

VICTORIA
UNIVERSITY
OF WELLINGTON
*Te Whare Wananga
o te Upoko
o te Ika a Maui*



Faculty of Commerce and Administration

BCA Programme

Trimester 1 - 2005

INFO 101 Foundations of Information Systems

School of Information Management (SIM)

Te Kura Whakaipurangi Korero

<http://blackboard.vuw.ac.nz>

Course Aims

This course creates an awareness of the scope of the information systems (IS) subject area, including an exploration of the nature of information and its importance in the day-to-day management of organisations. The use of information technology to support business processes is explored within a New Zealand context. The course also investigates how technology can be used to mobilise the workforce, as well as looking at emerging trends in IS.

Course Objectives

- a) Introduce students to basic information systems concepts and terminology;
- b) Provide students with an understanding of the range and importance of information systems applications in modern organisations;
- c) Provide students with an awareness of the alternative methods for systems development and acquisition, and their suitability in particular circumstances;
- d) Introduce students to the social, legal and ethical implications of modern information systems use;
- e) Expose students to emerging technologies and show how they may be used to mobilise workers; and
- f) Enhance student understanding of current and potential IS practice through demonstration and use of software tools.

Delivery Method

Learning materials for this course are delivered in three complementary ways: through (i) lectures, tutorials and workshops; (ii) assigned readings from the prescribed text; and (iii) resources on the (Blackboard) course website. ***Each method is equally important and students must use each resource fully to achieve the course objectives.***

Course Details

Credit Value: 18 points
Prerequisite: Nil
Restrictions: INFO151, INFO211
Dates: 21 February – 27 May 2005
Times: Tuesdays & Fridays
Stream 1: 12-12.50pm in KK303
Stream 2: 2.10-3pm in MC103

Tutorials / Workshops: At times and places to be announced on Bb.

Notices

All formal notices relating to this course will be announced in lectures and posted on the Blackboard website - ***you are expected to log on and check for announcements on a regular basis***, at least two or three times a week. Final grades will be posted on the Information Systems noticeboard located on the ground floor of the Easterfield Building. The INFO101 website can be accessed at: <http://blackboard.vuw.ac.nz>.

Required Texts

Haag, Cummings & McCubbrey (2005). Management Information Systems for the Information Age, 5th Edition: McGraw-Hill Irwin

Recommended Text

Manalo, E., Wong-Toi, G., & Hansen, M. (1997). *The Business of Writing: Written Communication Skills for Commerce Students*, Auckland, Addison Wesley Longman.

As this Course has an essay component, it is strongly recommended the above text be purchased.

Teaching and Support

	Staff	Room	Email & Telephone	Office Hours
Course Lecturer(s)	Val Hooper Sid Huff David Pauleen	EA218 EA114 EA202	val.hooper@vuw.ac.nz sid.huff@vuw.ac.nz david.pauleen@vuw.ac.nz	For Course Material related queries related to their teaching weeks, you may email the lecturers for an appointment.
Course Co-ordinator	Anna Pickering	EA108	anna.pickering@vuw.ac.nz Ph. 463-6950	Tuesday 11-12, 1-2pm Wednesday 9-11am Thursday 10-12pm Friday 11-12pm, 1-2pm * Or by appointment

Assessment

Course assessment will be based on the following:

		<u>Due Date</u>
Tutorial assignments (5)	20%	Due weekly in tutorials
Essay	15%	Wednesday 20 April, 1pm
Access <u>OR</u> HTML	15%	Wednesday 18 May, 1pm
Exam (2 hours)	50%	TBA
TOTAL	100%	

Practical Components: *This will involve a database assignment, OR completion of a small website project. Both assessments are based directly on work completed in the workshops and will require limited additional effort outside normal workshop hours.*

Exam: This will be a 2-hour exam held in the external examinations period. Selected material from the lectures, tutorials, workshops, and textbook throughout the course will be assessable.

Late Penalties: In fairness to other students, assignment work submitted after the deadline will incur a 10% penalty (of the marks achieved for the project) for each actual day (prior to 1.00pm) late. In the event of bereavement or prolonged illness affecting your ability to meet the deadline, discuss your situation with the Course Co-ordinator. **You must verify your claim, e.g. produce a medical certificate. In doing so you consent to your supporting documentation being checked by the Course Co-ordinator.** Extensions will only be granted under these conditions.

Scaling: To obtain a fair and consistent distribution of marks relative to assessment difficulty, scaling of marks may be employed on some or all assessments.

Important Notes:

- No extension is possible based on a student's workload. You are expected to manage your workload to ensure there is sufficient time to complete assessments as required.
- You are expected to back up your work – From time to time files are lost, computers crash, etc., so it is critical that you get into the habit of backing up important files (on floppy disk or ZIP disk, for example).
- Do not leave printing, etc. to the last minute – The printers can be overloaded in the labs (especially on the day an assignment is due). Be smart and print it **BEFORE** the due date. Extensions will not be granted if your file is languishing in the print queue!
- Working together – You are encouraged to discuss aspects of assignment work with others. However, when it is time to develop your solution & write your assignment, **the words and diagrams you use must be ENTIRELY your own.** In this way, we will have your perspective on the topic - not someone else's! Markers have been instructed to check for signs of plagiarism and joint efforts.

Mandatory Requirements and Workload

To pass this course, students must have:

1. Correctly enrolled in the course;
2. Submitted five (5) tutorial assignments AND attended the associated tutorial sessions;
3. Attained a weighted average over all assessments of at least 50%.

In terms of weekly course workload, students should plan to spend two - three hours attending lectures and viewing the materials on the Blackboard site, one hour completing a tutorial and one hour completing a workshop, with some extra time preparing for tutorial classes. Students will need to allocate additional time for doing assignments and preparing for the final exam. On average it is expected that this would require a minimum of a further three to four hours per week.

There will be no penalty for non-attendance of lectures in terms of marks towards your final grade, however you run the risk of missing vital information that may be crucial to you passing this Course.

Please note: To pass INFO101 you require submission of five (5) tutorial assignments. Do not expect an exemption from the requirement on the basis of any illness lasting three weeks or less. Do not take chances by missing tutorials unnecessarily - you may later become ill or be otherwise forced to miss some tutorials, and then find that you have not accumulated enough tutorial assignments.

Tutorials / Workshops

Tutorials are intended to provide students with learning opportunities in a smaller class environment. These will mostly involve discussion of the particular week's topic and how it affects you directly. You will be required to think about ethical issues surrounding information systems and encouraged to debate individual ideas.

You are expected to prepare for tutorials by keeping up with the prescribed reading and by attempting the exercises in advance of your session. You must attempt, in writing, each weekly assignment before attending your tutorial. Tutorial sessions will be discussion based – you will be called upon to contribute. Tutorials are also your opportunity to raise and clarify any problems you may have with the material covered in lectures.

Because of the number of students enrolled in INFO101, and administrative problems caused by students attending tutorials other than their own, tutorial attendances will be recorded **only** at a student's allocated tutorial. You may attend tutorials other than the one you are assigned to (subject to availability of space and the consent of the relevant tutor) but **such attendances will not count towards your mandatory course requirement unless arranged in advance with the Course Coordinator.**

Workshops provide opportunities for learning about a range of practical applications based around information technology. This is also where you will acquire the skills to complete the ACCESS and HTML components of the Course. Allocations to specific workshops and tutorials will be outlined in the first week of the course.

Plagiarism

Plagiarism is not acceptable in any form in Faculty of Commerce & Administration courses. Plagiarism takes many forms and includes:

- Deliberately copying another student's work (this includes borrowing completed assignments from past students, and attempting to adapt them to the requirements of the current course);
- Copying directly from textbooks and other sources without using quotation marks; and
- Not acknowledging the sources you have used in your work (i.e., you must cite all references, including websites).

Work, that shows evidence of plagiarism, will be penalised in line with the seriousness of the case. In extreme cases, University academic disciplinary procedures may be invoked.

Penalties will also be invoked where students have collaborated to the point that some (or all) of their work is identical.

General University Requirements

Students should familiarise themselves with the University's requirements, particularly those regarding assessment and course of study requirements, and formal academic grievance procedures, contained in the statutes in the Calendar and read the requirements of this paper outline in that context. The Statute on Conduct ensures that members of the University community are able to work, learn, study and participate in the academic and social aspects of the University's life in an atmosphere of safety and respect. The Statute contains information on what conduct is prohibited and what steps can be taken if there is a complaint.

The Statute of Conduct is published on the University's website (<http://www.vuw.ac.nz/publications/calendar>) or may be viewed at the Reserve Book Room in the University Library.

Problems / Grievances / Complaints

If you have any academic problems with your paper you should talk to the tutor or lecturer concerned or, if you are not satisfied with the result of that meeting, see the Head of School or the Associate Dean (Students) of your Faculty. Class representatives are available to assist you with this process. If, after trying the above channels, you are still unsatisfied, formal grievance procedures can be invoked. These are set out in the Statute on Student Conduct which is published on the VUW website.

INFO 101 – Lectures, Tutorials & Workshops			2005 / 1
DATE	TOPIC	READINGS	Assessment Due
WEEK 1			
21 – 25 Feb	The Information Age You Live In	Haag MIS	Arrange lab accounts
TUTORIAL	*No tutorials	Ch. 1	
WORKSHOP	*No workshops		
WEEK 2			
28 Feb-4 Mar	Strategic & Competitive Opportunities with IS	Haag MIS	Tutorial Assignment due – hand in at tutorial
TUTORIAL	How Does IS Affect Our Daily Lives?	Ch. 2	
WORKSHOP	MS-ACCESS : Lesson 1		
WEEK 3			
7-11 Mar	Databases & Data Warehousing	Haag MIS	Tutorial Assignment due – hand in at tutorial
TUTORIAL	Competitive Advantage & IS	Ch. 3	
WORKSHOP	MS-ACCESS: Lesson 2		
WEEK 4			
14-18 Mar	IS Planning		Tutorial Assignment due – hand in at tutorial (base summary on lecture material, questions on Bb)
TUTORIAL	Maintaining Data to Produce Information		
WORKSHOP	MS- ACCESS: Lesson 3		
WEEK 5			
21-25 Mar	Systems Development (Lecture 1)	Haag MIS	Tutorial Submission due – hand in at tutorial *No lecture Good Friday
TUTORIAL	Why Do We Need To Plan Anyway?	Ch. 6	
WORKSHOP	MS- ACCESS: Lesson 4	pp. 285-301	
***** Mid-Trimester Break *****			
Week 6			
11-15 April	Systems Development (Lecture 2) Project Management	Haag MIS	Tutorial Assignment due – hand in at tutorial
TUTORIAL	Essay Writing Skills Workshop	Ch. 6	
WORKSHOP	MS- ACCESS: Lesson 5	pp. 301-320	
WEEK 7			
18-22 April	IT Infrastructures	Haag MIS	Tutorial Assignment due – hand in at tutorial Essay Due 20 April, 1pm
TUTORIAL	Why Do Projects Fail?	Ch. 7	
WORKSHOP	HTML: Lesson 1		
WEEK 8			
25-29 April	Business Information Systems	Haag MIS	Tutorial Assignment due – hand in at tutorial
TUTORIAL	Information, Trust, & Organisations	Ch. 4	
WORKSHOP	HTML: Lesson 2		
WEEK 9			
2-6 May	Ecommerce	Haag MIS	Tutorial Assignment due – hand in at tutorial
TUTORIAL	How does the Web affect us as a nation?	Ch. 5	
WORKSHOP	HTML: Lesson 3		
WEEK 10			
9-13 May	Protecting People & Information	Haag MIS	Tutorial Assignment due – hand in at tutorial
TUTORIAL	Crime & Ethical Dilemmas	Ch. 8	
WORKSHOP	<i>Work on Your Practical Assignment</i>		
WEEK 11			
16-20 May	Emerging Trends & Technologies	Haag MIS	Practical Assignment – Access or HTML Due Wednesday 18 May, 1pm
TUTORIAL	Essay Hand Back/Exam Preparation	Ch. 9	
WORKSHOP	<i>Finish Your Practical Assignment & Hand In</i>		
WEEK 12			
23-27 May	Increasing the Mobility of the Workforce with IT		* No Workshops
TUTORIAL	<i>No tutorials</i>		

Questions

Opportunities to ask questions about assessment will be available in course tutorials. In addition you have access to the assignment course *Discussion Forum* in the Blackboard system. This is under the Discussion Board tab.

- Make sure you regularly check this forum to see what has been asked and what has been answered (otherwise you could miss something important);
- If you still have not found the answer to your query, try posting a query on the forum yourself!
- You may even find an opportunity to respond to someone else's query.

Tutorial/Workshop Sign-up

You will use the Discussion Forum tool to sign up for tutorial and workshop times. Please follow the instructions carefully – failure to do so may result in not getting the tutorial or workshop times you wanted.

Step 1. Go to the relevant discussion forum, they are titled **Tutorials** and **Workshops**.

Step 2. Each tutorial and workshop slot is represented as a thread. Look at the days and times available – paying special attention to the number of seats available and where the room is situated.

Step 3. Select your choice of time and click on it. You will be taken to another screen where you will respond to the message thread by clicking on the Reply button – on the right hand side of the screen. Just type a space or an x – **DO NOT TYPE IN YOUR STUDENT ID NUMBER**. Blackboard will detect who you are and automatically assign your name to your reply.

REMEMBER: To be ready for the remainder of this course, you must ensure the following is done before Week 2 begins:

- 1) **Have an SCS computer account** (don't have one? – see the SCS Help Desk)
- 2) **Log on to Blackboard** (problems? – send an email to scs-help@vuw.ac.nz)
- 3) **Sign up for both a tutorial and a workshop** (problems? – see the Course Co-ordinator)

* * * * *

