TE WHARE WĀNANGA O TE ŪPOKO O TE IKA A MĀUI

VICTORIA
UNIVERSITY OF WELLINGTON

School of Information Management

INFO101 Foundations of Information Systems

Trimester Two 2009

COURSE OUTLINE

Contact Details

	Staff	Room	Email & Telephone	Office Hours
Course Lecturers	David Johnstone	EA218	david.johnstone@vuw.ac.nz (04 463 5877)	If you need to meet with a lecturer, please email for an appointment.
	David Mason	EA238	david.mason@vuw.ac.nz (04 463 7435)	
	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	Monica Lincoln	EA110	Monica.lincoln@vuw.ac.nz (04 463 6659)	Monday to Friday 9AM – 4PM

Class Times and Room Numbers

Credit Value: 15 points

Prerequisite: Nil

Course Duration: Mon 13th July - Fri 16th October 2009

Exam (40%):   In week of 27th October to 14th November 2009

Lecture Times: Tuesdays & Thursdays 1.10 – 2pm MCLT103 or

Tuesday & Thursdays 3.10 – 4pm MCLT103

Withdrawal Dates: Information available via
http://www.victoria.ac.nz/home/admisenrol/payments/withdrawlsrefunds.aspx

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 **OR** a workshop only for the week or the other week you would have a workshop **AND** a tutorial.

Tutorial and Workshop Sign-up

Please signup for tutorials and workshops by **10pm, 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 would be given during the first lecture and also can be found at Blackboard.

You must signup for a tutorial AND a workshop before Week 2 starts. If you miss Week 2's 1st tutorial and/or workshop because you didn't manage to signup properly or forgot to write down the location of the tutorial - _**You will be responsible for that**_! You **can NOT** use a "_**Tutorial/Workshop Change Form (page 5)**_" for this matter.

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. (For more details, please refer to page 3)

Course Learning 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)

Course Delivery

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.

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 once a day**. All marks will be posted via the Gradebook function of Blackboard excluding tutorial attendance and workshop signoffs which will be posted separately on Bb. The INFO101 website can be accessed at: http://blackboard.vuw.ac.nz.

Required Text

Kroenke, David M. (2009). 2nd edtion 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 Course Content – Lectures, Tutorials & Workshops			
DATE	**TOPIC**	**READINGS**	**Assessment Due**
<u>WEEK 1</u>:	*David J*		
13 July – 17 July	MIS and You	Kroenke Ch 1	Sign up for Tutorials and Workshops (By 10pm, Wednesday)
	*No tutorials		
	*No workshops		
<u>WEEK 2</u>:	*David J*		
20 July – 24 July	IS for Collaboration IS for Competitive Advantage	Kroenke Ch 2 & 3	**Tutorial Submission 1 (Due by 10pm, Sunday via BB)**
TUTORIAL 1	MIS and You	Case 1	
WORKSHOP 1	***HTML** : Lesson **1***	***Signoff 1***	
<u>WEEK 3</u>:	*David J*		
27 July – 31 July	IS within Organizations	Kroenke Ch 7	
*No tutorials			
WORKSHOP 2	***HTML** : Lesson **2***	***Signoff 2***	
<u>WEEK 4</u>:	*David J*		
3 Aug – 7 Aug	Database Processing	Kroenke Ch 5	**Tutorial Submission 2 (Due by 10pm, Sunday via BB)**
TUTORIAL 2	**IS for Competitive Advantage**	**Case 2**	
WORKSHOP 3	***HTML: Lesson 3***	***Signoff 3***	
<u>WEEK 5</u>:	*David M*		
10 Aug– 14 Aug	Hardware & Software	Kroenke Ch 4	<u>**HTML Assignment Due Sunday 16 August, 10pm, via FTP**</u>
*No tutorials			
WORKSHOP 4	***HTML: Lesson 4***	***Signoff 4***	
<u>WEEK 6</u>:	*David M*		
17 Aug – 21 Aug	Data Communications & Internet Technology	Kroenke Ch 6	**Tutorial Submission 3 (Due by 10pm, Sunday via BB)**
TUTORIAL 3	Hardware & Software	Case 7	
*No workshops	***HTML:*Practical Test during usual workshop***		
***** Mid-Trimester Break – 24 August – 4 September *****			
<u>WEEK 7</u>:	*David M*		
7 Sep – 11 Sep	Systems Development	Kroenke Ch 10	**Tutorial submission 4 (Due by 10pm, Sunday via BB)**
TUTORIAL 4	Data Comm & Internet	Case 11	
WORKSHOP 5	***MS- ACCESS: Lesson 1***	***Sign Off 5***	
<u>WEEK 8</u>:	*David M*		
14 Sep – 18 Sep	Project Management	None	
*No tutorials			
WORKSHOP 6	***MS- ACCESS: Lesson 2***	***Signoff 6***	
<u>WEEK 9</u>:	*Simon Park*		
21 Sep – 25 Sep	IS Management	Kroenke Ch 11	**Tutorial submission 5 (Due by 10pm, Sunday via BB)**
TUTORIAL 5	System Development	Case 5	
WORKSHOP 7	***MS- ACCESS: Lesson 3***	***Signoff 7***	
<u>WEEK 10</u>:	*Simon Park*		
28 Sep –2 Oct	E-commerce & Supply Chain Systems	Kroenke Ch 8	<u>**ACCESS Assignment Due Sunday 4 October, 10pm, via FTP**</u>
*No tutorials			
WORKSHOP 8	***MS- ACCESS: Lesson 4***	***Signoff 8***	
<u>WEEK 11</u>:	*Simon Park*		
5 Oct – 9 Oct	Information Security Management	Kroenke Ch 12	**Tutorial submission 6 (Due by 10pm, Sunday via BB)**
TUTORIAL 6	E-commerce & Supply Chain Systems	Case 8	
	ACCESS:*Practical Test during usual workshop		
<u>WEEK 12</u>:	*Simon Park*		
12 Oct – 16 Oct	Emerging Trends & Technology	None	<u>**The last lecture on Thursday will cover how to prepare the final exam etc.**</u>
*No tutorials			
*No workshops			

Assessment Requirements

Course assessment will be based on the following: **_Due Date_**

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 (Inc, practical test)	**15%**	See schedule p.3 for due dates
ACCESS Assignment (Inc, practical test)	**15%**	See schedule p.3 for due dates
Exam (2 hours)	**40%**	TBA
TOTAL	**100%**	

Note: Your assessed work may also be used for quality assurance purposes, such as to assess the level of achievement of learning objectives as required for accreditation and audit purposes. The findings may be used to inform changes aimed at improving the quality of FCA programmes. All material used for such processes will be treated as confidential, and the outcome will not affect your grade for the course.

Mandatory Requirements

To pass this course, students must, in addition to getting a course mark of 50% or more, have:

1. **Attended 4 designated tutorial sessions (<u>out of 6 tutorials</u>);**
2. **Obtained 6 sign-offs from the allocated Workshops (<u>out of 8 workshop signoffs</u>);**
3. **Attained at least <u>40%</u> for the final exam.**

> ### Please Note!
> *To pass INFO101 you MUST attend at least **<u>4 designated tutorials</u>** and obtain **<u>6 workshop signoffs</u>**.* Do NOT take any 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.

Expected Workload

Overall, a student can expect to spend a total of 150 hours to complete the course. The course spans 15 weeks – including 12 teaching weeks, a mid-trimester break, study week and the examination period. A teaching week will typically include: two one hour lectures, one 1 hour workshop or one 1 hour tutorial (will be offered fortnightly). Preparing for tests, assignments, tutorials and computer workshops will, on average, require approximately seven further hours per teaching week. Finally, a student could expect to spend 16 hours preparing for the final 2 hour examination.

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 may not be full and completed slides.* If you miss lectures, you will be missing out key information which may be asked for in the 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 allocated 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. **For each tutorial, if you are <u>late by more than 10 minutes</u>, your attendance will <u>not</u> be considered.**

Tutorial Attendance Slips

If you attend all 6 tutorials, you will be awarded a bonus 3%. There have been cases that students couldn't back up their attendance because they lost the slips. To avoid this happening, you **must** keep all the attendance slips.

Tutorial submissions (*Mapped with learning objectives 1 to 7. Refer to page 2*):

Tutorial questions would be made available on Blackboard. Students are required to submit their tutorial assignments via Blackboard by 10pm on Sunday 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)**. *All tutorial submissions will have min 500 ~ 800 word limits.*

Due to the nature of the assignment and accessibility of the internet from everywhere, we will **not** take any late submission for tutorial assignments AND we will **not** take submissions via email. It is your responsibility to submit the assignment **in the format of doc or odt** (no pdf file please because Blackboard does not handle pdf files well). If you submit wrong format or fail to submit, then your submissions can not be marked and you will get zero for the submission.

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 (*the tasks can be done before attending the workshop and signed off at the start of the Workshop*). **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 (for workshops AND tutorials) 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 & Access Assignments (*Mapped with learning objective 8. Refer to page 2*):

There are two separate hands-on practical assignments: one is building a 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. Both Access and HTML Assignments will have practical assessments included. Each Assignment will be worth **15% of your final grade**, 10% of this grade will be given through the Assignment handed in. The other 5% will be a practical test held in your Workshop the week after you hand in your Assignment (refer to page 3 for more info).

When assignments are due the FTP server can become overloaded if all students upload their 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 T2 2009 exam period is from *19th October to 14th November 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.

Remarking Policy

If you have any concerns regarding the marking of your practical assignment you may request a remark. 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 your score may go up or down.

Once the decision is made it is final and you will not be given another chance. Each student will have **only one chance** for the entire course so use it wisely. To apply for a remark, you will need to fill in the form (can found from Blackboard) and submit the completed form to the Senior Tutor.

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.

Late Penalties & Extensions

In fairness to other students, assignment work (excluding tutorial submissions) submitted after the deadline will incur a **10%** penalty (of the marks achieved for the project) for each actual day (prior to 4.00pm) 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.

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)

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.

- Make sure that all questions are relevant to the course and must be aimed at greeting an answer back.

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 <u>develop your solution & write your assignment</u>, **the words, diagrams and so forth that you use must be ENTIRELY your own**. In this way, we will have <u>your</u> 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.*

- **Assignment Uploads**

  Please make sure you do not wait until the last minute to upload your Assignments through FTP.

- **Uploading the correct Files**

  Please make sure you upload the correct files. If you mistakenly uploaded wrong files for HTML and Access assignment you will not get the marks.

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.

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*.*

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

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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