

INFO101 Foundations of Information Systems

Trimester Two 2007

COURSE OUTLINE

Contact Details

	Staff	Room	Email & Telephone	Office Hours
Course Lecturers	Hans Lehmann	EA230	Hans.Lehmann@vuw.ac.nz (04 463 5879)	If you need to meet with a lecturer, please email for an appointment.
	David Pauleen	EA202	David.Pauleen@vuw.ac.nz (04 463 6886)	
	Julie Watson		Julie.Watson@vuw.ac.nz	
Course Co-ordinator	Simon Park	EA108	Simon.Park@vuw.ac.nz (04 463 6950)	Monday to Friday 10 AM – 3 PM.
Senior Tutor	Haidir Halimi	EA110	Haidir.Halimi@vuw.ac.nz (04 463 6659)	Email for an appointment. Office hours on Blackboard.

Class Times and Room Numbers

Credit Value: 18 points

Prerequisite: Nil

Course Duration: Mon 9th July - Fri 12 October 2007

Exam (40%): In week of 15th Oct to 11 Nov 2007

Lecture Times: Wednesdays & Fridays, 9am to 9:50am at KKL T303

Wednesdays & Fridays, 2:10pm to 3pm at MCL T103

Tutorials / Workshops:

There will be a one hour tutorial and a one hour workshop per week.

Tutorial and Workshop Sign-up

Please signup for tutorials and workshops by the end of Week 1 as they will start in Week 2. A new tutorial and workshop signup system has been put into place (S-cubed: <https://signups.vuw.ac.nz/>). The demonstration on how to sign up for tutorials and workshops will be given during the first lecture.

Course Aims

This course creates an awareness of the scope of the information systems (IS) 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 IS.

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 demonstration and use of software tools.

Delivery Method

Learning materials for this course are delivered in three complementary ways: through (i) lectures, tutorials and workshops; (ii) assigned readings from the prescribed text; and (iii) resources provided through the (Blackboard) course website. **Each method is equally important and students must use each resource fully to achieve the course objectives.**

Course Material

Basic course material and announcements will be published on Blackboard on a regular basis.

Notices

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 may be obtained from central student records via the Internet. The INFO101 website can be accessed at: <http://blackboard.vuw.ac.nz>.

Required Text

Kroenke, David M. (2007). Using MIS. Prentice Hall.

Hooper, Val. (2007). New Zealand Case Studies in Information Systems. Prentice Hall.

- *Please note that the textbook and the case book will be shrink wrapped together and sold as one package. A DVD is also included with the textbook.*

INFO 101 – Lectures, Tutorials & Workshops				2007 /2
DATE	TOPIC	READINGS	Assessment Due	
WEEK 1				
9 Jul – 13 Jul	MIS and You	Kroenke Ch 1	Sign up for Tutorials and Workshops	
TUTORIAL	*No tutorials			
WORKSHOP	*No workshops			
WEEK 2				
16 Jul – 20 Jul	Purpose of IS	Kroenke Ch 2		
TUTORIAL	MIS and You	Case 1		
WORKSHOP	MS-ACCESS : Lesson 1			
WEEK 3				
23 Jul – 27 Jul	IS within Organizations	Kroenke Ch 7		
TUTORIAL	Purpose of IS	Case 2		
WORKSHOP	MS-ACCESS : Lesson 2			
WEEK 4				
30 Jul – 3 Aug	Databases and Knowledge Management	Kroenke Ch 4 & 9		
TUTORIAL	Information Systems within Organizations	Case 3		
WORKSHOP	MS-ACCESS: Lesson 3			
WEEK 5				
6 Aug – 10 Aug	Hardware & Software	Kroenke Ch 3		
TUTORIAL	Database Processing & Database Warehouses	Case 8		
WORKSHOP	MS- ACCESS: Lesson 4			
Week 6				
13 Aug – 17 Aug	Data Communications & Internet Technology	Kroenke Ch 5	Access Assignment Due Friday 17 Aug 10pm	
TUTORIAL	Hardware & Software	Case 7		
WORKSHOP	MS- ACCESS: Lesson 5			
***** Mid-Triester Break – 20 Aug – 2 Sep *****				
WEEK 7				
3 Sep – 7 Sep	Systems Development	Kroenke Ch 6		
TUTORIAL	Data Communications & Internet Technology	Case 11		
WORKSHOP	Access Assignment Grading in Workshop			
WEEK 8				
10 Sep – 14 Sep	Project Management	None		
TUTORIAL	Systems Development	Case 5		
WORKSHOP	HTML: Lesson 1			
WEEK 9				
17 Sep – 21 Sep	IS Management	Kroenke Ch 10		
TUTORIAL	Project Management	Case 6		
WORKSHOP	HTML: Lesson 2			
WEEK 10				
24 Sep – 28 Sep	E-commerce & Supply Chain Systems	Kroenke Ch 8		
TUTORIAL		Case 4		
WORKSHOP	IS Management			
WEEK 11				
1 Oct – 5 Oct	Information Security Management	Kroenke Ch 11	HTML Assignment Due Friday 5 Oct 10pm	
TUTORIAL	E-commerce & Supply Chain Systems	Case 9		
WORKSHOP	HTML Lesson 4			
WEEK 12				
8 Oct – 12 Oct	Emerging Trends & Technology	None	No tutorial assignment	
TUTORIAL	Review of course	Case 10		
WORKSHOP	No workshop this week			

Assessment Requirements

Course assessment will be based on the following:

Due Date

Tutorial Attendance (10 max.)	10%	See schedule p.3 for due dates
Tutorial assignments (10 max.)	20%	See schedule p.3 for due dates
HTML Assignment	10%	See schedule p.3 for due dates
Access Assignment	10%	See schedule p.3 for due dates
Workshop Sign-Offs (7 max.)	10%	TBA
Exam (2 hours)	40%	TBA
TOTAL	100%	

Mandatory Requirements and Workload

To pass this course, students must, in addition to getting a course mark of 50% or more, have:

1. Submitted **five (5) written tutorial assignments** **AND** attended the associated tutorial sessions;
2. Procured **five (5) sign-offs** from the associated Workshops;
3. Sat the final exam.

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. Note that the lecturers will not simply reiterate the book's contents; rather, they will expand on, elaborate, and sometimes challenge the book material. So do not assume you will understand everything in the course simply by studying the textbook.

Please note: To pass INF0101 you must submit five (5) tutorial assignments and five (5) workshop signoffs. 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 tutorial assignments.

Tutorial Component: Each tutorial assignment submission will earn a possible maximum of 2% (20% in total). A minimum of five (5) submissions is required (10% total). However in order to earn full marks for tutorial work, you must submit all ten assignments. You must attend all of those associated tutorial sessions for which you make a submission. You will also receive additional marks for tutorial attendance, to a maximum of 10%. If you are unable to make your assigned tutorial, please contact the Senior Tutor. Tutorials questions would be made available on Blackboard. Students are required to submit their tutorial assignments via Blackboard by Monday, 10am each week.

Workshops: Workshop attendance is **compulsory**. At each workshop, you will be required to obtain the signature of your workshop tutor on the completion of an assigned task. You will need to obtain a minimum of five out of seven workshop signoffs. Each signoff will earn a possible maximum of 1% (10% in total). When you completed all **SEVEN** signoffs you will be awarded a bonus 3% to get full marks for Workshop sign-offs (10%). If you are unable to make your assigned workshop, please contact the Senior Tutor.

Practical Component: There are two separate hands-on practical assignments: one is a database project, and the other involves building a small website. Both assessments will be based directly on work completed in the workshops and will require limited additional effort outside normal workshop hours. Each practical assessment is worth 10% of your final grade.

Exam: This will be a 2-hour exam held in the external examinations period at the end of the course. Material from the lectures, tutorials, textbook and other assigned readings throughout the course will be assessable. The T2 2007 exam period is from 15th October to 11th November, 2007. The final exam is worth 40% of your final grade.

Late Penalties & Extensions: 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 actual 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. By submitting evidentiary document to support your claim, you consent for the Course Coordinator to verify the authenticity of such documents by contacting the relevant parties.** Extensions will only be granted under these conditions. You must also apply for extensions before the due date unless there is an exceptional circumstance warranting the relaxation of this rule.

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:

- **No extension is possible based on a student's workload.** 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 computer files are lost, computers crash, etc., so it is critical that you frequently back up your important files (on floppy disk or CD-ROM, for example).
- **Do not leave printing, etc. to the last minute** – The printers can be overloaded in the labs (especially on the days assignments are due). Be smart and print it **BEFORE** the due date. Extensions will not be granted if your file is languishing in the print queue!
- **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, diagrams and so forth that 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. Please refer to the discussion of plagiarism later in this note.

Discussion Forum – Asking Questions Online About the Course

Opportunities to ask questions about the course, especially questions regarding course assessment, will be available in course tutorials. In addition you have access to the assignment course *Discussion Forum* in the online Blackboard system. This is under the Discussion Board tab. The Discussion Forum is a very useful way to raise questions about the course material or course process, since other students can also see your question and the responses to it.

- 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 your question on the forum yourself!
- If you think you know the answer to some other student's question, do not hesitate to post a response.

Use of Email as a Communication Medium

Email will also be used as a form of communication hence it is vital that students check their email regularly. The University has provided each student with a student email address and all email correspondence will be sent to that email address. Should a student forward his/her email to another email provider, it is his/her responsibility to ensure that that forwarded mailbox is capable of receiving the emails (ie: mailbox is not full, capable of supporting attachments, etc)

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.yuw.ac.nz>.

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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. To check for opening hours call the office on (04) 463 5376.

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 is available for 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.
- Check with the Student Administration Office for opening times (04) 463 5376.

General University Policies and Statutes

Students should familiarize 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 Programme Director, 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.

Notice of Turnitin Use

Student work provided for assessment in this course may be 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 may be forms of cheating or plagiarism. At the discretion of the Head of School, handwritten work may be 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' 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.

Manaaki Pihipihinga Maori and Pacific Mentoring programme

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

Fatafoi Seiuli
Pacific Support Coordinator
Room 109 B
14 Kelburn Parade
Tel. (04) 463 5842
Email: Fatafoi.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. Fatafoi links Pacific students to the services and support they need while studying at Victoria.

