



**FACULTY OF COMMERCE AND ADMINISTRATION
STUDENT AND ACADEMIC SERVICES**

Course Outline Approval Form

(Please complete one of these forms for each course)

Course Code (not CRN)	<u>ELCM 211</u>	Trimester taught	<u>1</u>
Course Title	<u>Foundations of E-Commerce</u>		
Course Coordinator Name (please print)	<u>Mary Tate</u>		
Scrutineer Name (please print)	<u>David Johnstone</u>		

We confirm that the Outline for the above course meets Faculty and University requirements as set out in the Course Outline Template, and as described in detail in the Assessment Handbook 2006, Section 3 *Course Outlines*.

Please note in particular paragraph 3.4 of the 2006 Assessment Handbook, that each course outline must be carefully checked and signed off as correct by another academic staff member (the scrutineer).

Please ensure that this completed form is sent, duly signed, to Anthea O’Sullivan, Room RWW111, by Friday 6 March 2009 for First Trimester courses.

Signed.....	<u>M. Tate</u>	<u>David Johnstone</u>
	(Course Coordinator)		(Scrutineer)
Date.....	<u>5/3/09</u>	<u>5/3/09</u>



School of Information Management

ELCM 211 FOUNDATIONS OF ELECTRONIC COMMERCE

Trimester One 2009

COURSE OUTLINE

Names and Contact Details

Course Mary Tate

Coordinator:

Room: EA 234 (Level 2, Easterfield Building, Kelburn Campus)

Phone: 463 5265

Email: Mary.tate@vuw.ac.nz

Office hours: by appointment (request via e-mail)

Tutors: Haibo Young

Email: Soda.nz@hotmail.com

Senior Tutor Xiaoyi Guan

Room: EA111

Email: Xiaoyi.guan@vuw.ac.nz

Office Hours: Monday – Friday 10am – 2pm

Trimester Dates

Trimester 1, 2009: Monday 2 March to Friday 5 June. This is followed by a study/examination period until Wednesday 1 July 2009

Class Times and Room Numbers

<i>Lectures:</i>	Friday	9:00 – 10:50	HTML001
<i>Tutorials and active learning</i>	Monday	9:00 – 10:50	MY531
	Wednesday	10:00 – 11:50	EA004
	Thursday	15:10 – 17:00	CO118
	Friday	14:10 – 16:00	HU221
<i>Examination:</i>	To be advised, during mid-year examination period 8 June – 1 July 2009		

Note: Please sign up for your tutorials using S-Cubed. Tutorial numbers are limited for each tutorial. Tutorial places are allocated on a first-in, first-served basis. Queries about tutorial allocations should be addressed to the Senior Tutor.

Withdrawal dates: Information available via

<http://www.victoria.ac.nz/home/admisenrol/payments/withdrawalsrefunds.aspx>

Course Content

Lectures

Lectures will complement the online material and the readings but will NOT necessarily cover exactly the same material. The lecture sessions will offer a range of experiences including some or all of: discussions, case studies, web examples, guest speakers, critiques and alternative viewpoints on the topics. Lecture material will not necessarily be published in Blackboard and lecture slides will not necessarily be available. All lecture material is assessable (including guests).

Tutorial and Active Learning Sessions (2 hours)

At the beginning of each tutorial and active learning session you will hand in a brief to your tutor that discusses the week's topics (questions to motivate the discussion will be posted on Blackboard). Your tutor is there to help organise the sessions, and to facilitate both the full group and smaller groups to work proactively and independently on the tutorial and active learning exercises.

Tutorials/Active Learning Timetable

Tutorial/Active Learning Sessions are two hours long. The time will be split between a Question & Answer session to cover any issues arising from the preceding lecture; and the discussion of questions, material and exercises announced on BlackBoard.

Note: You must attend a minimum of six tutorial/active learning sessions. There is no tutorial/active learning session in week 7. This means you must attend a minimum of six out of the eight tutorials held in weeks 3, 4, 5, 6, 8, 9, 10, 11. The tutorial in week 12 is optional and does not contribute towards the tutorial mark.

Timetable for lectures

Note: Sessions may vary from those advertised.

<i>Wk</i>	<i>Date</i>	<i>Lecture Topic and Tutorial and Active Learning Topic</i>	<i>Chapters</i>	<i>Who</i>
1	6 March	Welcome to the course; Overview of Electronic Commerce, B2C e-commerce	1,2	Mary
2	13 March	The Digital Economy; Retailing in e-Commerce (e-Tailing), Internet Consumers	3	Mary
3	20 March	e-Service, e-marketing, e-advertising; Access issues and the Digital Divide Tutorial and active learning: retailing in e-commerce	4	Mary
4	27 March	Electronic Payment Systems and e-Security. Tutorial and active learning: internet consumers and marketing	11,12	Guest
5	3 April	Mobile Commerce Tutorial and active learning: security and payments	9	Guest
6	10 April	No lecture (Good Friday Holiday) Tutorial and active learning: mobile commerce Case study due Thursday 9 April 5:00 pm		
	17 April	No Lectures - Mid-trimester break		

	24 April	No Lectures - Mid-trimester break		
7	1 May	B2B e-commerce; Company-centric B2B.; E Marketplaces and B2B. No tutorial and active learning sessions	5, 6	Mary
8	8 May	Order Fulfilment, Logistics, and Supply Chain Management. Tutorial and active learning: B2B e-commerce	7, 13	Mary
9	15 May	E-commerce strategy. Tutorial and active learning: Fulfilment, supply chains, supply chain strategy	14	Mary
10	22 May	E-government. Tutorial and active learning: e-commerce strategy	8 (sections 8.1-8.2)	Mary
11	29 May	Building an E-Commerce Business: Applications and Infrastructure. Tutorial and active learning: e-government	16, 18, 19	Mary
12	5 June	Trends, directions; Review; Exam Preparation Tutorial and active learning (optional, does not count towards tutorial mark): exam preparation <i>Essay due: Thursday 4 June 5:00 pm</i>		Mary

Course Learning Objectives

This course provides an introduction to the principles, theories, technologies and applications in the e-commerce environment. The paper gives an overview of the impact of new technologies on commercial paradigms and practices.

On successful completion of this course, students should be able to:

1. Understand the nature of e-Commerce.
2. Recognize the business impact and potential of e-Commerce.
3. Explain the technologies required to make e-Commerce viable.
4. Appreciate the current drivers and inhibitors facing the business world in adopting and using e-Commerce.
5. Explain the economic consequences of e-Commerce.
6. Discuss the trends in e-Commerce and the use of the Internet.

Expected Workload

There are 11 weeks of lectures; nine weeks of tutorials/active learning sessions; a 2 week mid-term break; and a study week before the examination period. The workload expectation for ELCM 211 in Trimester 3 will be about 16 hours per week. The times you should expect to spend each week in the following activities are set out below:

- 2 hours attending classes (1 x 2-hour classes);
- 1.3hours attending your tutorial and active learning session (1 x 2-hour session over 8 weeks);
- 4.7 hours background reading and pre-class/pre-tutorial preparation;
- 6 hours on assignments;
- 2 hours post-class review and final examination revision;

This is an average workload. Your actual workload will vary both with individuals and from week to week during the trimester.

Readings

The prescribed textbook provides a good summary of many key topics and issues and is well laid out and easy to read. You are expected to complete the required reading for each week.

Set Text

Turban, E., et al. *Electronic Commerce 2008 – A Managerial Perspective*. Pearson/Prentice Hall, 2008. Available now in the Victoria Bookshop.

Materials and Equipment

Lab Access

Information Systems and Electronic Commerce students have access to a range of computer lab facilities. This means that you can still undertake this course even if you don't have a computer at home. Like all university students you are able to use any SCS computer lab throughout the University (this includes labs in the Murphy building, the Library and in the Law School) as long as you have a current SCS account. If you don't have a current SCS account, contact either the SCS helpdesks in the library or the Murphy building. In addition, INFO and ELCM students have access to the purpose built school lab MY201. This lab is located on the second floor of the Murphy building. Please note that specialist software found in the SIM labs is not available in all the SCS labs (e.g. macromedia products).

MY 201 offers 24-hour access via student ID cards unless booked for another class. Please check the booking schedules on the lab doors before entering a laboratory to ensure that you are not interrupting a class, and you can finish your work before the next scheduled class. You may be asked to leave the lab by a supervisor if the machine you are using is required for a scheduled class. Please pack-up and leave the lab promptly if asked to do so. If you are sharing the lab with a scheduled class please use machines furthest away from the projection screen first and avoid interrupting the taught class with noise.

The food and drink ban in the labs will be enforced, please respect this in order to keep the facilities clean and in good working order for everyone.

Assessment Requirements

Course assessment is divided up as follows. See the schedule below for due dates.

E-business evaluation	20%
Essay	20%
Tutorial/Active Learning	10%
Exam (2 hours)	50%
TOTAL	<u>100%</u>

Overview

There will be an e-business evaluation study, an essay assignment, weekly tutorial hand-ins, and an essay-style final exam.

E-business evaluation (20%)

In this assignment you will apply principles from the course, with a particular emphasis on weeks 1-6, to evaluating a B2C market of your choice. You may select any B2C market that interests you, provided it meets the criteria stated in the assignment. Submission instructions will be provided later in the course.

Due: Thursday 9 April

Essay (20%)

This will be a 1500 word essay discussing and applying principles from the course, with a particular emphasis on weeks 7-10. A choice of topics will be offered. Submission instructions will be provided later in the course.

Due: Thursday 4 June

Tutorial Briefs and Active Learning (10%)

The tutorial briefs are a form of preparation for the tutorials and for the exam. At the beginning of each tutorial, you need to hand in a brief that discusses the week's tutorial topic (questions to motivate the discussion will be posted on Blackboard). This brief should be between half an A4 page and a page long. A minimum of six tutorial briefs must be submitted, and they must be submitted at the scheduled class (you cannot submit them later). Marks will also be earned based on student's participation during the active learning sessions.

Final exam (50%)

The final exam will be a short-essay style exam. You will be offered a choice of topics covering aspects of the lecture and tutorial material. More details about the exam will be provided during the course. This will be a 2 hr supervised examination held at Victoria University. The specific date, time and location for the exam will be advised closer to the time. Unless otherwise stated, all material covered during the course will be assessable. Details will be advised closer to the date.

Assignment Submission

Your tutorial briefs must be handed to your tutor at the beginning of the tutorial in which it is due. Printed versions of the essay must be posted into the assignment hand-in box A4 by the nominated due date. The assignment hand-in box is located on the first floor of the Easterfield Building, in the School of Information Management. Further information about assignment submission will be supplied during the course.

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 files are lost, computers crash, etc., so it is critical that you get into the habit of backing up important files.*
- *Do not leave submitting your work to the last minute – technology problems do occur (especially on the day an assignment is due). Be smart and submit it in plenty of time. Extensions will not be granted due to problems with submitting work.*
- *Working together – You are encouraged to discuss aspects of your assignments with others. However, when it is time to develop your solution, **the work must be ENTIRELY your own.** In this way, we will have your perspective on the topic - not someone else's!*

Examinations

Students who enrol in courses with examinations are obliged to attend an examination at the University at any time during the formal examination period. Examination dates for trimester one: Friday, 12 June to Wednesday, 1 July 2009 (inclusive)

Penalties

In fairness to other students, work submitted after the deadline will incur a 10% penalty (of the marks achieved for the assignment) for each day late.

In the event of bereavement or prolonged illness affecting your ability to meet the deadline, discuss your situation with the Course Coordinator. You must verify your claim, e.g., produce a medical certificate. Extensions will only be granted under these conditions.

Mandatory Course Requirements

In addition to achieving the minimum course mark required for a pass this course (50%), you must:

- Be correctly enrolled in the course.
- Attain at least 50% of the possible marks for the final exam.
- Attain a weighted average over all assessments of at least 50%.
- Attend at least six tutorial and active learning sessions from weeks 3, 4, 5, 6, 8, 9, 10, 11, including handing in the associated tutorial briefs before the class.
- These requirements will be strictly observed.

Communication of Additional Information

All formal notices relating to this course will be posted on Victoria University's Blackboard system: <http://blackboard.vuw.ac.nz> You are expected to check for announcements on Blackboard on a regular basis.

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 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.

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.