



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>INFO101</u>	Trimester taught	<u>1</u>
Course Title	<u>Foundations of Information Systems</u>		
Course Coordinator Name (please print)	<u>Simon Park</u>		
Scrutineer Name (please print)	<u>David Mason</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..... (Course Coordinator)		Signed..... (Scrutineer)	<u>David Mason</u>
Date.....	<u>27/02/09</u>	Date.....	<u>27 Feb 09</u>



 School of Information Management

INFO101 Foundations of Information Systems

Trimester One 2009

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)	
	Eusebio Scornavacca	EA203	eusebio.scornavacca@vuw.ac.nz (04 463-6697)	
Course Co-ordinator	Simon Park	EA108	simon.park@vuw.ac.nz (04 463 6950)	Monday to Friday 10 AM – 3 PM.
Senior Tutor	Monica Lincoln	EA110	Monica.lincoln@vuw.ac.nz (04 463 6659)	Monday to Friday 9AM – 3PM

Class Times and Room Numbers

Credit Value:	15 points
Prerequisite:	Nil
Course Duration:	Mon 2 nd March - Fri 5 June 2009
Exam (40%):	In week of 12th June to 1 st July 2009
Lecture Times:	Tuesdays & Thursdays, 9 am to 9:50am at HMLT206 OR 3:10pm to 4pm at HMLT206

Tutorials / Workshops:

There will be 6 one hour tutorials **AND** 8 one hour workshops throughout the course. Some times you will have a tutorial only for the week or the other week you would have a workshop and a tutorial therefore **please make sure to note tutorial/workshop timetable.**

Tutorial and Workshop Sign-up

Please sign up for tutorials and workshops by **7pm, Wednesday of Week 1** as they will start in Week 2. A new tutorial and workshop sign up 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 Content

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

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

1. Describe basic information systems concepts and terminology.
2. Identify the range and importance of information systems applications in modern organisations.
3. Describe the different stages of the System Development Life Cycle (SDLC) and their relevance to the creation of an effective information system.
4. Describe the alternative methods for systems development and acquisition, and their suitability in particular circumstances.
5. Outline different types of IT applications used in practice, as well as the technical infrastructures upon which they rely.
6. Identify the social, legal and ethical implications of modern information systems use.
7. Outline new and emerging technologies such as wireless/mobile applications.
8. Describe current IS practice through demonstration and use of software tools (i.e. HTML and Microsoft Access)

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 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. All marks will be posted via the Gradebook function of Blackboard. The INFO101 website can be accessed at: <http://blackboard.vuw.ac.nz>.

Required Text

Kroenke, David M. (2009). 2ed of 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			2009 / 1
DATE	TOPIC	READINGS	Assessment Due
WEEK 1: Janet Toland			
2 Mar – 6 Mar	MIS and You	Kroenke Ch 1	Sign up for Tutorials and Workshops (By 5pm, Wednesday)
	*No tutorials		
	*No workshops		
WEEK 2: Janet Toland			
9 Mar – 13 Mar	IS for Collaboration IS for Competitive Advantage	Kroenke Ch 2 & 3	Tutorial Submission 1 (Due by 10pm, Friday via BB)
TUTORIAL 1	MIS and You	Case 1	
WORKSHOP 1	HTML : Lesson 1	Signoff 1	
WEEK 3: Janet Toland			
16 Mar – 20 Mar	IS within Organizations	Kroenke Ch 7	
*No tutorials			
WORKSHOP 2	HTML : Lesson 2	Signoff 2	
WEEK 4: Janet Toland			
23 Mar – 27 Mar	Database Processing	Kroenke Ch 5	Tutorial Submission 2 (Due by 10pm, Friday via BB)
TUTORIAL 2	IS for Competitive Advantage	Case 2	
WORKSHOP 3	HTML: Lesson 3	Signoff 3	
WEEK 5: Sid Huff			
30 Mar – 3 Apr	Hardware & Software	Kroenke Ch 4	HTML Assignment Due Friday 3 April, 10pm, via FTP
*No tutorials			
WORKSHOP 4	HTML: Lesson 4	Signoff 4	
WEEK 6: Sid Huff			
6 Apr – 10 Apr	Data Communications & Internet Technology	Kroenke Ch 6	Tutorial Submission 3 (Due by 10pm, Friday via BB)
TUTORIAL 3	Hardware & Software	Case 7	
*No workshops			
***** Mid-Trimester Break – 13 April – 24 April *****			
WEEK 7: Sid Huff			
27 Apr – 1 May	Systems Development	Kroenke Ch 10	Tutorial submission 4 (Due by 10pm, Friday via BB)
TUTORIAL 4	Data Comm & Internet	Case 11	
WORKSHOP 5	MS- ACCESS: Lesson 1	Sign Off 5	
WEEK 8: Sid Huff			
4 May – 8 May	Project Management	None	
*No tutorials			
WORKSHOP 6	MS- ACCESS: Lesson 2	Signoff 6	
WEEK 9: Eusebio Scornavacca			
11 May – 15 May	IS Management	Kroenke Ch 11	Tutorial submission 5 (Due by 10pm, Friday via BB)
TUTORIAL 5	System Development	Case 5	
WORKSHOP 7	MS- ACCESS: Lesson 3	Signoff 7	
WEEK 10: Eusebio Scornavacca			
18 May – 22 May	E-commerce & Supply Chain Systems	Kroenke Ch 8	ACCESS Assignment Due Friday 22 May, 10pm, via FTP
*No tutorials			
WORKSHOP 8	MS- ACCESS: Lesson 4	Signoff 8	
WEEK 11: Eusebio Scornavacca			
25 May – 29 May	Information Security Management	Kroenke Ch 12	Tutorial submission 6 (Due by 10pm, Friday via BB)
TUTORIAL 6	E-commerce & Supply Chain Systems	Case 8	
	*Online Test during usual workshop	No signoff	
WEEK 12: Eusebio Scornavacca			
1 June – 5 June	Emerging Trends & Technology	None	The last lecture on Thursday will cover how to prepare the final exam etc.
*No tutorials			
*No workshops			

Assessment Requirements

Course assessment will be based on the following:

		<u>Due Date</u>
Tutorial assignments (6 max.)	24%	See schedule p.3 for due dates
*Bonus points for attending all tutorials	3%	
*Bonus points for all workshops signed off	3%	
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 4 designated tutorial sessions (out of 6 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 **4 designated tutorials and obtain 6 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. We will upload lecture slides on Blackboard before lectures but they will not be full and completed slides. If you miss lectures you will be missing out key information which may be asked for final exam. *Note that the lecturers will not simply reiterate the book's contents; rather, they will expand on, elaborate, and sometimes challenge the book material.*

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 4 designated tutorials to pass the course. **If you are unable to make your assigned tutorial, please contact the Senior Tutor. If you attend all 6 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 10pm on Friday of the tutorial week (Remember there will be 6 tutorial submissions in total). Each tutorial assignment submission will earn a possible maximum of 4% (24% in total).

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%.**

Tutorial/Workshop hopping is not permitted:

Tutorial/Workshop hopping is **not** allowed. If you need to *temporarily change* to another tutorial / workshop, please print and fill out the **Tutorial/Workshop Change Form** (it is attached to the back of this course outline and also can be found under Course Information tag on Blackboard).

This form **must** be signed by Senior Tutor or Course Co-ordinator. The maximum number of hopping allowed for each student is 2. 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 at the beginning of the tutorial.

Please note: You must provide valid reasons (i.e. doctor appointment) and provide documents to support your application (i.e. medical certificate). Certificates from the Student Counseling Service are no longer accepted as documentary evidence

HTML and Access Assignments:

There are two separate hands-on practical assignments: one is building website (Cyber CV) 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**. When assignments are due the FTP server can become overloaded if all students upload there Access and HTML assignments at the last minute, this can sometimes lead to the system lagging and if you leave it too late your assignment will not be submitted within the deadline. **IF you DO NOT meet this deadline you will lose 10% per day off your final mark of the assignment and your assignment will not be accepted after 2 working days (by 4pm)..**

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 2009 exam period is from 12th June to 1st July 2009 (*inclusive*). 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. Students who enrol in courses with examinations are obligated to attend an examination at the University at any time during the formal examination period.

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)

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
Assignment submission:	Your tutor first, then Senior Tutor
Assignment marks:	Your tutor first, then Senior Tutor
Other issues:	Senior tutor first, then Simon

Remarking Policy

If you have any doubt regarding your practical assignment marking then you will have a chance to seek the remarking. However you will need to make a request within 2 working days (by 4pm) after the marking is done and the announcement is made. *Remember as a result of the remark the score may go up or down.* Once the decision is made it is final and you will not be given any more chance. For each student you will have only *one* chance for the course so use it wisely. To apply for the remarking, you will need to fill in the form (can found from Blackboard) and submit the form to Senior Tutor.

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 and *after 2 working days (by 4pm) we will NOT accept the late submission.*

*In the event of bereavement or a prolonged illness affecting your ability to meet a certain 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.*

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 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. 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.

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.

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INFO 101 Tutorial/Workshop Change Form

- For Senior Tutor or Course Co-ordinator to keep -

Student Name:	
Student ID:	
Class:	Tutorial / Workshop - please circle one
Week:	

Regular Tutorial / Workshop Details	
Day	
Time	
Tutor	

Replacement Tutorial / Workshop Details	
Day	
Time	
Tutor	

Number of times changed:

-----Tear off----- fill in all details, for the Senior Tutor or C. C. to sign-----tear off-----

- For the replacement tutor to keep -

Replacement Tutor: This student has been given my permission to temporarily change regular tutorial /workshop to your class. *This is a one time arrangement only*

Student Name:	
Student ID:	
Class:	Tutorial / Workshop - please circle one
Week:	

Regular Tutorial / Workshop Details	
Day	
Time	
Tutor	

Replacement Tutorial / Workshop Details	
Day	
Time	
Tutor	

Senior Tutor/ Course Co-ordinator Signature:

Comments: