VICTORIA
UNIVERSITY OF WELLINGTON

SCHOOL OF INFORMATION MANAGEMENT

INFO 549: Business Information

Trimester 3, 2008

COURSE OUTLINE

Contact Details

Course Coordinator:	**Name**	Brenda Chawner
	Room	Easterfield Building; EA 201
	Tel	463 5780
	Email	brenda.chawner@vuw.ac.nz
Programme Administrator:	**Name**	Christine King
	Room	121 Easterfield Bldg, Kelburn Pde, Wellington
	Tel	463 5875
	Email:	christine.king@vuw.ac.nz

Class times

INFO 549 will be held in the third trimester (November-February) of the 2008 academic year. There will be no sessions for two weeks during the mid-trimester break (22 December 2008-4 January 2009).

The weekly sessions will be held on Wednesdays, from 5.00-6.30 p.m. INFO 549 will be offered as a distance-only course.

Internal students will be able to participate from one of the computer labs on campus; please note that you will need to provide your own headset.

Learning objectives

By the conclusion of the INFO 547 course, students should be able to:

1. Define key business concepts and terminology.

2. Identify key characteristics of business information sources.

3. List the main categories of business information, and say how each is commonly used.

4. Outline, and demonstrate an ability to apply, criteria for evaluating sources of business information.

5. Identify and use a range of sources of business information, both print and electronic, with an emphasis on information available from external public and commercial sources.

6. Discuss the information needs of different client groups in the business sector, and the types of information services used to meet these needs.

Time commitment

To achieve satisfactory grades, a time commitment of approximately 12 hours per week is required for the INFO 549 course. Part of this time will be taken up in your weekly session. The remaining time should cover:

- reading set texts and articles — you are expected to have read these before the weekly session;

- completing practice exercises, and looking at reference sources, online databases, and World Wide Web resources;

- reading additional, non-required material on the topics;

- thinking about the module and taking notes on assigned practical work in preparation for the weekly session;

- writing assignments.

Mandatory course requirements

To fulfil the mandatory course requirements for this course, you must:

- attend a minimum of 75% of the scheduled class sessions, and participate in class discussions;

- complete all of the assignments in the required timeframe.

Withdrawal dates: Information available via

http://www.victoria.ac.nz/home/admisenrol/payments/withdrawlsrefunds.aspx

Assessment

None of the LIM courses has a final examination. This course will be internally assessed. **Full details, including explanatory notes and criteria, are available under "Assignments" on Blackboard.**

Assignment	Date due	Value	Length
1. Practical exercises (3)	date varies	10% each	800-1000 words
2. Presentation	date varies	30%	1500 words
3. Background paper	26 January 2009	40%	3000-3500 words

Late assignments

Assignments submitted or postmarked after they are due will have a 10% penalty imposed. Assignments submitted more than one week late without an extension will be given a zero grade. All requests for extensions must be made in writing or via email before the due date, and must state a reason for the extension.

Word count

All work submitted MUST contain a word count, easily available from your word-processing program. The word count should appear under your name. (Note: your name should appear only on the back of the last page of the assignment.)

Presentation

Details of the LIM Group's assignment policy, including presentation, will be found in the *Administration Handbook*.

Plagiarism

You should read and take heed of the statement on collaboration and plagiarism on the University website and also in the Administration Handbook; you must acknowledge all sources you use. You are expected to present information in your own words, based on your understanding of the background material you read. Any assignment which is extensively plagiarised will receive an automatic fail grade. **Note:** Student work provided for assessment in this course may be checked for academic integrity by the electronic search engine <http://www.turnitin.com>.

Submission

Remember to keep a copy of each assignment you send us, just in case the original goes astray. Assignments should be submitted electronically via the links under "Assignments" in Blackboard.

Course schedule

Week	Class	Topic
1	19 Nov.	Introduction to business information concepts and services
2	26 Nov.	Organising and evaluating business information
3	3 Dec.	Company information -- I
4	10 Dec.	Company information -- II
5	17 Dec.	Markets and industries
6	7 Jan.	Economics and finance
7	14 Jan.	Legislation and regulations
8	21 Jan.	International sources of business information
9	28 Jan.	Business information services
10	4 Feb.	Case studies
11	11 Feb.	Wrap up and discussion

Special requirements for INFO 549

As part of this course, you will need to use resources in libraries and on the Internet. For on-campus students the VUW Library will supply most of your needs. If you are in Wellington, you may also find useful resources at the National Library and the Wellington City Libraries central branch. Open learning students may need to use the resources of a large university or public library. You should allow adequate time for this, and for finding your way around these libraries.

You will also be using selected databases and online services; access to these services is via the VUW Library's website.

For this course, you should begin to become familiar with the professional literature that discusses business information sources. Some of the journals you might like to review regularly include:

- *Business Information Review*
- *EContent (formerly Database)*
- *Information Outlook*
- *Information Today*
- *Information World Review*
- *Managing Information*
- *Online*
- *Searcher*

Many of these are available as fulltext electronic journals through Victoria University Library's licensed electronic resources, which you can view via the Library's Journal Finder. Please note that I assume you have a basic familiarity with searching databases. If you have little background in this area, you may need to spend extra time on tutorials and other activities.

Dialog Classroom Instruction Programme

As part of the condition of being allowed access to Dialog under the Classroom Instruction Programme, you will need to sign and return the password agreement, which is downloadable from the course CD-ROM. It is important that the Dialog account is used only under the conditions listed in the form. The Dialog account, and other accounts that you have access to for this course, should only be used by yourself for course-related searches. Failure to do this could result in future students losing the ability to take advantage of this Programme. You should also note that our Dialog accounts have a limit of 150 records output per hour of use.

Students with special requirements

Students who have special requirements which are relevant to their successful completion of this course should speak to the Course Coordinator as soon as possible so that appropriate arrangements can be made.

Course resources

The course material for INFO 549 includes a CD-ROM containing readings associated with each of the modules, augmented by material on the Blackboard website for INFO 549, available at http://blackboard.vuw.ac.nz

Students should note that some modules include practice questions for you to answer; you will need to look at reference sources, search databases, or look at websites on the Internet, in order to answer them. It is important that you try to find answers to the practice questions before the weekly session, as we will spend some time talking about the different strategies people in the group have used. Some of the questions may not have an obvious "right" answer, and one of the things we can talk about is what additional information you would need in order to be able to find an "answer".

Each week, discussion will be based on both:
- required readings from the material provided;
- introductory material, discussion points, and exercises.

In addition, the Blackboard Web-based learning environment will be used to post course information notices, and enable ongoing electronic discussion forums on topics or issues introduced in or out of class. Students are also encouraged to use Blackboard for information sharing, and to post questions for electronic and in-class discussion.

Online information

In addition to material on the CD-ROM, you will be required to use the online resources for this course that are available in the School's Blackboard online learning environment:

http://blackboard.vuw.ac.nz/

The Blackboard environment will contain a Web-based forum for discussion of issues related to the course, links to sites of interest, additional readings and information, updates, etc. You should read the appropriate module web pages and coursenotes in conjunction with the material on your CD-ROM. Details on how to access Blackboard are in the *Administration Handbook*, but if you have any difficulties logging on please contact the Help Desk, at:

its-service@vuw.ac.nz

All LIM students will be automatically enrolled in LIM Programmes Information on Blackboard. General announcements and information will be posted here, and students should check this site regularly.

Internet conferencing

Distance sessions are now being conducted via the Internet using the Chatterbox application; in order to participate students will need an Internet-connected PC running Windows Vista, XP, or Windows 2000, microphone, and headphones/speakers. To connect, go to the Internet conferencing page (and read the "Getting Started" information) at

https://conferencing.sim.vuw.ac.nz/

There is also an 'Internet Conferencing' button linking to this page in Blackboard. ***Some days before your first session, and at least 15 minutes before each subsequent session, you should test your system by going to the Echo Room***. Regular classes will be held in the LIS Room; additional Discussion Rooms are available for breakout groups, and as a "waiting room" if a class is proceeding in the main LIS room. Study groups can use the discussion rooms out of regular class times. For further information, follow the help links on the Internet Conferencing page; details, including screen name conventions, are also available on Blackboard under LIM Programmes Information.

LIM Students email list

Mass communication between the school and students is via the email list. It is your responsibility to ensure you are on the email list; subscription is essential.

The lim-students email discussion list is used to make important announcements and to share news and ideas relating to the LIM programmes. It is vital that all staff and students are subscribed. Please make sure that your current email address is subscribed – one that you check regularly. It is very important that students remain a member of this list until after graduation as the list is used as a main form of communication of important administration messages (including graduation messages). Emails are sent to `lim-students` often, so if you have not had contact for a few weeks it is a good idea to check if you are still subscribed. If an email is rejected by your email account, you will automatically be unsubscribed.

> **To subscribe, go to:**
> http://lists.vuw.ac.nz/mailman/listinfo/lim-students

Changing your e-mail address

If you change email addresses, you must unsubscribe from `lim-students` and re-subscribe with your new email address.

VUW ADMINISTRATIVE INFORMATION

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

The following words (modified as necessary for particular circumstances) should appear in course outlines, when work submitted by students is likely to be checked by *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.