

School of Information Management

INFO101 Foundations of Information Systems

Trimester One 2011

COURSE OUTLINE

Stream	Lecture time	Lecture Room
1	Wednesdays & Fridays 1:10pm ~ 2:00pm	MCLT103
2	Wednesdays & Fridays 3:10pm ~ 4.00pm	MCLT103

Mandatory Requirements

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

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

Required text: Kroenke, David M, Hooper, Tony (2011). 1st NZ edition of Using MIS. Prentice Hall

Please Note: To pass INFO101 you **MUST attend at least 4 tutorials and obtain 6 workshop signoffs**. 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 attendances and/or workshop signoffs.

Assessment Requirements

Tutorial submissions (max 2.5% for each, 6 in total)	15%
Tutorial participation (max 1.5% for each, 6 in total)	9%
<i>*Bonus points for attending all tutorials</i>	2%
<i>*Attend/participate Excell tutorial in Week 3</i>	1%
HTML Assignment (Inc, practical test)	15%
ACCESS Assignment (Inc, practical test)	15%
<i>*Bonus points for obtaining all signoffs</i>	3%
Exam (2 hours)	40%
TOTAL	100%

Expected Workload

You are expected to spend 12 hours per week to study INFO101. A teaching week will typically include: two 1 hour lectures, one 1 hour workshop and/or one 1 hour tutorial (will be offered fortnightly). You are expected to spend 4 hours for completing each tutorial worksheet and 2 hours for reading and working on workshop signoff tasks and 1 hour for reading lecture materials for each lecture. For each assignment you are expected to spend 15 hours. Finally, you could expect to spend 18 hours preparing for the final 2 hour examination.

Tutorial/Workshop hopping is NOT permitted

Contact Details

	Staff	Room	Email & Telephone	Office Hours
Course Lecturers	Eusebio Scornavacca	RH 412	Eusebio.scornavacca@vuw.ac.nz 04 463 6697	If you need to meet with a lecturer, please email for an appointment.
	Sid Huff	RH 425	Sid.huff@vuw.ac.nz 04 463 5819	
	Simon Park	RH 531	Simon.park@vuw.ac.nz	
Course Co-ordinator	Simon Park	RH 531	Simon.park@vuw.ac.nz 04 463 6950	Mon to Fri: 10 AM – 3 PM.
Senior Tutor	Helen (Hai ping) Liu	EA 116	Haiping.liu@vuw.ac.nz 04 463 6659	Mon to Fri 10 AM – 4PM

Course information

Credit Value:	15 points
Prerequisite:	Nil
Teaching Period:	Monday 28 th February – Friday 3 rd June 2011
Study Period:	Monday 6 th June – Thursday 9 th June 2011
Examination Period:	Friday 10 th June – Wednesday 29 th June 2011 (inclusive)

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, Weekly study schedule)

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.

*Weekly study schedule

Week 1 (28 Feb ~ 4 Mar)

Lectures	Wednesday	Eusebio	The importance of MIS (1)	Chap 1
	Friday		The importance of MIS (2)	Chap 1
Tutorial	No tutorial this week			
Workshop	No workshop this week			
*Tutorial/ Workshop sign up	Please make sure sign up for a tutorial AND a workshop by 10pm, Thursday of Week 1 as they will start in Week 2. If you miss Week 2's 1st tutorial and/or workshop because you didn't manage to sign up properly or forgot to write down the location of the tutorial - <i>You will be responsible for that!</i> You can NOT use <i>Tutorial/Workshop Change Form (refer to week 2)</i> for this matter.			

Week 2 (7 Mar ~ 11 Mar)

Lectures	Wednesday	Eusebio	Collaboration IS (1)	Chap 2
	Friday		Collaboration IS (2)	Chap 2
Tutorial (1)	Sweet as! The "Kiwi experience".			Chap 1
Tutorial Prep	Worksheet No 1			
*Tutorial related note	<p><u>Tutorial participation</u> - It will be worth a total of 9%. Tutorial participation will be assessed through a 10 minute quiz at the end of each class which will test your knowledge and understanding of the tutorial content. You will also be assessed through your participation in class discussions and group work which will be monitored and recorded by your tutor. It will be worth 1.5% per tutorial.</p> <p><u>Tutorial submissions</u> – It will be worth a total of 15%. To do the assignment you are required to download "tutorial worksheets" from Blackboard which will be available prior to each tutorial. You need to complete the worksheet BEFORE your tutorial. Students are required to download the worksheet and follow the instructions there. The worksheets are to be handed in to your tutor in your tutorial class. All the worksheets should be <u>typed</u>; no handwritten material will be marked.(Word limit: 600 words). Each submission will earn a possible maximum of 2.5 %.</p> <p><i>*Submissions will not be accepted if you do NOT attend your tutorial.</i></p> <p>We will not take any late submissions AND we will NOT take submissions via email. We will only take assignments which you bring to your designated tutorials and hand over to your tutor. Then your assignments will be marked and returned to you in your next tutorials. Your grades for each tutorial assignment will also appear on Blackboard and can be accessed through Student tools > My Grades so you can easily refer to them.</p> <p><u>Tutorial attendance</u> – If you attend <u>all 6 tutorials</u>, you will be awarded a bonus 2%. You need to attend at least <u>4 designated tutorials</u> to pass the course. You must attempt to attend all of those allocated tutorial sessions for which you make a submission. If you are unable to make your assigned tutorial, please contact the Senior Tutor.</p> <p>Note: For each tutorial, if you are late by more than 10 minutes, your attendance will NOT be considered.</p>			
Workshop (1)	HTML Lesson 1			Signoff 1
* Workshop related note	<p><u>Workshop signoffs:</u> At each workshop, you will be required to obtain the signature from your workshop tutor on the completion of an assigned task (<i>the tasks can be done before attending the workshop and signed off at the start of the Workshop</i>). You will need to use provided signoffs sheet to collect the signature from tutors. If you obtain <u>all 8 workshop signoffs</u>, you will be awarded a bonus 3%. To pass the course you will need to obtain at least 6 workshop signoffs. Note: Students are NOT allowed to complete sign offs in advance. You may only be signed off for the appropriate weeks work and not any due in the following weeks. You must attend your designated workshop times to be signed off unless you have the appropriate permission from the Senior tutor or Course Co-ordinator.</p>			
Tutorial/Workshop hopping is not allowed.	<p>If you need to <i>temporarily change</i> to another tutorial/workshop, please print and fill out the <i>Tutorial/Workshop Change Form</i> (it can be found under Course Information tag on Blackboard). This form <u>must</u> 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 may not be accepted as documentary evidence.</p>			

Week 3 (14 Mar ~ 18 Mar)

Lectures	Wednesday	Simon	IS for competitive advantage (1)	Chap 3
	Friday		IS for competitive advantage (2)	Chap 3
Excell Tutorial	Please go to your usual tutorial. Note: It is very important for you to attend this as it will teach you inter-cultural skills so you will get to know more about your peers. By attending the Excell tutorial you will earn 1%.			
Workshop (2)	HTML Lesson 2			Signoff 2

Week 4 (21 Mar ~ 25 Mar)

Lectures	Wednesday	Simon	Database Processing (1)	Chap 5
	Friday		Database Processing (2)	Chap 5
Tutorial (2)	The e-revolution in traditional airlines			Chap 3
Tutorial Prep	Worksheet No 2			
Workshop (3)	HTML Lesson 3			Signoff 3

Week 5 (28 Mar ~ 1 Apr)

Lectures	Wednesday	Sid	Hardware & Software (1)	Chap 4
	Friday		Hardware & Software (2)	Chap 4
No tutorials				
Workshop (4)	HTML Lesson 4			Signoff 4

Week 6 (4 Apr ~ 8 Apr)

Lectures	Wednesday	Sid	Data Communication (1)	Chap 6
	Friday		Data Communication (2)	Chap 6
Tutorial (3)	ASB Beyond			Chap 4
Tutorial Prep	Worksheet No 3			
Workshop Test	HTML: Practical Test during usual workshop			
Assignment	HTML Assignment due: Sunday 10 April, 10pm via FTP			<i>Mapped with learning objective 8. Ref. Page 2</i>
	Note: The 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.			
	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 as a result your assignment may not be submitted within the deadline.			
	Note: 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) .			
<i>*If you have failed the course before and try to use your own assignments from previous trimester, it will also be considered as the case of plagiarism.</i>				

Week 7 (11 Apr ~ 15 Apr)

Lectures	Wednesday	Sid	Managing development (1)	Chap 10
	Friday		Managing development (2)	Chap 10
No tutorials				
Workshop 5	Microsoft Access Lesson 1			Signoff 5

Mid-Term Break (18 April ~ 1 May)

Week 8 (2 May ~ 6 May)

Lectures	Wednesday	Sid	Project Management (1)	No chapter
	Friday		Project Management (2)	
Tutorial (4)	Data Centre IT infrastructure management			Chap 6
Tutorial Prep	Worksheet No 4			
Workshop 6	Microsoft Access Lesson 2			Signoff 6

Week 9 (9 May ~ 13 May)

Lectures	Wednesday	Simon	IS Management (1)	Chap 11
	Friday		IS Management (2)	
No tutorials				
Workshop 7	Microsoft Access Lesson 3			Signoff 7

Week 10 (16 May ~ 20 May)

Lectures	Wednesday	Simon	E-commerce & Web 2.0 (1)	Chap 8
	Friday		E-commerce & Web 2.0 (2)	
Tutorial (5)	Electronic filing of infringement records			Chap 10
Tutorial Prep	Worksheet No 5			
Workshop 8	Microsoft Access Lesson 4			Signoff 8

Week 11 (23 May ~ 27 May)

Lectures	Wednesday	Eusebio	IS Security Management (1)	Chap 12
	Friday		IS Security Management (2)	
No tutorials				
Workshop Test	MS Access: Practical Test during usual workshop			
Assignment	Access Assignment due: Sunday 29 May, 10pm via FTP			<i>Mapped with learning objective 8. Ref. Page 2</i>
	<p>Note: The 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</p>			
	<p>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 as a result your assignment may not be submitted within the deadline.</p> <p>Note: 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).</p> <p><i>*If you have failed the course before and try to use your own assignments from previous trimester, it will also be considered as the case of plagiarism.</i></p>			

Week 12 (30 May ~ 3 June)

Lectures	Wednesday	Eusebio	Emerging Trends & Technology	No chapter
	Friday		Last lecture	
Tutorial (6)	Dave's eSecurity Ltd			Chap 12
Tutorial Prep	Worksheet No 6			
No workshop	No workshop this week			

Appendix 1

HTML Assignment (CyberCV)

HTML Marking Guide (subject to change)

Skills		Marks
Upload	Correctly upload files to FTP	0.5
	Correctly upload picture to gallery	0.5
Navigation	Correct use of the following: <ul style="list-style-type: none">✓ Page links✓ Anchors✓ Image links✓ Mailto links	1
	Bonus for all links working correctly	0.5
	Overall ease of navigation around website	0.5
Formatting	Text formatting shows examples of all the following: <ul style="list-style-type: none">✓ Bold✓ Italic✓ Size✓ Colour	0.5
	Background formatted to colour	0.5
	Effective use of lists both ordered AND unordered	0.5
	Effective overall structuring and layout of web pages	1
Tables	Effective and correct use of a table	0.5
	Effective and correct use of Colspan	0.5
	Effective and correct use of Rowspan	0.5
Creativity	Be as creative as you can while keeping your site attractive and professional	3
Practical Component	Practical component will be examined in your workshops in Week 6	5
Total		15

Appendix 2

Access Assignment

Access Marking Guide (subject to change)

Task	Skills	Marks
1.1	Create a form to add five new records	0.5
1.2	Create a form for data entry which includes a combo box displaying results in Ascending order.	0.5
2.1	Create a query with criteria for Product names starting with C	1
2.2	Create a calculation query which calculates total amount payable for Ordered Items.	1
2.3	Create a query which generates results on Products which meet two sets of criteria.	1
2.4	Create a query which calculates totals and discounts for loyal customers.	2
3.1	Generate a simple customer report	0.5
3.2	Generate a formatted report displaying customers with a C credit rating. Include a header and footer.	0.5
3.3	Generate a report displaying customer(s) who have an “A” credit rating. Add a picture and format the report.	0.5
3.4	Generate a simple products report which includes a new calculated field – GST.	2
4	Create a switchboard which appears on start up.	0.5
	Demonstrate your understanding of Access to your tutors in the Access Practical test in Week 11.	5
	Total	15

Appendix 3

Tutorial Attendance/Workshop signoff Slips

There have been cases where students have no evidence of their attendance because they lost their attendance slips. To avoid this happening, you must keep all of your attendance slips signed by your tutor. In the same slip your workshop signoffs will be recorded. Without this supporting document, your case will NOT be considered.

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 Co-ordinator 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.

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.

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 be found from Blackboard) and submit the completed form to the Senior Tutor. Remember as a result of the remark your score may go up or down.

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 2011 exam period is from *10th June – 29 June 2011 (inclusive)*. The final exam is worth **40% of your final grade**. **To pass the course, you will need to attain at least 40% in 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.

Class Representative

A class representative will be elected in the first class, and that person's name and contact details will be available to VUWSA, the Course Coordinator and the class. The class representative provides a communication channel to liaise with the Course Coordinator on behalf of students.

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 CD-ROM, for example).

- **Do not leave printing 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. 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 upload wrong files for HTML and Access assignment you will **NOT** get the marks even if you provide the right files after due date.

Withdrawal Dates

Your fees will be refunded if you withdraw from this course on or before 11 March 2011. The last date for withdrawal from this course is Friday 14 May. After this date, students forced to withdraw by circumstances beyond their control must apply for permission on an 'Application for Associate Dean's Permission to Withdraw Late' including supporting documentation. The application form is available from either of the Faculty's Student Customer Service Desks.

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 tool 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
- The use of appropriate language is expected at all times. All students are expected to respect one another while using this tool.

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). Students **MUST** check their student records and ensure the appropriate email address is set. You can do this through MyVictoria → Student records. Not receiving an email will not be a valid excuse for missing information.

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 and may be penalised 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

For the following important information follow the links provided:

Academic Integrity and Plagiarism

<http://www.victoria.ac.nz/home/study/plagiarism.aspx>

General University Policies and Statutes

Find key dates, explanations of grades and other useful information at www.victoria.ac.nz/home/study

Find out about academic progress and restricted enrolment at <http://www.victoria.ac.nz/home/study/academic-progress.aspx>

The University's statutes and policies are available at www.victoria.ac.nz/home/about/policy, except qualification statutes, which are available via the Calendar webpage at <http://www.victoria.ac.nz/home/study/calendar.aspx> (See Section C).

Further information about the University's academic processes can be found on the website of the Assistant Vice-Chancellor (Academic) at www.victoria.ac.nz/home/about_victoria/avcacademic/default.aspx

AVC (Academic) Website: information including: Conduct, Academic Grievances, Students with Impairments, Student Support

http://www.victoria.ac.nz/home/about_victoria/avcacademic/Publications.aspx

Faculty of Commerce and Administration Offices

<http://www.victoria.ac.nz/fca/studenthelp/>

Manaaki Pihipihinga Programme

http://www.victoria.ac.nz/st_services/mentoring/

Use of assessed work for quality assurance purposes

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.