

School of Information Management

## **INFO 525 DIGITAL TECHNOLOGIES FOR INFORMATION PROFESSIONALS**

Trimester 2, 2014

### **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

*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

Tel 027 6111 332

*Programme Administrator:* Chris King

Room RH 521, Rutherford House

Tel +64 4 463 **5875**

Email: chris.king@vuw.ac.nz

#### **Trimester Dates**

From Monday 14 July to Friday 17 October.

#### **Withdrawal from Course**

1. Your fees will be refunded if you withdraw from this course on or before Friday 25 July 2014.
2. The standard last date for withdrawal from this course is Friday 26 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 2014 academic year. There will be no sessions for two weeks during the mid-term break (25 August-5 September).

- Face-to-face classes will be held in RHG01 on Tuesdays between 1.40 – 3.30 p.m.
- The weekly Distance class will be held on Tuesdays between 6.45 – 8.15 p.m.
- Auckland classes will be held in classrooms on the AUT City Campus on Thursdays between 5.00 – 6.30 p.m., with the exception of modules 3 and 4, 8 and 9 that will be held on Saturdays 2 August and 20 September (see the separate timetable).

## **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 INFO525, 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
- The representation of data, and the importance of 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**

<b>Week</b>	<b>Topic</b>	
<b>1</b>	Information technology	
<b>2</b>	Assessing and evaluating technology	
<b>3</b>	Representing data in computer systems	
<b>4</b>	Computer networks	
<b>5</b>	Library websites	
<b>6</b>	Wireless and mobile networking	
<b>Mid-term break</b>		
<b>7</b>	Social media in the information management environment	Donelle McKinley
<b>8</b>	RFID	
<b>9</b>	Digitisation	
<b>10</b>	Data collections	
<b>11</b>	Adaptive technology	
<b>12</b>	Computer security	

## **Assessment**

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-.

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

<b>Assignment</b>	<b>Date due</b>	<b>Value</b>	<b>Length</b>
<b>1.</b> Five Exercises	Various. See Blackboard	50%	N/a
<b>2.</b> Report	20th 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).

### **Mandatory Course Requirements**

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

If you cannot complete an assignment or sit a test or examination, refer to [www.victoria.ac.nz/home/study/exams-and-assessments/aegrotat](http://www.victoria.ac.nz/home/study/exams-and-assessments/aegrotat)

### **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.

### **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](http://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.

\*\*\*\*\*