

School of Information Management

INFO101 Foundations of Information Systems

Third Trimester: Summer 2005/06

COURSE OUTLINE

Contact Details

	Staff	Room	Email & Telephone	Office Hours
Course Co-ordinator	David Mason	EA108	david.mason@vuw.ac.nz Ph. 463-7435	Use email
Course Lecturer	David Mason			

Class Times and Room Numbers

Credit Value: 18 points
 Prerequisite: Nil
 Restrictions: INFO151, INFO211
 Dates: 07 Nov 2005 to 17 Feb 2006
 Times: Weekly Course Materials delivered via Blackboard
 Block Course Lectures, Tutorials and Workshops
 Block One:
 Wed 7, 8, 9 December 2005 9am – 4pm
 Block Two:
 Wed 11, 12, 13 January 2006 9am – 4pm

Lecture/workshop/tutorial rooms and times will be advised on Blackboard.

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 Trimester 3 SUMMER Schedule			2005 / 6
DATE	TOPIC	READINGS	Assessment Due
WEEK 1			
07-13 Nov	Read Jessup: Why Information Systems Matter	Chapter 1	Submit by Noon on Monday 14 Nov 05.
	Post first message to the Discussion Board		
	Prepare Weekly Summary and Answers.		
WEEK 2			
14-20 Nov	Read Jessup: IS for competitive advantage	Chapter 2	By Noon 21 Nov 05.
READ	Post a message to the Discussion Board		
TO DO	Prepare Weekly Summary and Answers.		
WEEK 3			
21-27 Nov	Read Jessup: Data and Knowledge Management	Chapter 3	By Noon 28 Nov 05.
READ	Post a message to the Discussion Board		
TO DO	Prepare Weekly Summary and Answers.		
WEEK 4			
28-04 Dec	Read Jessup: The Internet and Security	Chapter 4	By Noon 05 Dec 05.
READ	Post a message to the Discussion Board		
TO DO	Prepare Weekly Summary and Answers.		
WEEK 5			
05-11 Dec	Attend First Block Course 07 - 09 Dec 05		
	Post a message to the Discussion Board		
WEEK 6			
12-18 Dec	Read Jessup: Ecommerce	Chapter 5	By noon on 19 Dec 05
	Post a message to the Discussion Board		
	Prepare Weekly Summary and Answers.		
***** Mid-Trimester Break *****			
WEEK 7			
04-08 Jan	Read Jessup: The Internet and Security	Chapter 6	By noon on 09 Jan 06
	Post a message to the Discussion Board		
	Prepare Weekly Summary and Answers.		
WEEK8			
09-15 Jan	Attend Second Block Course 11-13 Jan 06		
	Post a message to the Discussion Board		
WEEK 9			
16-22 Jan	Read Jessup: Enterprise wide Information Systems	Chapter 7	By noon on 23 Jan 06
READ	Post a message to the Discussion Board		
TO DO	Prepare Weekly Summary and Answers.		
WEEK 10			
23-29 Jan	Read Jessup: Systems Development	Chapter 8	By noon on 30 Jan 06
READ	Post a message to the Discussion Board		
TO DO	Prepare Weekly Summary and Answers.		
WEEK 11			
30-05 Feb	Read Jessup: Computer Crime	Chapter 9	By noon on 06 Feb 06
	Post a message to the Discussion Board		
	Prepare Weekly Summary and Answers.		
WEEK 12			
13-17 Feb	END OF TERM EXAM		

Textbook

Jessup & Valacich (2006) *Information Systems Today*. Pearson Prentice Hall. 2nd Ed. RRP. \$79.95 ISBN 0131454870

****Note:** This is a new text for INFO101. Do not buy copies of the old Haag MIS for the Information Age which was used previously. The tutorial assignments and the exam will be directly based on the new text.

All formal notices relating to this course will be announced via emails 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. <http://blackboard.vuw.ac.nz>.

All grades for this course will be posted on the Blackboard Gradebook.

Assessment Requirements

		Due Date
Weekly submissions (min 7)	30%	by 12 noon on Monday of the following week.
Practical 1 – MS ACCESS	15%	Week 7
Practical 2 – HTML	15%	Week 8
Exam	40%	In the exam week 13-17 Feb 2006.

Note: For the purposes of this Trimester, a week is deemed to be from Monday to Sunday. Weekly submissions will be due no later than 12 noon on the Monday following that week's module. If you are late you miss. No excuses, no extensions.

Weekly Assignments

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

Practical Components

This will involve a database test and an HTML test. Both assessments are based directly on work completed in the workshops.

Exam

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

Mandatory Course Requirements

To pass this course, students must have:

1. Submitted 7 out of 9 weekly submissions
2. Contributed to the discussion board weekly, at least nine times
3. Attended both block courses in December 2005 and January 2006;
4. Attained at least 40% of the possible marks in the final exam;
5. Attained a weighted average over all assessments of at least 50%.

In terms of weekly course workload, students should plan to spend 2-3 hours reading the textbook and viewing the materials on the Blackboard site, and about two hours completing the weekly submission. Students will need to allocate additional time for doing assignments and preparing for the exam. On average it is expected that this would require a minimum of a further three to four hours per week.

Weekly Assignments: These will be a combination of your answers to set questions, as well as a summary of the chapter assigned for the week. Your submission should be 2-3 A4 pages in length, single-spaced, in Times New Roman 12pt font. An example of the type of submission expected is shown on Blackboard. There are three marks for each weekly assignment, plus a bonus three marks if you complete all nine. You must complete at least seven.

Practical Component: This will involve completion of a small website project and a simple Access database project. These pieces of assessment are based directly on work completed in the workshops and will require limited additional effort outside normal workshop hours.

Discussion Board: Every student is required to post something on the student discussion board every week. It can be a question, an original contribution or a reply to another student's posting, but you must post something.

Exam: This will be a 2-hour exam held in the Exam Week of February 2006. All material from the tutorials, workshops and textbook will be assessable.

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:

- *Claiming you have too many other things to do is not a valid excuse. 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 memory stick, for example). Claiming you lost your work due to hardware or software failure does not count as an excuse.*
- *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.*
- **WARNING** *Every assignment will be passed through a checking program which checks your answer against material available on the internet. It takes every five words of your answer and does a search of the internet to see if those same five words come from some internet web page. When a match is found, the source is checked by one of the tutors to see if you have cut and pasted your answer from somewhere else. If so, you lose all marks. Be Warned.*

Block Courses

Lectures will involve reinforcement of the material covered in the weekly modules. They may engage students in group activities or discussions, as well as introduce guest speakers who work with technology and systems on a daily basis. As well as discussing concepts, videos or multimedia may be used to inform students.

Tutorials are intended to provide students with learning opportunities in a smaller class environment. These will mostly involve either discussion – based on relevant issues or problem-solving activities – or using technology to solve business issues.

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 database and HTML web page assessments. You will be allocated to a group for your tutorials and workshops in the first lecture. These will all take place within the block course days and their attendance is a requirement for Terms.

IMPORTANT! Attendance on both Block Courses is a compulsory requirement for terms. It is your responsibility to ensure you meet these requirements.

In order to get started in this course you need to:

- 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)

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.

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