

UNIVERSITY OF KENT – CODE OF PRACTICE FOR QUALITY ASSURANCE
MODULE SPECIFICATION TEMPLATE

- 1 **Title:** CO403 Organisations and their IS Requirements (CMK013)
- 2 **Department:**
Computing, Business & Management at Mid-Kent College
- 3 **Start Date:** September 2004 (Semester 1 of 4)
- 4 **Number of Students:** 15-20
- 5 **Modules to be withdrawn:** None
- 6 **Level:** Level C
- 7 **Credits:** 30 credits
- 8 **Semester:** Semesters 1 & 2 of 4 (Year 1)
- 9 **Prerequisites:** None
- 10 **Programmes of Study:** Foundation Degree in Information Technology
- 11 **Subject-specific learning outcomes:** students who successfully complete this module will be able to:
- Apply underlying IT concepts and principles outside the context in which they were first studied, including, where appropriate, the application of these principles in an employment context (A2)
 - Demonstrate a knowledge of the main methods of enquiry and an ability to evaluate critically the appropriateness of different approaches to solving problems in the IT field (A3)
 - Show an understanding of the limits of their IT knowledge and how this influences analyses and interpretations based on that knowledge (A4)
 - Structure data and information (A6)
 - Demonstrate an understanding of basic computer communication, network concepts, communication between computers and people and the control and operation of computers (A7)
 - Effectively communicate information, arguments and analysis, in a variety of forms, to specialist and non-specialist audiences and deploy key IT techniques effectively (C13)
 - Evaluate systems in terms of general quality attributes and possible trade-offs presented within the given problem (C15)
 - Apply the principles of effective information management, information organisation, and information retrieval skills to information of various kinds (C16)
- 12 **Generic learning outcomes:** students who successfully complete this module will be able to:
- Analyse the extent to which a computer-based system meets the criteria defined for its current use and future development (B11)
 - Deploy appropriate theory, practices and tools for the evaluation of computer-based systems (B12)
 - Undertake further training, develop existing skills and acquire new competences that will enable them to assume significant responsibility within organisations (D19)
 - Demonstrate effective information-retrieval skills including the use of browsers and search engines, use of general IT facilities (D22)
 - Managing their own learning and development including time management and organisational skills (D24)
 - Good workplace attitude, consistent and responsible approach to internal and external customers (D25)
- 13 **Synopsis:**
It is expected, but not mandatory that this unit will be delivered concurrently with Information Systems and Tools (CMK003) and Systems Analysis and Design (CMK004)

This work-based module, which is expected to be delivered over two semesters, provides the opportunity for the investigation of a real organisation from the inside. It can be seen as broadly consisting of three stages.

The student starts by settling in and building a structure chart of the organisation showing its key attributes, players and communications, providing support for module CMK003.

This is then followed by an information systems investigation considering the flow of information and its processing which will benefit from module CMK003 (now nearing completion), and will support module CMK004 (which is just starting).

The third stage is an evaluation where the student is asked to identify the most critical and the most vulnerable aspects of the systems.

The findings are to be presented by way of a report and presentation to the work-place assessor and to a member of the academic team.

It is intended to provide a work-placement tutor who will monitor, support and advise both the student and their work-based supervisor. The tutor will expect to receive a copy of a weekly log of activities from the student, to be available to respond to emails from the work-place, and to visit both the student and their supervisor in the work-place from time to time.

An important part of this module is the ability of the student to display skills useful to a business employer, for example customer care and communication skills. These are expected to be acquired during the work-placement. It is envisaged that approximately 70% of the assessment will be carried out by the college (work-placement tutor) and 30% of the assessment carried out by the employer (work-based supervisor).

14 Indicative Reading List:

Business Information Systems, Technology, development and management for the e-business; 2nd Edition 2002; Paul Bocij, Dave Chaffey, Andrew Greasley, Simon Hickie; Pearson Education
Essentials of Management Information Systems; 6th Edition Apr 2004; Kenneth Laudon, Jane Laudon; Pearson Education (Online Study Guide)

Database Systems A Practical Approach to Design Implementation and Management; 3rd Edition 2002; Connolly, T.M., Begg, C.E. and Strachan, A.D.; Addison Wesley

15 Learning and Teaching Methods:

Acquisition is through supported activities in the work-place, supported by reading and web based material. This is expected to occupy one day or its equivalent per week. It is estimated that this will require approximately 70 staff contact hours and a total study time of 300 hours per student.

16 Assessment Methods:

Assessment is through individual assessed coursework and projects. Coursework consists of both written reports and practical assignments. In general the 'Subject-specific learning outcomes' will be assessed via the written report and presentation. The workplace assessments will be devised in conjunction with each particular employer in liaison with the college's work-placement tutor and will also address the 'Generic Learning Outcomes' D19, D22, D24 and D25. For example, a work place assessment may involve the supervisor observing the way in which the student interacts with the business' customers.

17 Implications for learning resources, including staff, library, IT and space:

Staff and employers will be required to support this module, through guidance, supervision and assessing. Time and resources must be made available the student so that they can complete this module. Materials from the reading list should be available through the library and additional materials via the web. IT resources will be required to support practical activities in the work place.

18 SENDA statement:

As far as can be reasonably anticipated, the curriculum, learning and teaching methods and forms of assessment do not present any non-justifiable disadvantage to students with disabilities.

Statement by the Director of Learning and Teaching: "I confirm I have been consulted on the above module proposal and have given advice on the correct procedures and required content of module proposals"

.....
Director of Learning and Teaching

.....
Date

Statement by the Head of Department: "I confirm that the Department has approved the introduction of the module and will be responsible for its resourcing"

.....
Head of Department

.....
Date