

School of Information Management

MMIM 501 INFORMATION SYSTEMS & TECHNOLOGIES

Trimester Two 2006

COURSE OUTLINE

Contact Details

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Class Times and Room Numbers

10 July to 13 October
Tuesday
7.40pm-9.30pm
RLWY 129

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
Tue 11 July	Introduction to the course/ Hardware	Chapters 1
Tue 18 July	Hardware/Software	Chapter 13
Tue 25 July	Database/Data warehousing	Chapter 14
Tue 1 Aug	Networks	Chapter 15
Tue 8 Aug	Software Development Life Cycle	Chapter 8
Tue 15 Aug	Software Development Life Cycle	Chapter 8
	Mid Trimester Break	
Tue 5 Sept	Business Process Re-engineering	Chapter 19
Tue 12 Sept	Enterprise Resource Planning	Chapter 19
Tue 19 Sept	Choosing technology/outsourcing	Chapter 9
Tue 26 Sept	E-commerce	Chapter 16
Tue 3 Oct	Decision Support Systems/ Artificial Intelligence	Chapter 18
Tue 10 Oct	Digital Divide	Chapter 20

Expected Workload

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.

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

LEIT Presentation/Report	35%
Case Study	35%
Seminar Leadership	20%
Participation	10%

Leading Edge Information Technology (LEIT) Report/ Presentation (35%)

In negotiation with the lecturer each student will select a key leading edge technology to research. These topics should have a technical orientation. You will investigate the topic and prepare a 3,000 word report aimed at a non technical audience. You will also present your topic to the class. Final presentations should be planned to be 15 minutes long, plus 15 minutes for discussion. More information and guidance regarding the leading edge technology presentations will be provided separately.

Report Due: 7. 30 pm Tuesday 15th August

Presentation Due: By arrangement

Case Study (35%)

Students are required to choose one of the main topics covered in weeks 7 through 11, and prepare a 3,000 word case study examining how that particular technology might be applied appropriately in an organization with which you are familiar. The case study should include a review of relevant literature and should be written in a style appropriate for submission to a peer-reviewed academic journal. Students should not commence this task until after the beginning of week 7 at which time more detailed guidance on case study writing will be given.

Case Study Due: 7.30 pm Tuesday 10th October

Seminar Leadership (20%)

Each week the class will be given materials to read in order to prepare for the class. Each week one student will take responsibility for leading a class discussion about the selected materials. The student will identify at least three questions raised by the readings, and lead the rest of the group through a discussion of the issues

Due: By arrangement

Weekly Participation (10%)

We will monitor each individual's course participation, emphasizing quality, not just quantity or frequency. We expect you to attend every class, to read the readings for each week, and to come prepared to contribute to class discussion. While we prefer volunteers in class discussions we may "cold call" you at any time. We particularly value the injection of a unique perspective into a discussion, inter-relating various analyses, and drawing together or synthesising things learned from a discussion. Timely and useful questions can also be an effective contribution. Gathering and presenting information beyond the confines of the course readings is also highly valued. Chip shots – brief "me too" comments that add little to the discussion – are not highly valued.

Due: Ongoing

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

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.

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 and Academic Services Office

The Faculty's Student and Academic Services 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. To check for opening hours call the Student and Academic Services Office on (04) 463 5376.

Easterfield (EA) - FCA/Education/Law Kelburn Office

The Kelburn Campus Office for the Faculties of Commerce and Administration, Education 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 is available for the following:

- Duty tutors for student contact and advice.
- Information concerning administrative and academic matters.
- Forms for FCA Student and Academic Services (e.g. application for academic transcripts, requests for degree audit, COP requests).
- Examinations-related information during the examination period.

To check for opening hours call the Student and Academic Services Office on (04) 463 5376.

General University Policies and Statutes

Students should familiarise themselves with the University's policies and statutes, particularly the Assessment Statute, the Personal Courses of Study Statute, the Statute on Student Conduct and any statutes relating to the particular qualifications being studied; see the Victoria University Calendar available in hard copy or under 'About Victoria' on the VUW home page at www.vuw.ac.nz.

Student 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 are to be taken if there is a complaint. For information about complaint procedures under the Statute on Student Conduct, contact the Facilitator and Disputes Advisor or refer to the statute on the VUW policy 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; class representatives may be able to help you in this. If you are not satisfied with the result of that meeting, see the Head of School or the relevant Associate Dean; VUWSA Education Coordinators are available to assist in 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 at 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. The University defines plagiarism as follows:

The presentation of the work of another person or other persons as if it were one's own, whether intended or not. This includes published or unpublished work, material on the Internet and the work of other student or staff.

It is still plagiarism even if you re-structure the material or present it in your own style or words.

Note: It is however, perfectly acceptable to include the work of others as long as that is acknowledged by appropriate referencing.

Plagiarism is prohibited at Victoria and is not worth the risk. Any enrolled student found guilty of plagiarism will be subject to disciplinary procedures under the Statute on Student Conduct and may be penalised severely. Consequences of being found guilty of plagiarism can include:

- an oral or written warning
- cancellation of your mark for an assessment or a fail grade for the course
- suspension from the course or the University.

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 Impairments

The University has a policy of reasonable accommodation of the needs of students with disabilities. The policy aims to give students with disabilities the same opportunity as 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, 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 (DSS) to discuss your individual needs and the available options and support on a confidential basis. DSS are located on Level 1, Robert Stout Building, telephone (04) 463 6070, email disability@vuw.ac.nz. The name of your School's Disability Liaison Person is in the relevant prospectus or can be obtained from the School Office or DSS.

Student Support

Staff at Victoria want students to have positive learning experiences at the University. Each Faculty has a designated staff member who can either help you directly if your academic progress is causing you concern, or quickly put you in contact with someone who can. Assistance for specific groups is also available from the Kaiwawao Māori, Manaaki Pihipihinga or Victoria International.

In addition, the Student Services Group (email student-services@vuw.ac.nz) is available to provide a variety of support and services. Find out more at www.vuw.ac.nz/st_services/.

VUWSA employs 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 (tel. 04 463 6983 or 04 463 6984, email education@vuwsa.org.nz) is located on the ground floor, Student Union Building.

Manaaki Pihipihinga - Maori and Pacific Mentoring Programme (Faculty of Commerce and Administration)

This is a mentoring service for Maori and Pacific students studying at all levels. Weekly one hour sessions are held at the Kelburn and Pipitea Campuses in the Mentoring Rooms, 14 Kelburn Parade, and Room 210 and 211, Level 2, Railway West Wing. Sessions cover drafting and discussing assignments, essay writing, and any questions that may arise from

tutorials and/or lectures. A computer suite networked to Cyber Commons is available for student use.

To register with Manaaki Pihipihinga, please contact one of the following:

Puawai Wereta
Room 210, Level 2
Railway West Wing
Tel. (04) 463 8997
Email: Puawai.Wereta@vuw.ac.nz

Fa'afoi Seiuli
Room 109 B
14 Kelburn Parade
Tel. (04) 463 5842
Email: Faafoi.Seiuli@vuw.ac.nz