
School of Information Management

INFO 201 - Introduction to Information Systems Management

Trimester 3, 2012

COURSE OUTLINE

Names and Contact Details

	Staff	Room	Email & Telephone	Contact
Course Co-ordinator	Janet Toland	RH523	Janet.toland@vuw.ac.nz Ph. 463-6861	By appointment
Head Tutor	Nicole Braun	RH405	Nicole.braun@vuw.ac.nz Ph. 463-5025	By appointment

Trimester Dates

Teaching Period: Monday 19th November to Friday 21st December

Examination: Thursday 20th December

Withdrawal from Course

1. Your fees will be refunded if you withdraw from this course on or before one full week after the first class.
2. The standard last date for withdrawal from this course is 13th December.

After the last date stated in 2, 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

Lectures: Tuesday, 9:30 – 11:00am GBLT2
 Thursday, 9:30 – 11:00am GBLT2

Tutorials: See **Tutorial Signup Instructions**

Course Delivery

INFO 201 – Lectures & Tutorials		2012
Date	Topic	Notes
Topic 1: Value of IT		
Tue 20 Nov	1. Course welcome / Introduction to IS Management	
	Sign up for tutorials using S-Cubed	
Topic 2: IT Leadership & the CIO		
Thurs 22 Nov	2. IT leadership & the CIO	
Tutorial 1	Introduction to the Case Study Approach/ Allocation of research topics	
Topic3: The IT Function		
Tue 27 Nov	3. Organising the IT function	
Tutorial 2	Mini Case Study	
Topic 4: Managing the IS-User Relationship		
Thurs 29 Nov	4. Managing the IS-User relationship – culture, politics and conflict	Assignment 1 (case study) due Thursday 29 th Nov, 9.30am
Tutorial 3	Mini Case Study	
Topic 5: Managing Outsourcing of the IT function		
Tues 4 Dec	5. Managing the outsourcing relationship	Assignment 2 (group presentations) in tutorials by arrangement
Tutorial 4	Assignment 2: Group Presentations	
Topic 6: Managing IT-related change		
Thurs 6 Dec	6. IT-related change	
Tutorial 5	Assignment 2; Group Presentations	
Topic 7: Managing New Technologies		
Tues 11 Dec	7. Cloud computing/ Web 2.0	
Tutorial 6	Case Study/ Discussion	
Topic 8: Managing IT Security, Privacy & Ethics		
Thurs 13 Dec	8. Security, privacy & ethics	Assignment 3 (research essay) due Thursday 13 Dec, 9.30am
Tutorial 7	Case Study/ Discussion	
Topic 9: Current Issues facing IS Managers		
Tues 18 Dec	9. Current issues facing IS managers/Strategic alignment	
Tutorial 8	Non- compulsory revision tutorial	
Thurs 20th Dec; Final Examination		

Group Work

Students are required to participate in a group presentation which will be worth 10% of course marks. This will involve an average of 20 hours' work outside the classroom.

Expected Workload

As a 15-point course, students are expected to invest approximately 150 hours' worth of effort to complete the course successfully. These hours include time preparing for and participating in: lectures, tutorials, and tests. They include time spent at the university and any time spent on the course off campus.

Course Learning Objectives

The course objectives are expressed in the table below. Note that they are also linked to **graduate attributes** (those attributes that a graduate with a BCA should possess) and **major attributes** (those attributes that a graduate with a major in *Information Systems* should possess).

Objective	On completion of this course, students will be able to:	Graduate Attributes	Major Attributes
a	Explain the role of the Information Systems and Technology (IST) function within the management activities of a firm.	LG 1, LG3, LG5	MA 1, MA2, MA7
b	Identify the forces that impact on organisations and discuss the role of the IST function in responding to them.	LG 1, LG3, LG5	MA 1, MA4, MA6, MA7
c	Summarise and discuss the management issues facing Information Systems professionals when working within complex environments subjected to constant change.	LG 1, LG 3	MA 1, MA2, MA4, MA7
d	Research an IST topic or issue and present their findings in written form.	LG 1, LG2	MA 1, MA2, MA4, MA5, MA7
e	Describe and discuss professional behaviour in IST management.	LG 3, LG 5	MA 1, MA7

Readings

There is no textbook for this course. Readings will be made available through the library's e-reserve system.

Assessment

Course assessment will be based on the following:

	<u>Learning Objectives</u>		<u>Date</u>
Assignment 1 (case study report)	b, c	15%	29 Nov (9.30 am)
Assignment 2 (group presentation)	b, d	10%	in tutorials Week 3
Assignment 3 (research essay)	d	15%	13 Dec (9.30 am)
Tutorial submissions	b, c, e	10%	in Weeks 1, 2 & 4
Examination	a, b, c, e	50%	20 Dec
TOTAL		100%	

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

Mandatory Course Requirements

To pass, students enrolled in this course must:

1. Attend at least five out of seven compulsory tutorials;
2. Obtain an average of at least 50% across all assessments; and
3. Obtain at least 40% of the possible marks in the final examination.

Examinations

Students who enrol in courses with examinations are obliged to attend an examination at the University at any time during the formal examination period. The final examination for this course will be scheduled at some time during the following period.

20-21 December 2012

Penalties

In fairness to other students, assignments submitted after the deadline will incur a 10% penalty (of the marks achieved for the assignment) for each working day late (i.e. weekends are excluded).

In the event of bereavement or prolonged illness affecting your ability to meet the deadline, discuss your situation with the Senior Tutor or Course Coordinator. You must verify your claim, e.g., produce a medical certificate. Extensions will only be granted under these conditions.

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 files are lost, computers crash, etc., so it is critical that you get into the habit of backing up important files (on a USB drive, for example).*
- *Do not leave submitting your work to the last minute – technology problems do occur (especially on the day an assignment is due). There may be queues for the printers. Be smart and submit it in plenty of time. Extensions will not be granted due to problems with submitting work.*
- *Working together – You are encouraged to discuss aspects of your assignments with others. However, when it is time to develop your solution, **the work must be ENTIRELY your own**. In this way, we will have your perspective on the topic - not someone else's!*

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.

Tutorials

For each tutorial, students are required to submit their tutorial exercises to the tutors at the beginning of the tutorial. Each submission is worth 2% of your final grade.

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 submitted to Turnitin. A copy of submitted materials will be retained 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.

Class Representative

A class representative will be elected in the first class, and that person's name and contact details made 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.

Communication of Additional Information

All formal notices relating to this course will be posted on the Blackboard website - you are expected to log on and check for announcements on a regular basis, at least two or three times a week. The INFO201 website can be accessed at: <http://blackboard.vuw.ac.nz>

Link to general information

For general information about course-related matters, go to

<http://www.victoria.ac.nz/vbs/studenthelp/information-for-staff>

Note to Students

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 academic audit. The findings may be used to inform changes aimed at improving the quality of VBS programmes. All material used for such processes will be treated as confidential, and the outcome will not affect your grade for the course.
