reference clearly the ideas and information that you have used from another writer. If the source is not identified, then you have plagiarised work of the other author. Plagiarism is a form of dishonesty that is insulting to the reader and grossly unfair to your student colleagues.

Register of counselling about plagiarism

The university requires faculties to keep a simple and confidential register to record counselling to students about plagiarism (e.g. warnings). The register is accessible to Associate Deans Teaching (or nominees) and, where requested, students concerned have access to their own details in the register. The register is to serve as a record of counselling about the nature of plagiarism, not as a record of allegations; and no provision of appeals in relation to the register is necessary or applicable.

Non-discriminatory language

The Faculty of Information Technology is committed to the use of non-discriminatory language in all forms of communication. Discriminatory language is that which refers in abusive terms to gender, race, age, sexual orientation, citizenship or nationality, ethnic or language background, physical or mental ability, or political or religious views, or which stereotypes groups in an adverse manner. This is not meant to preclude or inhibit legitimate academic debate on any issue; however, the language used in such debate should be non-discriminatory and sensitive to these matters. It is important to avoid the use of discriminatory language in your communications and written work. The most common form of discriminatory language in academic work tends to be in the area of gender inclusiveness. You are, therefore, requested to check for this and to ensure your work and communications are non-discriminatory in all respects.

Students with disabilities

Students with disabilities that may disadvantage them in assessment should seek advice from one of the following before completing assessment tasks and examinations:

- Faculty of Information Technology Student Service staff, and / or
- your Unit Coordinator, or
- Disabilities Liaison Unit

Deferred assessment and special consideration

Deferred assessment (not to be confused with an extension for submission of an assignment) may be granted in cases of extenuating personal circumstances such as serious personal illness or bereavement. Information and forms for Special Consideration and deferred assessment applications are available at http://www.monash.edu.au/exams/special-consideration.html. Contact the Faculty's Student Services staff at your

campus for further information and advice.