Outline of today’s lecture

1. Exam structure
2. Preparing for the exam
3. Reviewing unit themes and weekly topics

1. Exam structure – 3 hours, worth 50%
   - Short answer questions (10%)
   - Functional analysis (15%)
   - Essay questions (60%)
   - Application of DDC metadata (15%)

Exam structure – Short answer questions (10%)
   - 10 terms to choose from
   - Select FIVE of these information management terms and briefly explain their meaning, using examples.
   - Each answer is worth 2% of the total marks for the examination

Exam structure – Functional analysis (15%)
   - Draw a diagram that identifies the key functions of the organisation described
   - Identify four activities which would take place to support those functions
   - Choose two of the activities identified and nominate two transactional documents which would be created to support each of those activities
   - Discuss the place of communications channels within the organisation’s information management

Exam structure – DDC metadata (15%)
   - Examine the document provided
   - Apply all relevant Dublin Core elements to it, so that it can be stored (and when necessary, retrieved from) within an information system
   - Are any Dublin Core elements irrelevant here? Why?
   - For each element, explain the reasoning behind your decisions
Exam structure – Essay questions 1 (40%)

- Write on TWO of the following topics
- Use examples to illustrate your arguments
- Each answer is worth 20% of the total marks for the examination
- 10 questions to choose from

Exam structure – Essay questions 2 (20%)

- Discuss the arguments presented in TWO tutorial readings
- Include why these are important when considering information management in organisations
- Use examples to illustrate your arguments

2. Preparing for the exam

- Practice with old exams
- Look through your lecture notes and readings for definitions of terms
  - Remember that the meanings of some terms are controversial/contested: how will you deal with that?
- Practice functional (business) analysis

3. Preparing for the exam

- Practice applying Dublin Core metadata
- Go through tute readings and readings cited in lectures, to review debates around key topics
- Go through tute readings, readings cited in lectures, and other sources, for examples to illustrate your arguments
- Look for connections between unit topics

Other things you may need to know

Special consideration
- ‘A student may apply for special consideration if his/her work has been affected by serious illness or other serious cause.’ [http://www.monash.edu.au/exams/special-consideration.html]

Language & Learning Services
- Provides support for student study, including exam preparation
  [http://www.celts.monash.edu.au/lis/language_and_academic_skills_s.html]

3. Central themes of IMS2603

- Information management in organisations
- Handling aggregations of documents
- The implications of social relations (eg from trust within organisations, to their socio-legal context)
- The role of information professionals
Week 2 - Information and knowledge processes

How is information and knowledge:
- created?
- gathered?
- deployed?
  in an organisational context?

Week 3 - Individual and organisational knowledge

- What is corporate memory?
- Does important knowledge exist outside formal organisational structures?
- Can knowledge be ‘managed’ within organisations?

Week 4 - Document aggregation

- Why do documents aggregate?
- How do they aggregate?
- Why is classification necessary?

Week 5 - Introduction to classification

- What principles underlie classification schemas?
- What are the key terms within classification?
- What is distinctive about facet analysis and business analysis?

Week 6 - Classification systems

- What are some of the most common classification schemas in use today?
- What are their strengths and weaknesses?
- How are they used in various organisational contexts?

Week 7 - Information discovery and retrieval

- How can classification schema help us find the information that we need?
- How do organisations use classification schema to manage and retrieve information?
- How might facet analysis and thesauri assist in retrieval?
### Weeks 8 and 9 - Metadata

- How can metadata help in the storage and retrieval of information?
- How do organisations make use of metadata within their information management?
- Why are semiotics and ontology relevant?

### Week 10 - Media, storage, representation, interface

- What choices do we need to make about the representation of information?
- What storage issues arise in an organisational context?

### Week 11 - Information policy development 1

- What is the socio-legal context within which organisations develop and manage information policy?
- What are the costs of compliance and non-compliance?
- How does the socio-legal context affect the development and management of information policy?

### Week 12 - Information policy development 2

- Information policies - why have them?
- How do organisations develop and manage information policies (eg on the security front)?
- What implications does outsourcing hold for an organisation’s information policy?
- What is the role of information professionals within this process?