TE WHARE WĀNANGA O TE ŪPOKO O TE IKA A MĀUI

VICTORIA
UNIVERSITY OF WELLINGTON

School of Information Management

INFO101 Foundations of Information Systems

Trimester Three 2006-07

COURSE OUTLINE

Contact Details

	Staff	Room	Email & Telephone	Office Hours
Academic Content Coordinator	David Mason	EA238	david.mason@vuw.ac.nz 04 463 7435	
Course Coordinator	Simon Park	EA108	simon.park@vuw.ac.nz Ph. 463-6950	Tuesday to Friday, 10:00 – 15:00.

Course Presentation

Credit Value: 18 points

Prerequisite: None

Course Duration: Mon 13 Nov 2006 - Fri 09 Feb 2007

Exam (40%):   in week of 12 - 16 Feb 2007

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 appreciation for the alternative methods for systems development and acquisition, and their suitability in particular circumstances;

d) Help students understand different types of IT applications used in practice, as well as the technical infrastructures upon which they rely.

e) Introduce students to the social, legal and ethical implications of modern information systems use;

f) Expose students to new and emerging technologies such as wireless/mobile applications.

g) Enhance student understanding of current IS practice through use of software tools.

All objectives are assessed via the weekly submissions and tutorials.

Lectures:

There are **no lectures** and no face-to-face tutorials. **This course is delivered entirely on-line.** Students interact with the tutors and each other over the Internet. There is no requirement to physically be on campus at all other than one day to take the exam and have your Access project marked, so you don't have to take time off work and you can plan your summer in any way that

suits you. The exam and project marking day will be during the exam period 12 - 16 Feb 2007, (the week before enrolment week for trimester 1). Exam dates are not set until towards the end of the trimester, so it will be announced as soon as known, usually in late January.

This course is not an easy option: you have to have self discipline, and you have to be able to commit **fifteen hours per week** to this course. There are submissions <u>every</u> week.

Tutorials / Workshops:

Online tutorials are a major component of this course. You will be required to participate in a tutorial every week. All tutorials are administered via Blackboard. There is an optional catch-up workshop on Access after the Mid term break. The date will be announced on Blackboard.

Weekly Submissions:

There is assessed work to be submitted each week, other than during the End of Year Break (22 Dec 2006 - 07 Jan 2007). Each week you will be required to:

a) Post a message on the general discussion forum on blackboard.

b) Read and summarise the week's chapter from the text book.

c) Find three articles relating to the tutorial question and summarise them.

d) Combine the chapter summary and article summary and send in for assessment.

e) Post the 3-Article extract to the tutorial discussion and contribute to the topic being analysed.

Details of the weekly tutorial topics are available on Blackboard.

Course Content

This course creates an awareness of the scope of the information systems 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 examined within a New Zealand context. The course also develops an understanding of electronic commerce and how it is changing the face of business, how technology can be used to mobilise the workforce, how IT can impact security and privacy, and the emerging trends in Information Systems.

Delivery Method

Learning materials for this course are delivered in three complementary ways:
a) participation in the weekly tutorials;
b) reading chapters from the prescribed text; and
c) locating and analysing readings for the topic.
Each method is equally important and students must use each resource fully to achieve the course objectives.

Workloads

Victoria University calculates workloads on a points basis. This course has 18 points so the total workload for the average student should be 180 hours over the entire trimester. This means in terms of a weekly workload, each student should budget for 15 hours per week on INFO101. That is, this course will need your full attention for the equivalent of two whole days a week, although some weeks will be lighter and some will require more.
Your time will be spread over various activities: reading the required chapter of the textbook each week and submitting your summary of it; working on your HTML and Access projects; posting to the discussion board; contributing to the tutorials; and analysing the assigned readings. You will need to allocate additional time for preparing for the exam.

Required Text

Haag, Cummings & McCubbrey (2005). Management information systems for the information age, 5th Edition. McGraw-Hill Irwin. ISBN 0-07-293586-3

Students will need access to a computer and to the internet for the duration of the course. If students do not have personal facilities they can use the computer labs at VUW to complete the requirements for this course.

Penalties: there are no penalties applicable to this course because there is no option for late work. You snooze, you lose. Only work submitted before the deadline will be marked.

Assessment Requirements

		Due Date
Weekly submissions (max 8, min 6)	10%	by 12 noon on Mondays.
Topic Analysis (4 x 5 marks, min 2)	20%	at least one in each half of the course
HTML - Personal Home page	5%	Home page completed before week 4.
HTML - Programming 1	10%	Submit between 12 Dec 06 - 15 Jan 07
ACCESS – Programming 2	15%	Submit before 11 Feb 07 Marked on exam day
Exam (multiple choice 40%, short answer questions 60%)	40%	Exam day in week of 12 - 16 Feb 2007.

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 Mondays.

All submission dates are absolute. If you're late, you miss: no excuses, no extensions.

Weekly Assignments
The weekly assignments are due every Monday before noon.

You are required to read the assigned chapter and to submit a two page summary of the contents.

You are required to analyse three articles on the topic for the following week. Your analysis is be appended to the chapter summary.

The chapter summary and article analysis must be submitted together. You must do at least **six submissions**. Each is worth one mark. If you do all eight, you will get two bonus marks.

The weekly assignment guidelines and requirements can be found under the Assignments button in Blackboard.

Tutorial Assignments
There are eight online tutorial sessions. You must contribute adequately to at least six of the discussions. In addition, you can choose **any four tutorial topics** and submit your analysis of those topics to earn up to twenty marks. You must submit at least two topic analyses, one before and one after the midterm break.

Practical Component*:* This will involve programming a home page and a small website project in HTML. Creating the **personal Home Page is compulsory** (5%**)**. You will also create a simple Access database. There will be an optional Access workshop that you can attend if you feel you need more support on the Access assignment. The university has a licence to supply a copy of Access to registered students. If you want to have a copy on your home computer you can collect a CD from the SIM office. There are strict rules governing distribution and use. Details of the procedure are posted on Blackboard. All university computer labs have Access installed. Your Access assignment will be marked on the same day that the exam takes place. You will demonstrate your project to a tutor who will assess it on a marking schedule. If the exam is in the morning, then the demonstration will be in the afternoon, or if the exam is in the afternoon then the demo will be in the morning. You must be there to get marked.

Exam
This will be a 2-hour exam held in the external examinations period (12 - 16 Feb 2007). All material from the tutorials and textbook will be assessable.

There will also be a separate practical session held in the computer labs where you will demonstrate your Access project to a tutor. Your project will be marked in that session.

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.

Mandatory Course Requirements

To pass this course, students must have:
1. Submitted 6 out of 8 weekly submissions
2. Contributed to the discussion forum at least six weeks
3. Contributed constructively to at least six different tutorials
4. Submitted at least two topic analyses, one before and one after the midterm break
5. Posted a Personal Web Page
6. Attained at least 40% of the possible marks in the final exam

Weekly Assignments: The submission consists of a summary of the chapter assigned for the week, plus a summary of three articles read on the weekly topic. The chapter summary should be 2-3 A4 pages in length. The article analysis will summarise the main points from the three articles (500 - 800 words in total). Both submissions should be single-spaced, in Times New Roman 12pt font. Examples of both types of submission are shown on Blackboard. There is one mark for each weekly assignment completed, plus two bonus marks if you complete all eight. You must complete at least six.

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

Tutorials: Every student is expected to contribute adequately to their tutorial group discussions each week. You must participate in at least six tutorials.

Topic Analyses: Your can submit up to four and must submit at least two topic analyses, one before the midterm break and one after. The topic analysis will be 1200 - 1500 words and should outline your ideas on the topic.

Tutorials

Tutorials are intended to provide students learning opportunities in a small-group environment. These will mostly involve email discussion of the week's topic. You will be required to think about various issues surrounding information systems and encouraged to debate individual ideas.

You are expected to prepare for tutorials by reading the prescribed chapter and by preparing your analysis of the articles you have selected in advance of each tutorial session. You must prepare and post the citations and extract of your articles on the Monday of the tutorial week. (You do not need to post your summary of the three articles, although you can if you want to). 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. The long answer questions in the exam will be mostly based on the issues discussed in the tutorials.

Notices

All formal notices relating to this course will be 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. Weekly marks will be posted via the gradebook function of Blackboard. You can get your final official grades from central Student Records via the Internet. An announcement will be posted in Blackboard later in the trimester with more detail. The INFO101 website can be accessed at: http://blackboard.vuw.ac.nz.

INFO 101 – Assignments & Tutorials	SUMMER 2006 / 07		T3
DATE	TOPIC	Practical	Submit before
WEEK 1			
13 - 19 Nov	Meet your team - online introductions - Forum post		
TUTORIAL	Using Proquest and Factiva		
Submission	3-articles summary for Wk2Tut (Not assessed)		20 Nov
WEEK 2			
20 -26 Nov	Chap 01The Information Age You Live In	HTML	
TUTORIAL	Principles of good web design		
Submission	Chapter 01 Summary & Articles 4Wk3Tut.		27 Nov
WEEK 3			
27 Nov - 03 Dec	Chap 02 Strategic & Competitive Opportunities with IS	HTML	
TUTORIAL	Why do IT businesses fail?		
Submission	Chapter 02 Summary & Articles 4Wk4Tut.		04 Dec
WEEK 4			
04 - 10 Dec	Chap 03 Databases & Data Warehousing	HTML	.
TUTORIAL	Competitive Advantage & IS		
Submission	Chapter 03 Summary & Articles 4Wk5Tut.		11 Dec
Submission	Upload your HOME PAGE	5%	11Dec
WEEK 5			
11 - 17 Dec	Chap 04 Business Brainpower Systems	HTML	
TUTORIAL	Trust in an online environment		
Submission	Chapter 04 Summary & Articles 4Wk6Tut.		18 Dec
Submission	At least one Topic Analysis Answer	5+5%	21 Dec
	***** **Mid-Trimester Break – 22 Dec 06 - 07 Jan 07** *****		
WEEK 6			
08 - 14 Jan	Chap 05 E-commerce and E-Business	ACCESS	
TUTORIAL	Key technologies for NZ businesses		
Submission	Chapter 05 Summary & Articles 4Wk7Tut.		15 Jan
Submission	Upload your HTML project for marking	10%	15 Jan
WEEK 7			
15 - 21 Jan	Chap 06 Systems Development	ACCESS	
TUTORIAL	Open Source Software		
Submission	Chapter 06 Summary & Articles 4Wk8Tut.		22 Jan
WEEK 8			
22 -28 Jan	Chap 07 IT Infrastructures	ACCESS	
TUTORIAL	Wikis, Blogs and Mashups		
Submission	Chapter 07 Summary & Articles 4Wk9Tut.		29 Jan
WEEK 9			
29 Jan - 04 Feb	Chap 09 [NOT Ch08] Emerging trends and technology	ACCESS	
TUTORIAL	Using IT as an entrepreneur		
Submission	Chapter 09 Summary.		05 Feb
WEEK 10			
05 - 11 Feb	No reading	ACCESS	
TUTORIAL	No Tutorial		
Submission	Upload your ACCESS database solution	15%	B4 11 Feb
Submission	At least one Topic Analysis Answer	5+5%	B4 11 Feb
EXAMINATION WEEK			
12 - 18 Feb	End of term EXAM	40%	**TBA**
	ACCESS (15%) Project Marking		

Important Notes:

- *Claiming you have too many other things to do is not a valid excuse.* This course is very flexible. You are expected to manage your workload to suit your other commitments. The assignment questions are all posted well in advance so if you are planning to go overseas for example, then do the assignments early and submit them before you go.

- *You are expected to back up your work* – It is a fact of life that files get deleted, computers crash, etc., so it is essential 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.

- *Do not leave submitting assignments to the last seconds* – The university servers can be overloaded (especially on the days assignments are due from multiple courses). Be smart and submit before the due time. Extensions will not be granted because the server was busy and you couldn't access the assignments section for that week.

- *Working together* – You are encouraged to discuss aspects of assignment work with others in your tutorial group. However, when it is time to develop your Topic and write your assignment, **the words and diagrams of your topic analysis 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.

- *The weekly submissions* are not meant to be the result of original thinking. You are summarising the chapter so it is OK to repeat the headings or words from the text - the same strict rules about plagiarism do not apply. When summarising what is in the articles, you should be using your own words, so do not just cut and paste. If you use a direct quote then reference it, with proper citation and page number. See the APA style guide on Blackboard.

- **WARNING** *Every topic assignment will be passed through a checking program called* Turnitin *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. It also matches your work with that of other students on the course. 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.*

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.

Notice of Turnitin Use
Student work provided for assessment in this course maybe checked for academic integrity by the electronic search engine <http://www.turnitin.com>. Turnitin is an on-line plagiarism prevention tool which identifies material that may have been copied from other sources including the Internet, books, journals, periodicals or the work of other students. Turnitin is used to assist academic staff in detecting mis-referencing, misquotation, and the inclusion of unattributed material, which maybe forms of cheating or plagiarism. At the discretion of the Head of School, handwritten work maybe copy typed by the School and subject to checking by Turnitin. You are strongly advised to check with your tutor or the course coordinator if you are uncertain about how to use and cite material from other sources. Turnitin will retain a copy of submitted materials on behalf of the University for detection of future plagiarism, but access to the full text of submissions will not be made available to any other party.

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	Fa'afoi Seiuli
Manaaki Pihipihinga Coordinator	Pacific Support Coordinator
Room 210, Level 2	Room 109 B
Railway West Wing	14 Kelburn Parade
Tel. (04) 463 8997	Tel. (04) 463 5842
Email: Puawai.Wereta@vuw.ac.nz	Email: Faafoi.Seiuli@vuw.ac.nz

The Pacific Support Coordinator is also available on the Pipitea Campus, Room 212, Level 2, Railway West Wing, every Thursday, 1-4pm. No appointment is necessary. You can either come in, email or phone with any issue that you need help with. Fa'afoi links Pacific students to the services and support they need while studying at Victoria.