

School Of Information Management

MMIM 501 INFORMATION SYSTEMS & TECHNOLOGIES

Trimester 2 2005

COURSE OUTLINE

Contact Details

Course Coordinator Janet Toland
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Class Times and Room Numbers

Dates: 4 July to 3 October
Day: Monday
Times: 5.40pm-7.30pm
Venue: RLWY 315

Course Objectives:

The course's objective is to prepare you to understand, adopt, use and manage IT to help your organisation get ahead and stay ahead of the competition.

This course addresses three basic questions about information technology and information systems: what, why and how.

“What is information technology?”

This fundamental question is explored first to ensure that all students have a foundation exposure to the subject's technical underpinnings. While you will be introduced to a certain amount of technical information here, in fact the key to fluency in information technology per se is to fully understand a small number of core principles, as opposed to master a mountain of technical details. It is the principles we will focus on in this part of the course.

“Why should a manager care?”

Information technology management issues span all business functions. From their genesis as automated accounting systems, information systems now lie at the heart of flexible manufacturing systems, point of sale marketing systems, intra and inter organisational communication systems, Internet based information and business systems and corporate strategies that use information as a source of competitive advantage, to name just a few. Given this range of application, information illiteracy has become a serious handicap for many managers, perhaps comparable to not being able to read a financial statement or to having poor interpersonal skills.

“How are the benefits of IT developed and delivered?”

In the process of answering this question we will examine a series of topical issues facing information systems professionals and non IS managers alike. From subcontracting the entire IS function (“outsourcing”), to international telecommunications, to adopting new technologies, to linking IT with business strategy, to societal concerns such as individual privacy and property rights in the

information age – the aim of the course is to help you appreciate the breadth of challenges and opportunities facing practicing IS managers as well as users of information systems.

Learning Outcomes:

By the end of this course students will be able to:

1. Understand key terms and concepts of information systems;
2. Outline major current developments in IT;
3. Competently discuss key managerial and organisational issues surrounding IS.

Course Content

DATE	TOPIC	REF
Mon 4 July	Hardware	Chapters 1 & 13
Mon 11 July	Software	Chapter 13
Mon 18 July	Database/Data warehousing	Chapter 14
Mon 25 July	Networks	Chapter 15
Mon 1 Aug	Legacy Systems	Chapter 12
Mon 8 Aug	Choosing technology/outsourcing	Chapter 8
Mon (tba) 15 Aug	Software Development Life Cycle	Chapter 9
	Mid Trimester Break	
Mon 5 Sept	E-commerce	Chapter 16
Mon 12 Sept	Business Process Re-engineering/ /Enterprise Resource Planning	Chapter 17
Mon 19 Sept	Decision Support Systems/ Artificial Intelligence	Chapter 18
Mon 26 Sept	Digital divide	Chapter 20
Mon 3 Oct	Short answer test	

Readings

Textbook: Information Technology: Strategic Decision Making for Managers,
Henry C. Lucas Jr., 2005, Wiley

Each weekly lecture will be supplemented by a relevant chapter from the textbook, plus a journal article or case study. In order for students to participate in class it is essential that they read these materials in advance. Readings for each week will be announced using the blackboard system.

Assessment Requirements

LCM Assignment	10%
Mini Case Study	10%
Case Study Analysis	30%

LEIT Group Presentation/Report	30%
Short Answer Test	20%

LCM Assignment (10%). LCM is “Little Computing Machine”. This is a simple computer model and simulator that we will introduce and use as a vehicle for discussing and explaining key computing concepts. A copy of the LCM program will be available for download from the blackboard system. There will be a short assignment involving writing a couple of real programs for LCM

Leading Edge Information Technology (LEIT) Presentations (30%) These are group presentations to the class, on key leading edge technologies, plus a group report developed using a Wiki, together with whatever PowerPoint or other electronic presentations material you prepare. Your assessment for this task will focus on your presentation content and the quality of the research your group does for the presentation, as well as the quality of the presentation itself. Group size will be 3 or 4 people per group, and each group will be given a specific leading edge technology topic. You and your group will then be asked to investigate the topic and prepare a succinct management briefing for the class. Each group will make a 5 minute interim presentation accompanied by a one-page summary showing the key points about the topic. This will be an opportunity for feedback. Final presentations should be planned to be 20 minutes long, allowing 10 minutes for questions. A group report produced using a Wiki is also to be provided to your instructor for evaluation. More information and guidance regarding the leading edge technology presentations will be provided separately.

Mini Case Analysis (10%). You will be required to provide a written analysis of a short case study. The aim of this assignment is to give you feedback, before the second case study assignment.

Written Case Analysis (30%). You will be required to provide a written analysis of a case study. More information will be provided to you concerning what we are looking for in a written analysis.

Short Answer Test (20%). A one-hour test consisting of short answer questions. Closed book

Letter Grade	Number grade	Approx Dist'n *	Simple Description	More Complete Description**
A+	Over 84	4%	Outstanding	Far exceeds requirements, flawless, creative
A	80-84	10%	Excellent	Polished, original, demonstrating mastery
A-	75-79	14%	Very Good	Some originality, exceeds all requirements
B+	70-74	22%	Good	Exceeds requirements in some respects
B	65-69	26%	Satisfactory	Fulfills requirements in general
B-	60-64	18%	Acceptable	Only minor flaws. Unoriginal
C+	55-59	4%	Pass	Mistakes, recapitulation of course material
C	50-54	2%	Minimum pass	Serious mistakes or deficiencies
D	40-49	1%	Unacceptable	Little understanding, poor performance
E	00-39	1%	Fail	Below the minimum required

* This is the hypothetical percentage of students that would attain the various levels of performance, over several repetitions of the course, under similar conditions. It is recognised that the distribution in a particular course, particularly with small enrolment, may differ markedly from the long-term distribution.

** The lecturer will develop a more complete or specific description of the meaning of the various levels of performance based upon the specific nature of the assessment in a course. For example,

performance may be determined by the qualities of a written report, a classroom presentation, or work in a group project. The words used to describe these kinds of assessments will obviously vary.

Penalties

In keeping with standards of professionalism appropriate to this programme, it is expected that deadlines will be honoured. In fairness to students who complete work on time, work submitted after the due date/ time will incur penalties for lateness. The penalty is up to 5% of the report's grade per day (or part thereof) late. Unusual or unforeseeable circumstances (e.g. serious illness, family bereavement) may lead to a waiver of this penalty but need to be discussed with the paper coordinator as soon as possible.

Word limits should be adhered to, especially so when they provide a guide to limiting the student's coverage of a topic.

Mandatory Course Requirements

Workloads and Terms Requirements:

You are strongly encouraged to attend all course sessions, read assigned materials, and contribute to discussions. For each week of the course, plan to spend two hours in class, plus three to four hours preparing for class. Additional time will be required for completion of course assignments.

Pass Criteria: To pass the course, you must gain a weighted total of 50% across all assignments.

Communication of Additional Information

Additional information will be communicated to students via the blackboard system

Faculty of Commerce and Administration Offices

Railway West Wing (RWW) - FCA Student Administration Office

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.

Easterfield (EA) - FCA/Law Kelburn Office

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 Adviser. 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 Grievance 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