

# COURSE NAME AND NUMBER



Date

Course Outline

This document is the course outline for the ... Kent State's IAKM program, commencing in January 2008.

# Course Name

## COURSE OUTLINE

### 1. COURSE DESCRIPTION

This course provides a pragmatic foundation for students wishing to understand...

The course covers three main themes:

- Principles...
- Practices...
- Technologies...

The course approach is to cover these themes in a lesson framework that is structured to represent the stages of a typical project lifecycle...

This approach enables students to:

- Understand...
- Identify...
- Develop knowledge on...
- Undertake specific assignments and submit tutorial discussions based on...

### 2. ACTIVITIES

The activities for this course will include:

#### Textbook Reading

Chapters of the required text (refer Section 3 - Resources) will be set for Students to read each lesson. Reading of the assigned text will be a pre-requisite to understanding the concepts discussed in online lectures, participating in group discussions and completion of assignments (refer Section 4 - Assignments).

Supplemental readings are also provided for most lessons for reference by Students that may wish to extend their knowledge in specific topics. The supplemental readings may present more detailed information relevant to the topic or offer alternative perspectives.

#### Online Lectures

Lectures will be conducted online and will consist of (a) voice instructions relevant to the lesson accompanied by (b) Power Point presentations.

#### Assignments

Students will expand and extend their knowledge of the key elements by preparing two Assignments based on case study materials (refer Section 4 – Assessment/Assignments).

## Tutorials

Tutorial questions are set for each lesson. These require short answer responses to questions that cover a range of the topics covered in each lesson. Students are required to submit 6 tutorial papers for assessment (refer Section 4 – Assessment/Tutorial Papers).

## Group Discussion Forums

Students will be required to participate in Group Discussion for each lesson. These group discussions will be conducted as a forum on the Internet. Discussion questions are set for each topic. Participation from each Student is expected and required (refer Section 4 – Assessment/Discussion Forums & Journaling).

## Journaling

As part of the investigation of discussion topics set for each lesson, Students will be required to record their readings and analysis for each topic in a weekly journal to supplement tutorials and assignments (refer Section 4 – Assessment/Discussion Forums & Journaling).

## 3. RESOURCES

### Required Text

The required text is:

### Supplemental Readings

Supplemental readings are:

Additional supplemental readings may be included for specific lesson topics.

Students are not required to acquire the supplemental texts.

### Web Resources

Link	Resource Description
<a href="http://www.aiim.org">http://www.aiim.org</a>	AIIM International – the enterprise content management association.
<a href="http://www.edocmagazine.com">http://www.edocmagazine.com</a>	eDoc Magazine, a publication of AIIM International.

## 4. ASSESSMENT

### Assessment Overview

Student grades for the course will be assessed using the following methods and weightings.

Reference	Method of Assessment	Weight	Points
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1	Assignment 1	25%	60
2	Assignment 2	25%	60
3	Tutorial Papers (6)	30%	72
4	Discussion Forums/Journaling	20%	48
	<b>TOTAL</b>	<b>100%</b>	<b>240</b>

Translating the class average into a course grade (consistent with the University policy):

Course Avg.	Course Grade	Univ. GPA	Course Avg.	Course Grade	Univ. GPA
92.6+%	A	4.0	76.6-79.5%	C+	2.3
89.6-92.5%	A-	3.7	72.6-76.5%	C	2.0
86.6-89.5%	B+	3.3	69.6-72.5%	C-	1.7
82.6-86.5%	B	3.0	66.6-69.5%	D+	1.3
79.6-82.5%	B-	2.7	59.6-66.5%	D	1.0
			59.5 and below	F	0.0

## Assignments

There will be two Assignments, each weighted at 25% of the total score assessment.

Each Assignment will be related to aspects of an actual business case study relevant to the planning and implementation of a document, records & content management solutions. The case study will be provided to students at the commencement of Lesson 1.

Students are expected to produce the assignments as deliverables (reports) as if they were consulting on the case study project. Each assignment report should cover the 3 main course themes, i.e. principles, practices and technology.

## Tutorial Papers

The submission of 6 tutorial papers is weighted at 30% of the total score assessment.

Tutorials questions are set for each of the 12 lessons. The Tutorial questions seek short answers to questions that probe specific aspects of a lesson topic.

Students select 6 of the 12 tutorials and submit written responses to the tutorial questions. Responses to each question should only consist of one to two paragraphs.

## Discussion Forums/Journaling

Discussion and journaling are collectively weighted at 20% of the total score assessment.

The course is offered online so it is important that Students attend and participate in online forum discussions for each lesson. A set of discussion questions will be set for each lesson.

Each Student is expected, as a minimum for each lesson, to answer 1 discussion question and respond to a minimum 1 other student.

The points for responding to each lesson's discussion question will be weighted. Higher points will be awarded to those Students who post:

- A substantive response to a question within 5 days.
- A substantive response to a minimum 1 other student within 5 days.

Students shall maintain a weekly Journal of their findings from the readings and other sources relevant to the lesson. The journal shall help demonstrate how well the Student comprehends the assigned materials. The length of each journal entry is up to each Student, but quality and not quantity of entries is the key.

## COURSE-RELATED POLICIES & PROCEDURES

### 5.1 Policies on Deadlines and Due Dates

Please refer to the current version of Kent State University's Rules of Engagement.

### 5.2 Anticipated Course Workload

According to the Kent State University *Information Architecture and Knowledge Management Student Handbook*, the anticipated learner course workload for each credit of graduate work is expected to be a minimum of 3 hours per week. Thus, for a three-credit course this would mean an estimated workload average of 9 hours per week, **at a minimum, outside of the class**. This would vary from week to week.

### 5.3 Course Evaluations by Learners

It is a standard practice of the Research and Graduate Studies Office to distribute and administer to the learners a confidential and anonymous questionnaire at the completion of the course. The results will be forwarded to the Instructor only at the completion of the class and the submission of all grades. The Instructor will then incorporate the feedback received in future course offerings and in his continual improvement of the course. Please candidly and honestly describe your opinions of the strengths and weakness you experienced as a learner in the course. This is a situation where your opinion does count.

### 5.4 Plagiarism and Academic Integrity

The learner is expected to be the original author of the content of all assignments, whether done individually or in teams. Kent State University has a zero tolerance for cheating and plagiarism (see the Kent State University *Information Architecture and Knowledge Management Student Handbook* for details).

One area that many students may not realize as cheating is: "Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or

program without notifying the Instructor to whom the work is presented.” See the University Policy Register Section 3342-3-07 for additional details on cheating or plagiarism.<sup>1</sup>

Be careful about using work that was done as part of your employment activities. If the work is within the bounds of expectation of your performance, it typically cannot be used for academic credit (this would be a sort of *double dipping*). If the work performed extends or goes beyond one’s typical work obligations, then it might be considered acceptable. Please check with the Instructor when in doubt about whether something is appropriate for academic credit.

## 5.5 Students with Disabilities

University Policy 3342-3-18 requires that students with disabilities be provided reasonable accommodations to ensure their equal access to course content. If you have a documented disability and require accommodations, please contact the Instructor at the beginning of the semester to arrange for necessary classroom adjustments. Please note, you must first verify your eligibility for these through Student Disability Services.<sup>2</sup>

## 5.6 Student Rights and Responsibilities

In accordance with University policy, student rights and responsibilities are outlined in detail in the Kent State University *Graduate Schools Catalog* and the *Information Architecture and Knowledge Management Student Handbook*.

## 5.7 Teaching Philosophy of the Professor

## 5.8 Policies on Deadlines and Due Dates

*Please state your expectations explicitly as the Instructor of the course.*

## 5.9 Anticipated Course Workload

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<sup>1</sup> <http://www.kent.edu/policyreg/archive.asp?ChapterID=4>

<sup>2</sup> Contact 330-672-3391 or visit <http://www.kent.edu/sds> for more information on registration procedures

## COURSE SCHEDULE

Please review the more detailed course schedule instructions contained within each learning module in WebCT Vista. Readings, lectures, discussions, assessments and assignments are scheduled on a weekly basis.

Week	Topic	Reading Assignment	Assignments	Class Activities
1				Course introduction
	<ul style="list-style-type: none"> <li>• Early Process Concepts</li> <li>•</li> </ul>	Chapter 1  Reading list as posted in Vista	Assignment 1 posted	Participate in discussion forum
2	<b>Business Process Management</b>			
	<ul style="list-style-type: none"> <li>• Business Process Management (BPM) Concepts</li> </ul>	Chapter 2  Reading list as posted in Vista		<ul style="list-style-type: none"> <li>• Participate in discussion forum</li> <li>• Group work explanation and Q &amp; A</li> </ul>
3	<b>Overview of Business Process Management System</b>			
	<ul style="list-style-type: none"> <li>• Key Capabilities of Business Process</li> </ul>	Chapter 3  Reading list as posted in Vista	Assignment 1 due	Begin group work on PowerPoint presentation
Week	<b>Data Integration Technology</b>			
4	<ul style="list-style-type: none"> <li>• Open Database Connectivity (ODBC)</li> <li>•</li> </ul>	Chapter 4  Reading list as posted in Vista		Post group projects in Project discussion area by midnight Sunday.

