

School of Information Management

INFO525 Digital Technologies for Information Professionals

Trimester 2, 2013

COURSE OUTLINE

Names and Contact Details

Course Coordinator and Lecturer: Dr Philip Calvert

Room RH 514, Rutherford House

Tel +64 4 463-**6629**

Email: philip.calvert@vuw.ac.nz

Lecturer: Shannon Wellington

Room RH 427, Rutherford House

Tel +64 4 463 **6862**

Email: shannon.wellington@vuw.ac.nz

Senior Tutor (Other distance students and Wellington): Kathryn Oxborrow

Room RH 512, Rutherford House

Tel +64 4 463 **6557**

Email: kathryn.oxborrow@vuw.ac.nz

Senior Tutor (Auckland): Monique Barden

Email: monique.barden@vuw.ac.nz

Programme Administrator: Chris King

Room RH 521, Rutherford House

Tel +64 4 463 **5875**

Email: chris.king@vuw.ac.nz

Trimester Dates

From Monday 15 July to Sunday 20 October 2013

Withdrawal from Course

1. Your fees will be refunded if you withdraw from this course on or before Friday 26 July 2013.
2. The standard last date for withdrawal from this course is Friday 27 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

INFO525 will be held in the second trimester (July-October) of the 2013 academic year. There will be no sessions for two weeks during the mid-term break.

- Face-to-face classes will be held in RWW 127 on Mondays between 11.40 -1.30
- The weekly Distance class will be held on Mondays between 5.00 – 6.30 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, 9 and 10 that will be held in the same venue on Saturdays 3 August and 28 September

Course Delivery

Weekly tutorials

See “Class times and room numbers”, above

Course materials

Study guides, readings and other materials will be made available on 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 12.5 hours per week on INFO 525, including time spent in class or the iConferencing sessions. Some aspects of the course will require less time, whereas others 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 Blackboard, and be ready to discuss the readings and other set work prepared for the class.

Prescription

A study 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.

Course Learning Objectives

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

1. Demonstrate basic competency with a range of computer-based applications commonly used in information management work: social media, file transfer protocol, presentation packages, file formatting and editing; HTML, and selected applications software.
2. 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.
3. Scan for and recognise trends in the ICT industry that will make a significant impact on information management work, and be able to explain and justify your opinions on those trends to colleagues.
4. Evaluate the value of new ICTs for different types of information management organisation, and be able to justify the conclusions that are drawn from the evaluation.
5. Discuss key issues in systems maintenance for information management, including system security.

Course Content

INFO 525 will cover the following areas:

- Technology lifecycles and scanning for 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

Readings

INFO 525 does not have a required textbook. Required readings for each week’s class will be available from Blackboard.

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.

Schedule

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

Assessment

Full details of the assignments, including explanatory notes and criteria, are available under ‘Assessment’ on Blackboard.

Assignment	Date due	Value	Length
1. Five Exercises	Various. See Blackboard	50%	N/a
2. Report	21st October	50%	2200 words max.

The Exercises are related to learning objectives 1 and 3.

The Report is related to learning objectives 2, 4 and 5.

To pass INFO 525 you must satisfy the mandatory course requirements (see below).

Penalties

Note: Exercises 1–5 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 for assignment 2 must be made by email before the due date, and must state a reason for the extension.**

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.

Mandatory Course Requirements

Attendance at a minimum of 75% of weekly classes is required for INFO525.

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

Communication of Additional Information

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

Student feedback

Student feedback on University courses may be found at www.cad.vuw.ac.nz/feedback/feedback_display.php

Link to general information

For general information about course-related matters, go to

<http://www.victoria.ac.nz/vbs/studenthelp/general-course-information>

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.
