



 School of Information Management

INFO101 Foundations of Information Systems

Trimester Two 2008

COURSE OUTLINE

Contact Details

	Staff	Room	Email & Telephone	Office Hours
Course Lecturers	Val Hooper	EA217	val.hooper@vuw.ac.nz (04 463 5020)	If you need to meet with a lecturer, please email for an appointment.
	Tiong Goh	EA220	tiong.goh@vuw.ac.nz (04 463 6860)	
	Tony Hooper	EA216	tony.hooper@vuw.ac.nz (04 463 5015)	
Course Co-ordinator	Simon Park	EA108	simon.park@vuw.ac.nz (04 463 6950)	Monday to Friday 10 AM – 3 PM.
Senior Tutor	Jennifer Fang	EA110	jennifer.fang@vuw.ac.nz (04 463 6659)	Monday to Friday 10 AM – 3 PM

Class Times and Room Numbers

Credit Value:	18 points
Prerequisite:	Nil
Course Duration:	Mon 7th July - Fri 10 October 2008
Exam (40%):	In week of 20th October to 8th November 2008
Lecture Times:	Tuesdays & Fridays, 10 am to 10:50am at KKLT303, or Tuesdays & Fridays, 12 pm to 12:50pm at HULT323

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 **5pm, 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.victoria.ac.nz/>). The demonstration on how to sign up for tutorials and workshops will be given during the first lecture. Signup instruction is also available on Blackboard.

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 / 2
DATE	TOPIC	READINGS	Assessment Due
WEEK 1			
7 July – 11 July	MIS and You	Kroenke Ch 1	Sign up for Tutorials and Workshops
TUTORIAL	*No tutorials		
WORKSHOP	*No workshops		
WEEK 2			
14 July – 18 July	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			
21 July – 25 July	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			
28 July – 1 Aug	IS Management / Knowledge Management	Kroenke Ch 9 & 10	Tutorial submission 3
TUTORIAL 3	Information Systems within Organizations	Case 3	
WORKSHOP 3	HTML: Lesson 3	Signoff 3	
WEEK 5			
4 Aug – 8 Aug	Hardware & Software	Kroenke Ch 3	Tutorial submission 4
TUTORIAL 4	IS Management/Knowledge Management	Case 4	
WORKSHOP 4	HTML: Lesson 4	Signoff 4	
Week 6			
11 Aug – 15 Aug	Databases	Kroenke Ch 4	-No tutorial Submission HTML Assignment Due Monday 11 August, 10am, via FTP
TUTORIAL 5	Hardware & Software	Case 7	
WORKSHOP 5	MS- ACCESS: Lesson 1	Signoff 5	
***** Mid-Trimester Break – 18 August – 29 August *****			
WEEK 7			
1 Sep – 5 Sep	Data Communications & Internet Technology	Kroenke Ch 5	-No tutorial Submission RESEARCH Assignment Due Monday 1 September, 10am via Bb
TUTORIAL 6	Database Processing & Database Warehouses	Case 8	
WORKSHOP 6	MS- ACCESS: Lesson 2	Signoff 6	
WEEK 8			
8 Sep – 12 Sep	Systems Development	Kroenke Ch 6	Tutorial Submission 5
TUTORIAL 7	Data Communications & Internet Technology	Case 11	
WORKSHOP 7	MS- ACCESS: Lesson 3	Signoff 7	
WEEK 9			
15 Sep – 19 Sep	Project Management	None	Tutorial submission 6
TUTORIAL 8	Systems Development	Case 5	
WORKSHOP 8	MS- ACCESS: Lesson 4	Signoff 8	
WEEK 10			
22 Sep – 26 Sep	E-commerce & Supply Chain Systems	Kroenke Ch 8	Tutorial submission 7
TUTORIAL 9	Project Management	Case 6	
WORKSHOP 9	MS- ACCESS: Lesson 5	Signoff 9	
WEEK 11			
29 Sep – 3 Oct	Information Security Management	Kroenke Ch 11	-No tutorial Submission ACCESS Assignment Due Monday 29 September 10am, via FTP
TUTORIAL 10	E-commerce & Supply Chain Systems	Case 9	
WORKSHOP 10	Access Assignment Grading in Workshop	No signoff	
WEEK 12			
6 Oct – 10 Oct	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%	
Bonus points for all workshops signed off	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 **8 designated tutorial sessions** (out of 10 tutorials);
2. Obtained **7 sign-offs** from the associated Workshops (out of 9 workshop signoffs);
3. Attained at least **40%** for the final exam.

Please Note!

To pass INFO101 you MUST attend at least 8 designated tutorials and obtain 7 workshop signoffs. 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 **8 designated tutorials** to pass the course.

If you are unable to make your assigned tutorial, please contact the Senior Tutor. If you attend all 10 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. Please read the workshop materials prior to your allocated workshop time.

You will need to obtain a minimum of 7 workshop signoffs to pass the course. If you obtained all 9 signoffs, you will be awarded a bonus 3%.

Tutorial/Workshop hopping is not permitted:

Tutorial/Workshop hopping is not allowed. If you need to temporarily change to other tutorial / workshop, please print and fill out the **Tutorial/Workshop Change Form** (can be found under Course Information tag on Blackboard). Please note, you must provide valid reasons (i.e. doctor appointment) and provide documents to support your application (i.e. medical certificate).

This form must be signed by Senior Tutor or Course Co-ordinator. You will only be signed off from the replacement workshop or get attendance from the replacement tutorial if you show the tutor of the class the signed change form.

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 T2 2008 exam period is from 20th October to 8th November 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 (Val, Goh or Tony)
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 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)

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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 on the ground floor (EA005). This counter is the first point of contact for :

- 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.

Use of Turnitin

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 misreferencing, 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.

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 or go to www.victoria.ac.nz/home/about/policy/students.aspx

For information on the following topics, go to the Faculty's website www.victoria.ac.nz/fca under Important Information for Students:

- Academic Grievances
- Student and Staff Conduct
- Meeting the Needs of Students with Impairments
- Student Support

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 students or staff.

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

Note: including the work of others will not be considered plagiarism as long as the work 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:

www.victoria.ac.nz/home/studying/plagiarism.html

Manaaki Pihipihinga Programme

Manaaki Pihipihinga is an academic mentoring programme for undergraduate Māori and Pacific students in the Faculties of Commerce and Administration, and Humanities and Social Sciences. Sessions are held at the Kelburn and Pipitea Campuses in the Mentoring Rooms, 14 Kelburn Parade (back courtyard), Room 109D, and Room 210, Level 2, Railway West Wing. There is also a Pacific Support Coordinator who assists Pacific students by linking them to the services and support they need while studying at Victoria. Another feature of the programme is a support network for Postgraduate students with links to Postgraduate workshops and activities around Campus.

For further information, or to register with the programme, email manaaki-pihipihinga-programme@vuw.ac.nz or phone (04) 463 6015. To contact the Pacific Support Coordinator, email pacific-support-coord@vuw.ac.nz or phone (04) 463 5842.