

School of Information Management

INFO101 Foundations of Information Systems

Trimester One 2008

COURSE OUTLINE

Contact Details

	Staff	Room	Email & Telephone	Office Hours
Course Lecturers	Janet Toland	EA109	janet.toland@vuw.ac.nz (04 463 6861)	If you need to meet with a lecturer, please email for an appointment.
	Sid Huff	EA118	sid.huff@vuw.ac.nz (04 463 5819)	
	Simon Park	EA108	simon.park@vuw.ac.nz (04 463 6950)	
Course Co-ordinator	Simon Park	EA108	simon.park@vuw.ac.nz (04 463 6950)	Monday to Friday 10 AM – 3 PM.
Senior Tutor	Tim Yu	EA110	tim.yu@vuw.ac.nz (04 463 6659)	Monday to Friday 9 AM – 1PM

Class Times and Room Numbers

Credit Value: 18 points
Prerequisite: Nil
Course Duration: Mon 25th February - Fri 30 May 2008
Exam (40%): In week of 6th June to 25th June 2008
Lecture Times: Mondays & Wednesdays, 10 am to 10:50am at MCLT103

Tutorials / Workshops:

There will be an one hour tutorial AND an one hour workshop per week.

Tutorial and Workshop Sign-up

Please signup for tutorials and workshops by the end of Wednesday 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			2008 / 1
DATE	TOPIC	READINGS	Assessment Due
WEEK 1			
25 Feb – 29 Feb	MIS and You	Kroenke Ch 1	Sign up for Tutorials and Workshops
TUTORIAL	*No tutorials		
WORKSHOP	*No workshops		
WEEK 2			
3 Mar – 7 Mar	Purpose of IS	Kroenke Ch 2	Tutorial Submission 1
TUTORIAL 1	MIS and You	Case 1	
WORKSHOP 1	HTML : Lesson 1	Signoff 1	
WEEK 3			
10 Mar – 14 Mar	IS within Organizations	Kroenke Ch 7	Tutorial Submission 2
TUTORIAL 2	Purpose of IS	Case 2	
WORKSHOP 2	HTML : Lesson 2	Signoff 2	
WEEK 4			
17 Mar – 21 Mar	Databases and Knowledge Management	Kroenke Ch 4 & 9	- No tutorial Submission Due to Easter Holiday, only one tutorial/workshop in week 4 & 5 (check BB for further information)
TUTORIAL 3	Information Systems within Organizations	Case 3	
WORKSHOP 3	HTML: Lesson 3	Signoff 3	
WEEK 5			
No lecture on Monday (Easter Monday) & Tuesday is University Holiday.			
24 Mar – 28 Mar	Hardware & Software	Kroenke Ch 3	Tutorial Submission 3
TUTORIAL 3	Repeat Tutorial from week4	Case 3	
WORKSHOP 3	Repeat Workshop from week4	Signoff 3	
Week 6			
31 Mar – 4 Apr	Data Communications & Internet Technology	Kroenke Ch 5	- No tutorial Submission HTML Assignment Due Friday 4 April, 10pm, via BB
TUTORIAL 4	Hardware & Software	Case 7	
WORKSHOP 4	MS- ACCESS: Lesson 1	Signoff 4	
WEEK 7			
7 Apr – 11 Apr	Systems Development	Kroenke Ch 6	Tutorial submission 4
TUTORIAL 5	Data Communications & Internet Technology	Case 11	
WORKSHOP 5	MS- ACCESS: Lesson 2	Signoff 5	
***** Mid-Trisemester Break – 14 April – 25 April *****			
WEEK 8			
28 Apr – 2 May	Project Management	None	-No tutorial Submission RESEARCH Assignment Due Friday 2 May, 10pm via Bb
TUTORIAL 6	Systems Development	Case 5	
WORKSHOP 6	MS- ACCESS: Lesson 3	Signoff 6	
WEEK 9			
5 May – 9 May	IS Management	Kroenke Ch 10	Tutorial submission 5
TUTORIAL 7	Project Management	Case 6	
WORKSHOP 7	MS- ACCESS: Lesson 4	Signoff 7	
WEEK 10			
12 May – 16 May	E-commerce & Supply Chain Systems	Kroenke Ch 8	Tutorial submission 6 ACCESS Assignment Due Friday 16 May, 10pm, via BB
TUTORIAL 8	IS Management	Case 4	
WORKSHOP 8	MS- ACCESS: Lesson 5	Signoff 8	
WEEK 11			
19 May – 23 May	Information Security Management	Kroenke Ch 11	Tutorial submission 7
TUTORIAL 9	E-commerce & Supply Chain Systems	Case 9	
WORKSHOP	Access Assignment Grading in Workshop	No signoff	
WEEK 12			
26 May – 30 May	Emerging Trends & Technology	None	-No tutorial Submission
TUTORIAL	*No tutorial this week		
WORKSHOP	*No workshop this week	No signoff	

Assessment Requirements

Course assessment will be based on the following:

	<u>Due Date</u>
Tutorial assignments (7 max.)	14% See schedule p.3 for due dates
Bonus points for attending all tutorials	3% 3%
Bonus points for all workshops signed off	3% 3%
Research Assignment	10% See schedule p.3 for due dates
HTML Assignment	15% See schedule p.3 for due dates
Access Assignment	15% See schedule p.3 for due dates
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. Attended 7 designated tutorial sessions (out of 9 tutorials);
2. Obtained 6 sign-offs from the associated Workshops (out of 8 workshop signoffs);
3. Attained at least 40% for the final exam.

Please Note!

To pass INFO101 you MUST attend at least 7 designated tutorials and obtain 6 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 and workshops 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.

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.

Attending lectures:

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.**

Tutorial Attendance:

You must attempt to attend all of those associated tutorial sessions for which you make a submission. You need to attend at least 7 designated tutorials to pass the course. **If you are unable to make your assigned tutorial, please contact the Senior Tutor. If you attend all 9 tutorials, you will be awarded a bonus 3%.**

Tutorial submissions:

Tutorials questions would be made available on Blackboard. Students are required to submit their tutorial assignments via Blackboard by Friday, 10pm each week. Each tutorial assignment submission will earn a possible maximum of 2% (14% in total). In order to earn full marks for tutorial work, you must submit all 7 tutorial assignments.

Workshops & Workshop signoffs:

Workshop attendance is compulsory. At each workshop, you will be required to obtain the signature from your workshop tutor on the completion of an assigned task. **You will need to obtain a minimum of 6 workshop signoffs to pass the course. If you obtained all 8 signoffs, you will be awarded a bonus 3%.**

HTML and Access Assignments:

There are two separate hands-on practical assignments: one is building website using HTML and the other involves building a database using MS Access. 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 15% of your final grade.

Research Assignment:

This written assignment should focus on the use of technology in your chosen profession. If you want to be an accountant, then you will search for information related to using technology as an accountant. If you want to be in human resources, then explore the use of technology in that domain. The paper should be at least 850 words. The submission is to be done via Blackboard. This assignment 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 T1 2008 exam period is from 6th June to 25th June 2008. The final exam is worth 40% of your final grade. To pass the course, you will need to attain at least 40% for the final exam.

Who to contact if you have questions about:

Tutorial and workshop times:	Senior Tutor
Content of the readings:	Your tutor first, then Simon
Content of the tutorials/workshops:	Your tutor first, then Simon
Content of the lectures:	Lecturers (Janet, Sid or Simon)
Assignment submission:	Your tutor first, then Senior Tutor
Assignment marks:	Your tutor first, then Senior Tutor
Other issues:	Senior tutor first, then Simon

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 there is an exceptional circumstance warranting the relaxation of this rule.

***Please note: Certificates from the Student Counselling Service are NO longer accepted as documentary evidence to support an extension.**

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 (i.e.: 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@vw.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

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