

School of Information Management

INFO101 Foundations of Information Systems

Trimester Three 2011

COURSE OUTLINE

Lecture time	Lecture Room
Monday: 10:00am ~ 10:50am	HULT323
Wednesday: 10:00am ~ 10:50am	HULT323

Required Text:

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

Mandatory Requirements

- You need to receive at least 50% overall to pass the course
AND
- You need to sign up for one tutorial and one workshop by noon Tuesday 15th November via <https://signups.victoria.ac.nz/>

Assessment Requirements

Tutorial Weekly Test (max 3% for each, 5 in total)	15%
Tutorial Worksheets (max 6% for each, 5 in total)	30%
*Bonus points for attending all tutorials on time (<i>Note: To get the bonus points, you need to attend all allocated tutorials <u>not</u> including any make-up ones</i>).	5%
HTML Signoffs during workshops	10%
HTML Practical Test during workshop	10%
ACCESS Signoffs during workshops	15%
Access Practical Test during workshop	15%
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 2 hour workshop and one 1 hour tutorial. 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. .

Tutorial/Workshop hopping is NOT permitted.

If you missed your allocated tutorial and/or workshop you can go to "Make-up tutorials and/or make-up workshops". If you attend make-up tutorial on following Monday, 20% penalty will be applied. If you attend make-up workshop 20% or 30% penalty will be applied depending on how many weeks you are behind.

If you were sick or something very urgent happened so you had to miss your allocated tutorial you need to provide 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. No penalty will be granted under these conditions.

Contact Details

	Staff	Room	Email & Telephone	Office Hours
Course Lecturer	Allan Sylvester	EA119/RH5 05	allan.sylvester@vuw.ac.nz 04 463 6868	He will stay after each lecture.
Course Co-ordinator	Simon Park	RH 531/ EA116	simon.park@vuw.ac.nz 04 463 6950	Mon to Fri: 10 AM – 3 PM.
Senior tutor	Ngan Nguyen	EA116	nguyenngan1@myvuw.ac.nz 04 463 6659	Mon to Fri (availability will be posted on Bb)
Tutorial Head tutor	Nadia Ali	EA105	Any question, please ask on discussion forum on Bb	Tutors will be monitoring discussion forum every day.
Workshop Head tutor	Matt Kennedy	EA105	Any question, please ask on discussion forum on Bb	

Course information

Credit Value:	15 points
Prerequisite:	Nil
Teaching Period:	Monday 14 th November– Friday 16 th December 2011
Examination Period:	No final exam

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 (14 Nov ~ 18 Nov)

Lectures	Monday Wednesday	Information Systems	Kroenke Ch1 & 2
Tutorial 1	Topic: Information Systems are all around us		
	Note: For each tutorial, if you are late by more than 10 minutes , your attendance will NOT be considered.		
Tutorial Prep	Worksheet No 1		
	<p>Tutorial worksheets – It will be worth a total of 30% in total. To do the worksheet you are required to download “tutorial worksheets” from Blackboard which will be available a week before. 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 must be <u>typed</u>; no handwritten material will be marked (Word limit: 600 words). Each submission will earn a possible maximum of 6%. By submitting your worksheet your attendance will be recorded.</p>		
	Weekly Test No 1 (No ID No Test!)		
	Weekly Test: There will be weekly test at the end of each tutorial: 3% each.		
	Towards the end of each tutorial, you will be given an answer sheet which needs to be filled in by yourself. When the questions are shown you are required to fill in the sheet. You need to hand in the answer sheet to tutor at the end. No answer sheet =No attendance.		
	Late submissions - 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. 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.		
Workshop Helpdesk 1	Monday: HTML Test Help Desk (1 hr) Note: This is for those who are new to HTML. It will be offered after lecture (12 to 1pm) and open to anyone. This will be held in MY201		
Workshop 1	<p>Topic: HTML Lesson (1).</p> <p>At each workshop (2 hours), you will be required to obtain the signature from your workshop tutor for 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 (page 9 of the course outline) to collect the signature from tutors.</p> <p>Attendance: showing up to workshops alone is not considered as attendance, but to complete workshop sign-off tasks is the objective. (i.e. Completion of workshop sign offs = attendance).</p> <p>Note: If you wish you can get signed off for following workshops, but to do so you will need to go to your allocated workshop and speak to your tutor first.</p> <ul style="list-style-type: none"> • Task 1 to 5: 2.5% - page & text formatting • Task 6 to 9: 2.5% - tables • Task 10 to 13: 2.5% - hyperlinks & images • Signoff 1 		
Make-up tutorials/ workshops	<p>If you have missed your allocated tutorial/workshop, There are make-up tutorial offered every following Monday, and make-up workshop offered on Monday in Week 2 & 5 only. The time and location will be advised on Blackboard as they are subject to change. During these make-up classes you are still able to submit your work and get it marked. For tutorial worksheet; 20% will be applied, and for workshop sign-off tasks; 20% or 30% will be applied depending on how many weeks you have missed (check each week’s schedule for more detailed info). THIS EXEMPTION DOES NOT APPLY FOR TESTS.</p> <p>It is your responsibility to make sure your attendance is recorded by tutors.</p>		

Week 2 (21 Nov ~ 25 Nov)

Lectures	Monday	Hardware	Kroenke Ch4, and readings on Bb
	Wednesday	Software	
Tutorial 2	Topic: The second industrial age		
Tutorial Prep	Worksheet No 2 Weekly Test No 2 (No ID No Test!)		
Make up tutorial 1	If you missed tutorial in Week 1 you can come to make up tutorial but 20% penalty will be applied.		
Make up workshop 1	If you missed workshop in Week 1 you can come to make up workshop to get signed off but 20% penalty will be applied.		
Workshop 2	HTML Lesson 2 <ul style="list-style-type: none"> • Task 1 to 3: 2.5% - Lists (30mins) • Signoff 2 		
Workshop Test	(90mins) HTML Test 10%		

Week 3 (28 Nov ~ 2 Dec)

Lectures	Monday	Introduction to data	Kroenke Ch5,6 & readings on Bb
	Wednesday	DBMS	
Tutorial 3	Topic: A database for every occasion		
Tutorial Prep	Worksheet No 3 Weekly Test No 3 (No ID No Test!)		
Make up tutorial 2	If you missed tutorial in Week 2 you can come to make up tutorial but 20% penalty will be applied.		
No make-up workshop	If you missed workshop in Week 3 you can come to make up workshop in Week 5 but 30% penalty will be applied.		
Workshop 3	ACCESS Lesson 1 <ul style="list-style-type: none"> • Task 1 to 4: 3% – Tables • Task 5 to 9: 3% - Forms • Signoff 3 		

Week 4 (5 Dec ~ 9 Dec)

Lectures	Monday	Using ICT for competitive advantage	Kroenke Ch3,7,9 & Readings on Bb
	Wednesday	Enterprise systems and project management	
Tutorial 4	Topic: Who dares wins – managing risk in IT		
Tutorial Prep	Worksheet No 4 Weekly Test No 4 (No ID No Test!)		
Make up tutorial 3	If you missed tutorial in Week 3 you can come to make up tutorial but 20% penalty will be applied.		
No make-up workshop	If you missed workshop in Week 4 you can come to make up workshop in Week 5 but 20% penalty will be applied.		
Workshop 4	ACCESS Lesson 2 <ul style="list-style-type: none"> • Task 1 to 4: 3% - Queries • Task 5 to 7: 3% - Reports • Signoff 4 		

Week 5 (12 Dec ~ 16 Dec)

Lectures	Monday	Communications and Security	Kroenke Ch 8 & Readings on Bb
	Wednesday	Social and New Media	
Tutorial 5	Topic: What business are we in		
Tutorial Prep	Worksheet No 5 Weekly Test No 5 (No ID No Test!)		
Make up tutorial 4	If you missed tutorial in Week 4 you can come to make up tutorial but 20% penalty will be applied.		
Workshop Helpdesk 2	Monday: ACCESS Test Help Desk (1 hr)		
Make up workshop 2	<ul style="list-style-type: none"> • Missed workshop in Week 3 and come to make up workshop to get signed off - 30% penalty will be applied. • Missed workshop in Week 4 and come to get signed off - 20% penalty will be applied. 		
Workshop 5	ACCESS Lesson 3 <ul style="list-style-type: none"> • Task 1 to 4: 3% - Switchboard • Signoff 5 		
Workshop Test	(90mins) Access Test 15%		

Week 6 (19 Dec only)

Make up tutorial 5	If you missed tutorial in Week 5 you can come to make up tutorial but 20% penalty will be applied.
No make-up workshop	No more make up workshop.

Appendix 1

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.

Attending make-up tutorials/workshops

If you have missed your normal tutorial and/or workshop you can attend "Make-up tutorial and/or make-up workshop". You can only do this by filling in a Make-up Tutorial/Workshop form which you can download from Blackboard under Course Related > Forms. Once you fill in the form you will need to see or email it to Senior Tutor by 8pm Friday.

In fairness to other students, a penalty of 20% will be applied to your tutorial worksheet/weekly test, and a penalty of 20% or 30% will be applied for workshop signoff tasks depending on how many weeks you have missed. *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. No penalty will only be granted under these conditions. You must also apply for exemption **before** make up tutorial/workshop unless there is an exceptional circumstance warranting the relaxation of this rule.

Exam:

There is no final exam for this course, all assessments are internally assessed.

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.

Withdrawal Dates

The last date for withdrawal from this course is Friday 9th December. 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 My Victoria → Student records. Not receiving an email will not be a valid excuse for missing information.

Faculty of Commerce and Administration Offices

Ground floor of Rutherford House (RH)- FCA Student Administration Office

The Student Administration Office is located on the ground floors of Rutherford House. It 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 (EA121). 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

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

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.

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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Appendix 2

INFO101 T3 2011 Student Record Tutorial Attendance and Workshop Sign offs

Name: Student ID:	
Tutorials: Tutors Name: Tutorial Day: Tutorial Time:	Workshops: Tutors Name: Workshop Day: Workshop time:
<u>Tutorial 1</u> Attendance <input type="checkbox"/> MCQ Weekly Test 4% _____ % <i>Tutors Signature:</i>	<u>Workshop 1 - HTML</u> Total Marks: _____ % <i>Tutors Signature:</i>
<u>Tutorial 2</u> Attendance <input type="checkbox"/> MCQ Weekly Test 4% _____ % <i>Tutors Signature:</i>	<u>Workshop 2</u> Total Marks: _____ % HTML Test: _____ % <i>Tutors Signature:</i>
<u>Tutorial 3</u> Attendance <input type="checkbox"/> MCQ Weekly Test 4% _____ % <i>Tutors Signature:</i>	<u>Workshop 3 - ACCESS</u> Total Marks: _____ % <i>Tutors Signature:</i>
<u>Tutorial 4</u> Attendance <input type="checkbox"/> MCQ Weekly Test 4% _____ % <i>Tutors Signature:</i>	<u>Workshop 4</u> Total Marks: _____ % <i>Tutors Signature:</i>
<u>Tutorial 5</u> Attendance <input type="checkbox"/> MCQ Weekly Test 4% _____ % <i>Tutors Signature:</i>	<u>Workshop 5</u> Total Marks: _____ % ACCESS Test: _____ % <i>Tutors Signature:</i>