

School of Information Management

# INFO101 Foundations of Information Systems

Trimester Two 2012

## COURSE OUTLINE

Lecture time	Lecture Room
Tuesdays: 2:10pm ~ 3:00pm or 4:10pm ~ 5:00pm	HLMT206
Thursdays: 2:10pm ~ 3:00pm or 4:10pm ~ 5:00pm	HLMT206

### Required Text:

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

### Mandatory Requirements

There are NO mandatory course requirements except you must get a course mark of 50% or more to pass the course.

### Assessment Requirements

Assessment detail	Weight	Due
Tutorial Worksheets (max 3% for each, 8 in total)	24%	During tutorials
Tutorial Tests (max 2% for each, 8 in total)	16%	During tutorials
HTML Signoff (max 3% x 4)	12%	During workshops
ACCESS signoffs (max 3% x 4)	12%	During workshops
HTML Test	8%	Week 6
Access Test	8%	Week 11
Written Assignment	10%	Friday 24 <sup>th</sup> August - Week 6
Summative in-class test	10%	Thursday 18 <sup>th</sup> October - Week 12
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 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, 19th July via <https://signups.victoria.ac.nz/>

**For detailed Weekly Study Schedule, please refer to Appendix 2.**

## Contact Details

	Staff	Room	Email & Telephone	Office Hours
Course Lecturer	David Mason	RH501	<a href="mailto:David.Mason@vuw.ac.nz">David.Mason@vuw.ac.nz</a>	Please email for appointment
Course Lecturer	Simon Park	RH531	<a href="mailto:simon.park@vuw.ac.nz">simon.park@vuw.ac.nz</a>	Please email for appointment
Course Co-ordinator	Simon Park	RH 531/ EA116	<a href="mailto:simon.park@vuw.ac.nz">simon.park@vuw.ac.nz</a> 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 16 <sup>th</sup> July– Friday 19 <sup>th</sup> October 2012
Examination Period:	There is no final exam for INFO101

## 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.

## Important Information

<b>Tutorial/ Workshop sign ups</b>	Please make sure you sign up for a tutorial <b>AND</b> a workshop by Thursday 19 <sup>th</sup> July <b>5pm</b> . Tutorial and workshops start in week 2.
<b>No final exam for the course</b>	Please understand the implication of having NO final exam for the course. Every week there will be at least 8% of the final grade has been allocated (each tutorial is for 5% and workshop is for 3%). Tutorials are based on lectures therefore attending lectures will help you prepare for the tutorial worksheet and tutorial test for the following week.
<b>Tutorial worksheets &amp; Tutorial Tests</b>	<b>Tutorial worksheets (3% each):</b> 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. The worksheets are to be handed in to your tutor in your tutorial class. All the worksheets must be typed; no handwritten material will be marked (Word limit: 600 words). Each worksheet will earn a possible maximum of 3%. Note: Worksheet will not be accepted unless you attend the entire tutorial. Your tutors reserve the right to not accept your worksheet. <b>Tutorial Test (2% each):</b> Towards the end of each tutorial, you will be given MCQ questions to answer. <b>(No ID No Test!)</b>
<b>Late submissions</b>	We will not accept 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.
<b>Workshop Signoffs</b>	<b>Workshop Signoff (3% each):</b> At each workshop, you will be required to obtain the signature from your workshop tutor for 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 use provided weekly study schedule (appendix 2) to collect the signature from tutors.
<b>Tutorial &amp; Workshop hopping is NOT allowed.</b>	If you need to temporarily change to another tutorial/workshop, please print and fill out the Tutorial/Workshop Change Form along with your supporting documents (The form 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 accepted for the replacement tutorial if you show the tutor of the class the signed change form at the beginning of the class. 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)

## 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

## Weekly Study Schedule (Appendix 2)

For your own record, it is very important for you to keep track of your tutorial worksheets and workshop signoffs in your weekly study schedule provided. It is to give you an indication how well you are doing with the course and also in case of any discrepancy you can check against.

### 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 written assignment you may request a remark. *However you will need to make a request within 5 working days (by 4pm) after the marks are out.*

To apply for a remark, you will need to complete the request for re-examination form (can be found from Blackboard) and submit the form to the Senior Tutor. Remember as a result of the remark your score may go up or down.

### 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

Your fees will be refunded if you withdraw from this course on or before Friday 27<sup>th</sup> July 2012. The last date for withdrawal from this course is Friday 28<sup>th</sup> September. 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.

## Use of Turnitin (if applicable)

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 compares submitted work with a very large database of existing material. At the discretion of the Head of School, handwritten work may be copy-typed by the School and subject to checking by Turnitin. 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.

## Faculty of Commerce Offices (<http://www.victoria.ac.nz/vbs/studenthelp>)

### Ground floor of Rutherford House (RH)- FC 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 FC forms. Student Administration Advisers are available to discuss course status and give further advice about FC qualifications. To check for opening hours call the office on (04) 463 5376.

### Easterfield (EA) - FC/Law Kelburn Office

The Kelburn Campus Office for the Faculties of Commerce 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**

<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](http://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](http://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](http://www.victoria.ac.nz/home/about_victoria/avcacademic/default.aspx)

## **Quality Assurance 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 FCom programmes. All material used for such processes will be treated as confidential, and the outcome will not affect your grade for the course.

## **AVC (Academic) Website:**

Information including: Conduct, Academic Grievances, Students with Impairments, Student Support

[http://www.victoria.ac.nz/home/about\\_victoria/avcacademic/Publications.aspx](http://www.victoria.ac.nz/home/about_victoria/avcacademic/Publications.aspx)

## **Faculty of Commerce Office**

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

## **Te Putahi Atawhai: Maori and Pacific Mentoring Programme**

<http://www.victoria.ac.nz/tpa/>

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## Appendix 2: Weekly Study Schedule (INFO101)

Student Name: \_\_\_\_\_

No of Week	Lecture @ HLMT206	Lecture content	Related Chapter	Tutorial Worksheet (3%)	Weekly Quiz (2%)	Signature, tutorial tutor	Workshop Signoff (3%)	Signature, w/s tutor	*Important Information		
1	Tues	Importance of MIS	1	<i>No tutorial</i>					<b>Tutorial and workshop sign ups close on Thursday 19th July 5pm</b>		
	Thurs			<i>No workshop</i>							
2	Tues	Collaboration in the IS Age	2								
	Thurs										
3	Tues	IS for competitive advantage	3								
	Thurs										
4	Tues	Hardware & Software	4								
	Thurs										
5	Tues	Database Processing	5								
	Thurs										
6	Tues	Data Communication	6	<i>No tutorial</i>						<b>Written Assignment (10%): Due Friday 24<sup>th</sup> August 5pm</b>	
	Thurs			<b>HTML Test (8%)</b>							
<b>Mid-Term Break (27 August ~ 7 September)</b>											
7	Tues	E-commerce & Web 2.0	8								
	Thurs										
8	Tues	Business Intelligence Systems	9								
	Thurs										
9	Tues	Managing Development	10								
	Thurs										
10	Tues	IS Management	11								
	Thurs										
11	Tues	Information Security Management	12	<i>No tutorial</i>							
	Thurs			<b>ACCESS Test (8%)</b>							
12	Tues	Emerging Technology	N/A	<i>No tutorial</i>							<b>Summative in-class Test (10%): Thursday 18<sup>th</sup> October</b>
	Thurs	In-class Test	N/A	<i>No workshop</i>							
<b>Tutorial Tutor Name:</b> _____ <b>Tutorial Room/ Time:</b> _____			<b>Workshop Time:</b> _____ <b>Workshop Room: MY201</b>			<b>Workshop Tutor Name:</b> _____					