TE WHARE WĀNANGA O TE ŪPOKO O TE IKA A MĀUI

VICTORIA
UNIVERSITY OF WELLINGTON

School of Information Management

INFO101 Foundations of Information Systems

Second Trimester 2005

COURSE OUTLINE

Contact Details

	Staff	Room	Email & Telephone	Office Hours
Course Co-ordinator	Anna Pickering	EA108	anna.pickering@vuw.ac.nz Ph. 463-6950	Tues 10-12pm Fri 10-12pm * Or by appointment
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, email the lectures for an appointment.

Class Times and Room Numbers

Credit Value: 18 points
Prerequisite: Nil
Restrictions: INFO151, INFO211
Dates: 4 July – 7 October 2005
Times: Tuesday & Friday
Lectures 12-12.50pm in HM LT206
<u>Tutorials / Workshops</u>: At times and places to be announced on Bb.

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) Understand current and potential IS practice through demonstration and use of software tools.

Course Content

INFO 101 – Lectures, Tutorials & Workshops		READINGS	2005 / 2
DATE	**TOPIC**	**READINGS**	**Assessment Due**
WEEK 1			
4 -8 Jul	Why Information Systems Matter	Jessup	Sign up for a tutorial <u>AND</u> a workshop on Blackboard. Arrange lab accounts
TUTORIAL	*No tutorials	Ch.1	
WORKSHOP	*No workshops		
WEEK 2			
11-15 Jul	Strategic & Competitive Opportunities with IS	Jessup	Bi-weekly Assignment 1 due – hand in at tutorial
TUTORIAL	Using IS to sustain competitive advantage	Ch.2	
WORKSHOP	MS-ACCESS : Lesson 1		
WEEK 3			
18-22 Jul	Data & Knowledge Management	Jessup	
TUTORIAL	Making sense of data	Ch.3	
WORKSHOP	MS-ACCESS: Lesson 2		
WEEK 4			
25-29 Jul	Ecommerce	Jessup	Bi-weekly Assignment 2 due - hand in at tutorial
TUTORIAL	How does the Web affect us as a nation?	Ch.5	
WORKSHOP	MS- ACCESS: Lesson 3		
WEEK 5			
1-5 Aug	Systems Development & Acquisition	Jessup	
TUTORIAL	Project planning	Ch. 8	
WORKSHOP	MS- ACCESS: Lesson 4		
Week 6			
8-12 Aug	Project Management		Bi-weekly Assignment 3 due – hand in at tutorial
TUTORIAL	Why do technology projects fail?		
WORKSHOP	MS- ACCESS: Lesson 5		
***** Mid-Trimester Break *****			
WEEK 7			
29 Aug-2 Sept	Organisational Information Systems	Jessup	**Practical Test 1: MS-Access**
TUTORIAL	Progress: Knowledge check	Ch.6	
WORKSHOP	**Lab Test: Scheduled during workshop lesson**		
WEEK 8			
5-9 Sept	Integrating Business Activities with IS	Jessup	Bi-weekly Assignment 4 due – hand in at tutorial
TUTORIAL	Using the value chain for integration of IS	Ch.7	
WORKSHOP	HTML: Lesson 1		
WEEK 9			
12-16 Sept	The Internet & Security	Jessup	
TUTORIAL	How secure are our systems really?	Ch.4	
WORKSHOP	HTML: Lesson 2		
WEEK 10			
19-23 Sept	IS Ethics & Computer Crime	Jessup	Bi-weekly Assignment 5 due – hand in at tutorial
TUTORIAL	Ethics: The great debate?	Ch.9	
WORKSHOP	HTML: Lesson 3		
WEEK 11			
26-30 Sept	Culture & IS		**Practical Test 2: HTML**
TUTORIAL	Exam preparation		
WORKSHOP	**Lab Test: Scheduled during workshop lesson**		
WEEK 12			
3-7 Oct	Emerging Trends & Technologies		*** No Workshops**
TUTORIAL	*No tutorials*		

Textbook List

Jessup, L. & Valacich, J. (2006) <u>Information Systems Today</u>. Pearson Prentice Hall. 2ed. RRP. $79.95

**Note: This is a new text for Trimester 2. Do not buy copies of the old Haag MIS for the Information Age which has been used for the last four trimesters. The tutorial assignments and the exam will be directly based on the new required text.

Materials and Equipment

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

Assessment Requirements

Course assessment will be based on the following:

		Due Date
Tutorial Attendance (10)	**10%**	
Bi-weekly assignments (5)	**20%**	See schedule Page 2 for due dates
Practical Tests (2)	**30%**	See schedule Page 2 for test dates
Exam (2 hours)	**40%**	TBA
TOTAL	*100%*	

Bi-weekly Assignments

The bi-weekly assignments are due every fortnight. They will be based on assigned readings and specific questions will be set. The bi-weekly assignment guidelines and requirements can be found under the Assignments button in Blackboard.

Practical Components

This will involve a database test <u>and</u> an HTML test. Both assessments are based directly on work completed in the workshops and will require you to attend the workshop session you sign up to to complete it..

Exam

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

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 <u>actual</u> 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 <u>only</u> be granted under these conditions.

*Please note: Certificates from the Student Counselling Service are no longer accepted for extensions.

Mandatory Course Requirements

To pass this course, students must have:

1. Correctly enrolled in the course;
2. Submitted at least four (4) out of five (5) bi-weekly assignments **AND** attended at least five tutorial sessions;
3. Obtain a mark of at least 40% in the final exam;
4. 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. **All lecture material is assessable and will not necessarily be made available to you on Blackboard.**

Please note: To pass INFO101 you require submission of at least four (4) bi-weekly 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 attendance.

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 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.

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)

Faculty of Commerce and Administration Offices

<u>Railway West Wing (RWW) - FCA Student Administration Office</u>
The Student Administration Office is located on the ground and first floors of the Railway West Wing. The ground floor counter is the first point of contact for general enquiries and FCA forms. Student Administration Advisers are available to discuss course status and give further advice about FCA qualifications.

<u>Easterfield (EA) - FCA/Law Kelburn Office</u>
The Kelburn Campus Office for the Faculties of Commerce & Administration and Law is situated in the Easterfield Building - it includes the ground floor reception desk (EA005) and offices 125a to 131 (Level 1). The office, will be open from 9:00 am to 5:00 pm during Trimester 2, offers the following:
- Duty tutors for student contact and advice.
- Information concerning administrative and academic matters.
- FCA Student Administration forms (e.g. application for academic transcripts, requests for degree audit, COP requests).
- Examinations-related information during the examination period.

Please note:
There will be a Student Administration Adviser, from the RWW office, based in EA005 from Monday 27 June to Friday 1 July (9:00 am to 5:00 pm) and from Monday 4 July to Friday 22 July (11:00 am to 1:00 pm).

General University Policies and Statutes

Students should familiarise themselves with the University's policies and statutes, particularly those regarding assessment and course of study requirements, and formal academic grievance procedures.

Student Conduct and Staff Conduct

The Statute on Student Conduct together with the Policy on Staff Conduct ensure 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 on Student Conduct contains information on what conduct is prohibited and what steps can be taken if there is a complaint. For queries about complaint procedures under the Statute on Student Conduct, contact the Facilitator and Disputes Advisor. This Statute is available in the Faculty Student Administration Office or on the website at: www.vuw.ac.nz/policy/StudentConduct.
The policy on Staff Conduct can be found on the VUW website at:
www.vuw.ac.nz/policy/StaffConduct.

Academic Grievances

If you have any academic problems with your course 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 Academic Grievances Policy which is published on the VUW website:
www.vuw.ac.nz/policy/AcademicGrievances.

Academic Integrity and Plagiarism

Academic integrity is about honesty – put simply it means **no cheating**. All members of the University community are responsible for upholding academic integrity, which means staff and students are expected to behave honestly, fairly and with respect for others at all times.

Plagiarism is a form of cheating which undermines academic integrity. Plagiarism is **prohibited** at Victoria.

The University defines plagiarism as follows:

Plagiarism is presenting someone else's work as if it were your own, whether you mean to or not.

'Someone else's work' means anything *that is not your own idea, even if it is presented in your own style. It includes material from books, journals or any other printed source, the work of other students or staff, information from the Internet, software programmes and other electronic material, designs and ideas. It also includes the organization or structuring of any such material.*

Plagiarism is not worth the risk.

Any enrolled student found guilty of plagiarism will be subject to disciplinary procedures under the Statute on Student Conduct *(*www.vuw.ac.nz/policy/studentconduct) and may be penalized severely. Consequences of being found guilty of plagiarism can include:
- an oral or written warning
- suspension from class or university
- cancellation of your mark for an assessment or a fail grade for the course.

Find out more about plagiarism and how to avoid it, on the University's website at: www.vuw.ac.nz/home/studying/plagiarism.html.

Students with Disabilities

The University has a policy of reasonable accommodation of the needs of students with disabilities. The policy aims to give students with disabilities an equal opportunity with all other students to demonstrate their abilities. If you have a disability, impairment or chronic medical condition (temporary, permanent or recurring) that may impact on your ability to participate, learn and/or achieve in lectures and tutorials or in meeting the course requirements, then please contact the Course Coordinator as early in the course as possible. Alternatively you may wish to approach a Student Adviser from Disability Support Services to confidentially discuss your individual needs and the options and support that are available. Disability Support Services are located on Level 1, Robert Stout Building, or phoning 463-6070, email: disability@vuw.ac.nz. The name of your School's Disability Liaison Person can be obtained from the Administrative Assistant or the School Prospectus.

Student Support

Staff at Victoria want students' learning experiences at the University to be positive. If your academic progress is causing you concern, please contact the relevant Course Co-ordinator, or Associate Dean who will either help you directly or put you in contact with someone who can.

The Student Services Group is also available to provide a variety of support and services. Find out more at www.vuw.ac.nz/st_services/ or email student-services@vuw.ac.nz.

VUWSA employs two Education Coordinators who deal with academic problems and provide support, advice and advocacy services, as well as organising class representatives and faculty delegates. The Education Office is located on the ground floor, Student Union Building, phone 463 6983 or 463 6984, email education@vuwsa.org.nz.

Maori and Pacific Mentoring programme (Manaaki Pihipihinga)

This is a free programme of mentoring for Maori and Pacific students doing first year courses within the Faculty of Commerce and Administration. Weekly one hour mentoring sessions: drafting and editing assignments/discussing any questions that you might have from tutorials or lectures and going over every aspect of essay writing, either in small group sessions or on a one-to-one basis.

This includes:
- A computer suite hooked up to cyber commons for students to use to produce their assignments.
- Regular skill-based workshops with a learning adviser from Student Learning Support Services.
- Networking with other Maori and Pacific support groups throughout the university.

For more information please contact:
Melissa Dunlop, Programme Coordinator
Ph: 463 6015 or Email: Maori-Pacific-Mentoring@vuw.ac.nz