

School of Information Management

INFO 525 Digital Technologies for Information Professionals

Trimester 2 2012

COURSE OUTLINE

Names and Contact Details

Course Coordinator: Dr Philip Calvert
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Tel +64 4 463-**6629**

Senior Tutor (Auckland and upper North Island students): Claire Scott
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Senior Tutor (Other distance students and Wellington): Shannon Wellington
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Programme Administrator: Chris King
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Phoning from outside Wellington: **Freephone 0800 116 299** and ask to be connected to the appropriate staff member.

Trimester Dates

From Monday 16 July to Sunday 21 October

Withdrawal from Course

1. Your fees will be refunded if you withdraw from this course on or before Friday 27 July 2012.
2. The standard last date for withdrawal from this course is Friday 28 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.

Class Times and Room Numbers

INFO 525 will be held in the second trimester (July-October) of the 2012 academic year. There will be no sessions for two weeks during the mid-term break.

- Face-to-face classes will be held in RWW 315 on Mondays between 2.40-4.30
- The weekly Distance class will be held on Mondays between 6.45-8.15 p.m.
- Auckland classes will be held in the Wai-te-mata Room of Auckland Central Library on Thursdays between 6.45-8.15, with the exception of modules 2, 3, 8 and 9 that will be held in the same venue on Saturdays 28 July and 29 September

Course Content

INFO 525 studies some of the latest technologies used for creating, storing, and disseminating information, including hardware, software, and virtual and physical environments. The student will use and evaluate new technologies for information management. Practical work includes the development of Web-based tools.

INFO 525 will cover the following areas:

- Technology lifecycles and using environmental scanning of new technology trends
- Computer hardware, representation of data, and file formats
- Types of computer networks and their uses in information management
- Some aspects of managing websites
- Social media and networking, and how they are used them in information management
- Wireless and mobile networks, including RFID applications
- Digitisation basics and how data sets are stored and shared
- Adaptive technology for information management
- Computer security for information management

Course Learning Objectives

At the end of this course, students will be able to:

1. Discuss common methods of computer networking; identify the main components of a computer system, and describe their functions; explain how data are represented in a computer system.
2. Demonstrate basic competency in a range of computer-based applications commonly used in LIM work, including using electronic mail, spreadsheets, file transfer protocol, presentation packages, selected applications software, file formatting and editing; and create a simple World Wide Web page using basic HTML.
3. Explain the technical aspects of significant new information technologies that are being used in information management; assess their value and impact on specific information services.
4. Recognise trends in the ICT industry that will make a significant impact on LIM work, and be able to elucidate relevant opinions to colleagues.
5. Discuss key issues in systems maintenance for information management, including system security.

Course Delivery

Weekly seminars, and Tutorials

See “Class times and room numbers”, above

Course materials

Study guides, readings and other materials will be made available on the course CD-ROM and via Blackboard.

Online discussion

The Blackboard online discussion board will be used to discuss course topics.

IST programmes information

Information relating to the Information Studies Programmes will be found in the Blackboard Community *Information Studies*, and through the IST-students email list.

Expected Workload

To achieve satisfactory grades, you will need to spend approximately 12 hours per week on INFO 525, including time spent in the iConferencing sessions. Some aspects of the course will require less time, whereas others may will require slightly more, depending on your previous knowledge of the topic.

Before each session, please read the material for the week's topic on the course CD-ROM, look at any additional course content in Blackboard, and be ready to discuss the readings and other set work prepared for the class.

Practical Work

In this course all students will need to download software from the Internet, install it on a computer and use it for the short exercises. You will need to access selected databases and online services; this is possible from the School's computer laboratories and from the VUW Library. Distance students will require access to the Internet to use relevant databases, and will also need to authenticate some databases using their student username and password. For more on this, see the Information Studies Community on Blackboard.

Readings

INFO 525 does not have a required textbook. Required and recommended readings are on the INFO 525 CD-ROM

Schedule

Week	Topic
1	Information technology
2	Representing data in computer systems
3	Computer networks
4	Aspects of website management
5	Social media
6	Social networking
Mid-term break	
7	Wireless and mobile networking
8	RFID
9	Digitisation
10	Data collections
11	Adaptive technology
12	Computer security

Assessment Requirements

To pass INFO 525 you must satisfy the mandatory course requirements. Full details, including explanatory notes and criteria, are available under 'Assignments' on Blackboard.

Assignment	Date due	Value	Length
1. Exercises	Various, see Blackboard	60%	N/a
2. Report	22nd October	40%	2000 words max.

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.

Penalties

Note: Exercises 1–6 cannot be accepted after the due date and will not be marked.

If **Assignment 2** is submitted or postmarked after the due date it will have a 10% penalty imposed unless an extension has been granted by the course coordinator. If Assignment 2 is submitted more than one week late without an extension it will be given a zero grade. **All requests for extensions must be made in writing or via email before the due date, and must state a reason for the extension.**

Mandatory Course Requirements

To fulfil the mandatory course requirements for this course, you must complete all of the assignments in the required timeframe.

Class Representative

The IST programmes have a student committee which provides a communication channel to liaise with the Programmes Director and course coordinators on behalf of students.

Communication of Additional Information

Further details about the course, and additional information, will be made available through Blackboard.

Use of Turnitin

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.

Blackboard

You can access Victoria's Blackboard online learning environment at:

<http://blackboard.vuw.ac.nz/>

The Blackboard pages contain a Web-based forum to discuss issues related to the course, links to sites of interest, additional readings and information, updates, etc. If you have any difficulties logging on to Blackboard, please contact the Help Desk, at:

its-service@vuw.ac.nz

All students will also be automatically enrolled in the Information Studies community under 'My Organizations' on Blackboard. General announcements and information will be posted here, and you should check this site regularly.

Internet conferencing

Distance sessions are conducted via the Internet; in order to participate you will need an Internet-connected PC running Windows 7, Vista, or XP, microphone, and headphones/speakers.

To connect, go to the Internet conferencing page (and read the "Getting Started" information) at

<https://conferencing.sim.vuw.ac.nz/>

There is also an 'Internet Conferencing' button linking to this page in your course website on Blackboard.

Several days before your first class session, and at least 15 minutes before each subsequent session, you should test your system by going to the Echo Room. Regular classes will be held in the IST Conference Room; additional Discussion Rooms are available for breakout groups, and as a "waiting room" if a class is proceeding in the main IST room. Study groups are able to use the discussion rooms out of regular class times. For more information, please follow the help links on the Internet Conferencing page; further details, including screen name conventions, are also available on the Information Studies pages under 'My Organizations' on Blackboard.

If you have problems with the Internet Conferencing site itself, please check the online help information first. If this does not help you solve your problem, please contact our in-house IT Support, which is available only during the evening Internet Conferencing sessions:

- **Freephone: 0800 116 299** (5-8 p.m. only) -- office phone forwarded directly to distance education support analyst during evenings
- Email: simconferencing@vuw.ac.nz

If for some reason your Internet Conferencing session does not happen, you should check on Blackboard for an announcement of any alternative arrangements the lecturer is making. Recordings of all distance sessions are also available for downloading from Blackboard.

Student email discussion list

Staff of the Information Studies Programmes use the **ist-students email discussion list** to make important announcements, and to share news and ideas relating to the programmes. **It is very important that you are subscribed to this list.**

Please make sure that a current email address which you check regularly is subscribed. We suggest that you remain a member of this list until **after you graduate**, because the list is used as the main channel to communicate important administration messages (including those about arrangements for graduation).

Emails are sent to ist-students frequently, so if you have not received any list messages for a few weeks it is a good idea to make sure you are still subscribed. If a list message is rejected by your email account you will automatically be unsubscribed from the list.

To subscribe, unsubscribe, and change your email address or options, go to
<http://lists.vuw.ac.nz/mailman/listinfo/ist-students>

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 Office

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

Te Putahi Atawhai

Maori and Pacific Mentoring Programme

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