TE WHARE WĀNANGA O TE ŪPOKO O TE IKA A MĀUI

VICTORIA
UNIVERSITY OF WELLINGTON

School of Information Management

INFO101 Foundations of Information Systems

Trimester One 2014

COURSE OUTLINE

CRN No	Lecture time	Lecture Room
10038	Mondays & Wednesdays: 10.00am - 10.50am	MCLT103
10060	Mondays & Thursdays: 11.00am - 11.50am	HMLT205

Note: Please check your CRN number to go to the right lecture room at the right time.

Required Text:

Kroenke, David M, Hooper, Tony (2013). 2nd NZ edition of <u>Using MIS</u>. Pearson New Zealand

Mandatory Requirements

There are NO mandatory requirements for this course

Assessment Requirements

Assessment detail	Weight	Due
Lecture/Tutorial Components	**60%**	
• SPA (Session Preparation Assignment) - max. **4%** for each, 10 in total	**40%**	Sunday before your tutorial
• Pop quizzes - max. **2%** for each and 10 in total	**20%**	During lectures
Workshop Components	**40%**	
• HTML Project 1	**5%**	Week 6 – Submission and marking during workshops
• HTML Test	**20%**	Week 11 – During workshops
• HTML Project 2	**15%**	Week 12 – Submission and marking during workshops (Must attend Week 9's check up)
TOTAL	**100%**	

Note: From Trimester 1, 2014, a revised Assessment Handbook will apply to all VUW courses:

see http://www.victoria.ac.nz/documents/policy/staff-policy/assessment-handbook.pdf.

In particular, there will be a new grade scheme, in which the A+ range will be 90-100% and 50-54% will be a C-.

Tutorial/Workshop Signups:

You must sign up for <u>one tutorial</u> and <u>one workshop</u> by **5pm Thursday 6th March** via https://signups.victoria.ac.nz/.
Sign-ups will open from **Monday 3rd March at 12:30pm**.

For detailed Weekly Study Schedule, please refer to Appendix 2, Page 8.

Contact Details

	Staff	Room	Email & Telephone	Office Hours
Course Lecturer	David Mason	RH501	David.mason@vuw.ac.nz 463 7435	Please email for appointment
Course Lecturer	Pak Yoong	RH510	Pak.yoong@vuw.ac.nz 463 5878	Please email for appointment
Course Co-ordinator	Simon Park	RH 531/ EA111	Simon.park@vuw.ac.nz 04 463 6950	Mon to Fri: 10 AM – 3 PM.
Senior tutor	Lucia Sohn	EA111	Lucia.sohn@vuw.ac.nz 04 463 6659	Available time will be posted on Blackboard

Course information

Credit Value: 15 points
Prerequisite: Nil
Teaching Period: Monday 3rd March – Friday 6th June
Examination Period: There is NO final exam for INFO101

Course Content

This course covers the use of information systems (IS) in New Zealand. It examines the nature of information and its importance. It describes business IT and electronic commerce. It examines security and privacy aspects of IT, and emerging trends in IS. (For more details, please refer to page 7, 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)

Expected Workload

You are expected to spend 12 hours per week to study INFO101. A teaching week will typically include:

- Two 1 hour lectures; and
- One 1 hour tutorial: and
- One 1 hour workshop during workshop offering weeks

You are expected to spend 4 hours completing each SPA, 2 hours for reading and working on each workshop, and 1 hour for reading the text book in advance as preparation for the lecture. For each assignment you are expected to spend 15 hours

BYOD (Bring Your Own Devices)

INFO101 is an introductory course for Information Systems. We encourage students to bring their own mobile devices (laptop, tablet, etc.) to lectures, tutorials and workshops.

Important Information

Tutorial/Workshop sign-ups	Please make sure you sign up for a tutorial **AND** a workshop by **5pm Thursday 6th March**. Tutorial and workshops will start in week 2. Sign-ups will open on **Monday 3rd March at 12:30pm**. If you miss the sign-up period then you will be assigned to whatever times are available. If you miss the first tutorial/workshop in Week 2 because you didn't know where to go then it will be your responsibility.
Workshop	**Make sure to check the course schedule to familiarize yourselves with when the workshop are being held.** Workshops are designed to support and help you to do projects and prepare for tests.
Pop quizzes	10 pop quizzes will appear during the lectures at random times. You have to be there to answer the questions and get the marks. You answer in the lecture theatre via the internet on your own computer or cellphone. If you miss a pop quiz it will NOT be repeated - you snooze you lose.
Tutorial Worksheets	**SPA (Session Preparation Assignment) - 4% each** To do the SPA you are required to download the "SPA sheet" from Blackboard. It will be available a week before the tutorial is scheduled. You need to complete the SPA BEFORE your tutorial. The SPA answers are to be uploaded onto Blackboard by midnight on the Sunday of the weekend before the actual tutorial. **Late SPAs:** We will NOT accept late submissions. We will NOT take submissions via email. We will only take assignments which are uploaded to Blackboard. **Tutorial attendance:** SPA mark will NOT count towards your grade UNLESS you attend the entire tutorial.
Tutorial hopping is NOT allowed	If you need to temporarily change to another tutorial, you must contact the senior tutor or course coordinator BEFORE your absence. You must provide supporting written evidence. You will only be signed off from the replacement tutorial 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 or certificates from the Student Counseling Service).
No final exam for the course	Please understand the implications of having NO final exam in this course. There is assessed work almost every week. If you don't prepare and participate each week those marks are lost. Each tutorial can get you four marks. If you do not attend you will lose those four marks. Pop quizzes are worth two marks. If you are not in the lecture when they appear, you will lose those two marks. In total they make up **60%** of the assessment.

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 experiences on the themes of: international leadership, cross-cultural communication, global connectedness and sustainability.

All Victoria University of Wellington students may join. The programme will enhance leadership skills, international knowledge and cultural awareness, encourage interaction between international and domestic students and between different university faculties. Visit the website http://www.victoria.ac.nz/home/vilp/default.aspx

Appendix 1

Not being able to attend tutorials

If you have to miss or missed a tutorial due to your sickness, attending family's funeral, representing NZ in a sport event or anything similar, please bring an official supporting document to Senior Tutor to get the replacement tutorial organized. If possible please approach the senior tutor <u>before</u> the absence. Attending tutorials is not a mandatory course requirement, but if you miss classes for reasons other than the above, you will be held responsible and will **not** get an extension.

Late Penalties & Extensions

In fairness to other students, assignment work (<u>excluding</u> SPA) submitted after

 the deadline will incur a **10%** <u>penalty</u> (of the marks achieved for the project) for each <u>actual</u> day (prior to 4.00pm) late and *after 3 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.

If you cannot complete an assignment or sit a test or examination, refer to <u>www.victoria.ac.nz/home/study/exams-and-assessments/aegrotat</u>

Policy on re-marking

If you have any concerns regarding the marking of your assignments 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.

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. VUW courses are designed so that the average student can do four courses in one trimester.

- **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 USB, for example).

- **Working together**

  You are encouraged to discuss aspects of assignment work with others. However, when it is time to <u>develop your solution & write your assignment</u>, **the words, diagrams and so forth that you use must be ENTIRELY your own**. In this way, we will have <u>your</u> 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.

Scaling

To obtain a fair and consistent distribution of marks relative to assessment difficulty, scaling of marks (up or down) may be employed on some or all assessments.

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.

Withdrawal Dates

1. Your fees will be refunded if you withdraw from this course on or before Friday 14th March, 2014.
2. The standard last date for withdrawal from this course is Friday 16th May, 2014. 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

Email is our primary form of contacting you. It is vital that students check their email regularly. The University has provided you with a student email address and all notices, messages, alerts, etc., will be sent to that email address. If you arrange to forward your email to another email box, it is your responsibility to ensure that your private mailbox actually receives the course emails (i.e. mailbox is not full, can take attachments, etc). Students MUST check their student records and ensure the right email address is set. You can do this through My Victoria → Student records. Not receiving an email in your private email account will not be accepted as a valid excuse for missing deadlines.

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.

Academic Integrity and Plagiarism

http://www.victoria.ac.nz/home/study/plagiarism.aspx

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.

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 floor 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:

- 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.

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

Link to general information

For general information about course-related matters, go to http://www.victoria.ac.nz/vbs/studenthelp/general-course-information

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APPENDIX 2 - 2014 / T1 INFO101 WEEKLY SCHEDULE

		First half lectures taught by **DAVID MASON**		
WEEK	**LECTURES & WORKSHOPS**	**TOPIC**	**READINGS**	**Assessment Due**
WEEK 1	Lecture 1	Importance of MIS	Ch 1	Sign ups for Tuts/WSs
	Lecture 2	How to research		
	*No tutorials			
WEEK 2	Lecture 3	IS for Collaboration	Ch 2 & 3	
	Lecture 4	Ethics & Plagiarism		
	Tutorial 1			
	WORKSHOP 1	**HTML Project 1 - Explanation**		
WEEK 3	Lecture 5	Data Communications & Internet Technology	Ch 4&6	
	Lecture 6	E-commerce & Supply Chain Systems	Ch 8	
	Tutorial 2			
WEEK 4	Lecture 7	Information Security	Ch 12	
	Lecture 8	Internet Environment	Ch 8	
	Tutorial 3			
WEEK 5	Lecture 9	Database Processing	Ch 5	
	Lecture 10	Database Processing	Ch 5	
	Tutorial 4			
	WORKSHOP 2	**Help desk before Project Part 1 submission**		
WEEK 6	Lecture 11	Intellectual Property in IT		
	Lecture 12	**TEST 1 at lecture theatre**		Go to your usual lecture
	Tutorial 5			
	WORKSHOP 3	*HTML Project 1 – Submission and marking*		*HTML Project 1 (5%)*
		Second half lectures taught by **PAK YOONG**		
WEEK 7	Lecture 13	Systems Analysis	Ch 10	
	Lecture 14	Methodology	Ch 10	
	Tutorial 6			
	WORKSHOP 4	**HTML Project 2 – Explanation**		
	* * * * * Mid-Trimester Break – 18 April ~ 4 May * * * * *			
WEEK 8	Lecture 15	Managing IS Development	Ch 10	
	Lecture 16	Project Management	Ch 10	
	Tutorial 7			
WEEK 9	Lecture 17	Managing IS Implementation	Ch 11	
	Lecture 18	IS Strategy	Ch 11	
	Tutorial 8			
	WORKSHOP 5	*HTML Project 2 – Check up*		*Attend OR HTML Project 2 will NOT be marked!*
WEEK 10	Lecture 19	Knowledge Management	Ch 9	
	Lecture 20	Business Intelligence and Analytics	Ch 9	
	Tutorial 9			
WEEK 11	Lecture 21	Process Management	Ch 7	
	Lecture 22	Cultural Aspects of IT		
	Tutorial 10			
	WORKSHOP 6	*HTML Test*		*Go to allocated workshop*
WEEK 12	***No Lecture**	Queen's Birthday		
	Lecture 23	**TEST 2 at lecture theatre**		Go to your usual lecture
	*No tutorials			
	WORKSHOP 7	*HTML Project 2 - Submission and marking*		*HTML Project 2 (15%)*

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