

School of Information Management
INFO101 Foundations of Information Systems

Trimester One 2012

COURSE OUTLINE

Lecture time	Lecture Room
Wednesday: 9:00am ~ 9:50am	HLMT206
Friday: 11:00am ~ 11:50am	KKLT303

Required Text:

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

Mandatory Requirements

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

1. Attended at least **3** designated tutorial sessions (out of 6 tutorials);
2. Obtained at least **4** sign-offs from the allocated Workshops (out of 8 workshop signoffs);
3. Attained at least **40%** in the final exam.
4. You need to sign up for one tutorial and one workshop by 5pm Thursday, 8th March via <https://signups.victoria.ac.nz/>

Assessment Requirements

Tutorial Worksheets (max 3% for each, 6 in total)	18%
Tutorial Tests (max 2% for each, 6 in total)	12%
HTML Signoff (max 2.5% x 4)	10%
HTML Test	5%
ACCESS signoffs (max 2.5% x 4)	10%
Access Test	5%
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 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 Signups: You must sign up for one tutorial and one workshop by 5pm Thursday, 8th March via <https://signups.victoria.ac.nz/>

Tutorial/Workshop hopping is NOT permitted

Contact Details

	Staff	Room	Email & Telephone	Office Hours
Course Lecturer	Eusebio Scornavacca	RH412	Eusebio.scornavacca@vuw.ac.nz	Please email for appointment
Course Lecturer	Sid Huff	RH425	Sid.huff@vuw.ac.nz	Please email for appointment
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	Helen Liu	EA116	04 463 6659	Available time will be posted on Bb

Course information

Credit Value:	15 points
Prerequisite:	Nil
Teaching Period:	Monday 5 th March– Friday 8 th June 2012
Examination Period:	15 th June ~ 4 th July 2012

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 (5 March ~ 9 March)

Lectures	Wednesday Friday	Importance of MIS	Kroenke Ch1
<i>No tutorial</i>	Need to sign up for a tutorial which will be offered fortnightly (note: those who sign up for Wednesday, you will need to sign up for the replacement tutorials which replace Anzac Day (Wednesday, 25 th April) tutorials. Note: Please visit Bb to download the following week's tutorial worksheet and make sure you fill in BEFORE going to your tutorial.		
<i>No workshop</i>	Need to sign up for a workshop which will be offered weekly (note: those who sign up for Monday, you will need to sign up for the replacement workshop which replace Queen's Birthday (Monday, 4 th June) workshop.		
*Tutorial/ Workshop sign up	Please make sure sign up for a tutorial AND a workshop by 5pm, Thursday of Week 1 as they will start in Week 2. If you do not sign up for tutorials/workshops by then you FAIL one of course mandatory requirements.		

Week 2 (12 March ~ 16 March)

Lectures	Wednesday Friday	Collaboration in the Information Age	Kroenke Ch 2
Tutorial 1 (Tutorial Topic will be on each worksheet)	<p>Tutorial worksheets (3% each) – It will be worth a total of 18% 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 3%.</p> <p><u>By submitting your worksheet your attendance will be recorded.</u> No worksheet no attendance,</p> <p>Note: For each tutorial, if you are late by more than 10 minutes, your attendance will NOT be considered.</p> <p>Tutorial Test No 1 (2% each): Towards the end of each tutorial, you will be given MCQ questions to answer. (No ID No Test!)</p> <p>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 worksheet 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>		
Workshop 1	<p>Topic: HTML Lesson (1)</p> <p>Workshop Signoff (2.5% each): at each workshop, 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>		
Tutorial/Workshop hopping is <u>not</u> allowed.	<p>If you need to <i>temporarily change</i> to another tutorial/workshop, please print and fill out the Tutorial/Workshop Change Form (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 <u>at the beginning of the tutorial</u>.</p> <p>Please note: You must provide valid reasons (i.e. doctor appointment) and provide documents to support your application (i.e. medical certificate and certificates from the Student Counseling Service)</p>		

Week 3 (19 March ~ 23 March)

Lectures	Wednesday	IS for Competitive Advantage	Kroenke Ch3 & 7
	Friday		
<i>No tutorial</i>	Please visit Bb to download the following week's tutorial worksheet and make sure you fill in BEFORE going to your tutorial.		
Workshop 2	Topic: HTML Lesson (2) Workshop signoff 2 (2.5%)		

Week 4 (26 March ~ 30 March)

Lectures	Wednesday	Database	Kroenke Ch5
	Friday		
Tutorial 2	Tutorial worksheet 2 (3%) Tutorial test 2 (2%)		
Workshop 3	Topic: HTML Lesson (3) Workshop signoff 3 (2.5%)		

Week 5 (2 April ~ 6 April)

Lectures	Wednesday	IS Infrastructure	Kroenke Ch4
	Good Friday (no lecture)		
<i>No tutorial</i>	Please visit Bb to download the following week's tutorial worksheet and make sure you fill in BEFORE going to your tutorial.		
Workshop 4	Topic: HTML Lesson (4) Workshop signoff 4 (2.5%)		

Mid-Term Break (11 April ~ 20 April)**Week 6 (23 April ~ 27 April)**

Lectures	Wednesday	Data Communication	Kroenke Ch6
	Anzac Day (no lecture)		
	Friday		
Tutorial 3	Tutorial worksheet 3 (3%) Tutorial test 3 (2%)		
<i>No workshop</i>	Please prepare for next week's HTML Test		

Week 7 (30 April ~ 4 May)

Lectures	Wednesday	Application Development Environment	Kroenke Ch10
	Friday		
<i>No tutorial</i>	Please visit Bb to download the following week's tutorial worksheet and make sure you fill in BEFORE going to your tutorial.		
HTML Test	HTML Test (5%): Please go to <u>your usual workshop</u> and follow your tutors' instruction. No signoff.		

Week 8 (7 May ~ 11 May)

Lectures	Wednesday	Project Management	No chapter related
	Friday		
Tutorial 4	Tutorial worksheet 4 (3%) Tutorial test 4 (2%)		
Workshop 5	Topic: Access Lesson (1) Workshop signoff5 (2.5%)		

Week 9 (14 May ~ 18 May)

Lectures	Wednesday	IS Management	Kroenke Ch9 &11
	Friday		
<i>No tutorial</i>	Please visit Bb to download the following week's tutorial worksheet and make sure you fill in BEFORE going to your tutorial.		
Workshop 6	Topic: Access Lesson (2) Workshop signoff6 (2.5%)		

Week 10 (21 May ~ 25 May)

Lectures	Wednesday	E-commerce & Web 2.0	Kroenke Ch8
	Friday		
Tutorial 5	Tutorial worksheet 5 (3%) Tutorial test 5 (2%)		
Workshop 7	Topic: Access Lesson (3) Workshop signoff7 (2.5%)		

Week 11 (28 May ~ 1 June)

Lectures	Wednesday	Security in the Information Age	Kroenke Ch12
	Friday		
<i>No tutorial</i>	Please visit Bb to download the following week's tutorial worksheet and make sure you fill in BEFORE going to your tutorial.		
Workshop 8	Topic: Access Lesson (4) Workshop signoff8 (2.5%)		

Week 12 (4 June ~ 8 June)

Lectures	Wednesday	Emerging Trends Last lecture – Final exam preparation	No chapter related
	Friday		
Tutorial 6	Tutorial worksheet 6 (3%) Tutorial test 6 (2%)		
Access Test	Access Test (5%): Please go to <u>your usual workshop</u> and follow your tutors' instruction. No signoff.		

Victoria International Leadership Programme (VILP):

INFO101 encourages its students to consider joining "Victoria International Leadership Programme (VILP)" which is an academically-oriented extra-curricular programme of seminars, speaker events and experiential activities relevant to the themes of:

- international leadership
- cross-cultural communication
- global connectedness and
- sustainability

All currently enrolled Victoria University of Wellington students, except those in pre-degree programmes, may join VILP. The programme will enhance leadership skills, international knowledge and cultural awareness, as well as encourage interaction between international and domestic students, and across the various university faculties. Complete the online registration form on the VILP website <http://www.victoria.ac.nz/home/vilp/default.aspx>

Appendix 1

Tutorial Attendance/Workshop signoff Slips

For your own record, it is very important for you to keep track of your tutorial attendance and workshop signoffs. 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. Trimester two examination period is from *15th June – 4th July 2012 (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.

Withdrawal Dates

The last date for withdrawal from this course is Friday 18th 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 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 floor 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

INFO 101 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 Test _____% Tutors Signature:	<u>Workshop 1</u> Sign off Mark _____% Tutors Signature:
<u>Tutorial 2</u> Attendance <input type="checkbox"/> MCQ Test _____% Tutors Signature:	<u>Workshop 2</u> Sign off Mark _____% Tutors Signature:
<u>Tutorial 3</u> Attendance <input type="checkbox"/> MCQ Test _____% Tutors Signature:	<u>Workshop 3</u> Sign off Mark _____% Tutors Signature:
<u>Tutorial 4</u> Attendance <input type="checkbox"/> MCQ Test _____% Tutors Signature:	<u>Workshop 4</u> Sign off Mark _____% Tutors Signature:
<u>Tutorial 5</u> Attendance <input type="checkbox"/> MCQ Test _____% Tutors Signature:	<u>Workshop 5</u> Sign off Mark _____% Tutors Signature:
<u>Tutorial 6</u> Attendance <input type="checkbox"/> MCQ Test _____% Tutors Signature:	<u>Workshop 6</u> Sign off Mark _____% Tutors Signature:
	<u>Workshop 7</u> Sign off Mark _____% Tutors Signature:
	<u>Workshop 8</u> Sign off Mark _____% Tutors Signature: