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 1 2015

COURSE OUTLINE

CRN	Lecture time	Lecture Theatre
10060	Mondays & Wednesdays: 1.10pm - 2.00pm	MCLT103
10038	Mondays & Wednesdays: 2.10pm - 3.00pm	MCLT103

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 Using MIS. Pearson New Zealand ($129.95 from VicBooks)

Mandatory Requirements
There are NO mandatory requirements for this course.

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. Continuous assessment is 60% of your grade.

Assessment Requirements

Assessment Detail	Weight		Due
Lecture/Tutorial Components	60%		
TPA (Tutorial Preparation Assignment) - max. **4%** for each, 10 in total - select Top 8 out of 10 TPAs		40%	Sunday before your tutorial
Pop quizzes - max. **2%** for each and 10 in total - select Top 8 out of 10 Pop quizzes		20%	During lectures
Workshop Components	40%		
HTML Project 1		10%	Week 5: Due 2nd April, 5pm
HTML Test		10%	Week 11: During workshops
HTML Project 2		20%	Week 11: Due 31st May 10pm (Must attend Week 11's test to get points)
TOTAL	100%		

Tutorial/Workshop Signups:
You must sign up for one tutorial and one workshop by **5pm, Thursday 5th March** via
https://signups.victoria.ac.nz/. Sign-ups will open from 4:30pm, Monday 2nd March.

For the detailed weekly study schedule, please refer to Appendix 2 & 3, Page 5 & 6

Contact Details

	Staff	Room	Email & Telephone	Office Hours
Lecturer	Senior Lecturer David Mason	RH 429	david.mason@vuw.ac.nz 463 7435	Please email for appointment
Lecturer	Professor Pak Yoong	RH 510	pak.yoong@vuw.ac.nz 463 5878	Please email for appointment
SIM Undergraduate Support Team	Simon Park Lucia Sohn	EA 111	simstudents@vuw.ac.nz 463 6659	Mon, Wed, Fri 11am – 1pm*

* To contact us outside of these office hours call ext 6659 – there is a phone next to the Faculty of Commerce reception, EA 121.

Trimester Dates

From Monday 2nd March to Friday 5th June.

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.

You are expected to spend 4 hours completing each TPA, 2 hours for reading and working on each workshop, and 2 hours 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.

Withdrawal Dates
Your fees will be refunded if you withdraw from this course on or before Friday 13th March 2015.
The standard last date for withdrawal from this course is Friday 15th May. 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 or online.

Important Information

Tutorial/Workshop sign-ups	Please make sure you sign up for a tutorial **AND** a workshop by **5pm Thursday 5th March**. Tutorial and workshops will start in week 2. Sign-ups will open on **Monday 2nd March at 4:30pm**. 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.
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.
TPA (Tutorial Preparation Assignment)	To do the TPA you are required to download the "TPA sheet" from Blackboard. It will be available a week before the tutorial is scheduled. You need to complete the TPA **BEFORE** your tutorial. The TPA submissions are to be uploaded onto Blackboard by midnight on the Sunday of the weekend before the actual tutorial. **Late TPAs:** 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:** TPA mark will NOT count towards your grade UNLESS you attend the entire tutorial.
Tutorial/Workshop hopping is NOT allowed	If you need to temporarily change to another tutorial/workshop, you must contact the SIM undergraduate support team BEFORE your absence. You must provide supporting written evidence. You will only be signed off from the replacement tutorial/workshop or accepted for the replacement tutorial/workshop 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).
Extensions due to 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 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 develop your solution & write your assignment, the words, diagrams and so forth that you use must be ENTIRELY your own. In this way, we will have your 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.

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.

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.

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

Not being able to attend tutorials

If you have missed or are going to miss a tutorial due to exceptional personal circumstances, please bring supporting documentation to the SIM undergraduate support team to organise attending a replacement tutorial. If possible please approach the SIM undergraduate support team <u>before</u> the absence. Attending tutorials is not a mandatory course requirement but you may **not** get an extension.

Extensions and Penalties

<u>Extensions</u>
Personal extensions are granted only in special circumstances and supporting evidence, such as a medical certificate, may be requested by the course coordinator or SIM student support team.

<u>Non-extendable assessments</u>. For some work, such as lab projects, case discussion preparation, and tutorial preparation there is no possibility of late submission as the opportunity for the work to be completed has already passed.

<u>Penalties</u>
The penalty for late submission of work, excluding TPA, without a prior extension arrangement is a reduction of 10% of the available marks per calendar day late up to 5 days after the due date. A calendar day begins at midnight.

At the course coordinators discretion, work handed in after 5 days may be assessed and feedback provided, but no grade will be assigned. If you cannot complete an assignment or sit a test or examination, refer to www.victoria.ac.nz/home/study/exams-and-assessments/aegrotat

Policy on Re-marking

Refer to Blackboard for the reconsideration process and application form.

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. You will be advised if scaling is applied.

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.

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.

APPENDIX 2 - T1/2015 INFO101 WEEKLY SCHEDULE

Lectures

Wk	Lectures	Topic	Readings	Note
DAVID MASON				
1	Lecture 1 (02/March)	Importance of MIS	Ch 1	**Open Scubed for signups**
	Lecture 2 (04/March)	How to research		Sign-ups for Tut/Ws
2	Lecture 3 (09/March)	Ethics & Plagiarism		
	Lecture 4 (11/March)	IS for Collaboration	Ch 2 & 3	
3	Lecture 5 (16/March)	Data Communications & Internet Technology	Ch 4 & 6	
	Lecture 6 (18/March)	E-commerce & Supply Chain Systems	Ch 8	
4	Lecture 7 (23/March)	Information Security by security experts from PWC	Ch 12	
	Lecture 8 (25/March)	Internet Environment	Ch 8	
5	Lecture 9 (30/March)	Database Processing	Ch 5	*HTML Project 1*
	Lecture 10 (01/April)	Database Processing	Ch 5	*HTML Demonstration*
* * * * * Mid-Trimester Break – 03 April ~ 19 April* * * * *				
6	Lecture 11 (20/April)	IT + Innovation by Simon Bright (CEO of Intergen, NZ)		
	Lecture 12 (22/April)	Information Systems and Society (by Dr Wellington or Dr Oliver – TBC)		
PROFESSOR PAK YOONG				
7	Lecture 13 (27/April)	**No lecture (Anzac Day)**		
	Lecture 14 (29/April)	Managing IS Development	Ch 10	
8	Lecture 15 (04/May)	Project Management	Ch 10	
	Lecture 16 (06/May)	Managing IS Implementation	Ch 11	
9	Lecture 17 (11/May)	Intellectual Property in IT by Mr Jesse Kim (IP expert in IT)		
	Lecture 18 (13/May)	IS Strategy	Ch 11	
10	Lecture 19 (18/May)	The Nature of User Experience – A 'Trade Me' Perspective by Dr Julie Watson, User Experience Researcher, Trademe		
	Lecture 20 (20/May)	Process Management	Ch 7	
11	Lecture 21 (25/May)	Business Intelligence and Analytics	Ch 9	*HTML Test:During w/s*
	Lecture 22 (27/May)	Knowledge Management	Ch 9	*HTML Project 2*
12	Lecture 23 (01/June)	**No lecture (Queen's Birthday)**		
	Lecture 24 (03/June)	Emerging Information Systems		*Award Ceremony*

Pop quizzes
<u>10 pop quizzes</u> 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.

Please make note of when tutorials and workshops are taking place
Tutorial and workshop timetable is on the following page

APPENDIX 3 - T1/2015 INFO101 Tutorials/Workshops

Tutorials

Tutorials will be held once a week throughout the trimester. Note that tutorials are NOT held in week 1, 6 and 12. Remember, you will NOT receive a mark for your TPA unless you attend your tutorial (except week 12).

If you cannot make it to your tutorial, you must contact the SIM undergraduate support team prior to the tutorial with official documents supporting your reason.

Please note that TPA1 is due on Sunday of Week 1, 8th March

Week	Tutorials	Assessments	Attendance
1	No tutorial	TPA1 Due midnight Sunday of Week 1, 8th March	
2	Tutorial 1	TPA2 Due midnight Sunday of Week 2, 15th March	
3	Tutorial 2	TPA3 Due midnight Sunday of Week 3, 22nd March	
4	Tutorial 3	TPA4 Due midnight Sunday of Week 4, 29th March	
5	Tutorial 4	*No TPA*	
* * * * * Mid-Trimester Break – 03 April ~ 19 April * * * * *			
6	**No tutorial**	TPA5 Due midnight Sunday of Week 6, 26th April	
7	Tutorial 5	TPA6 Due midnight Sunday of Week 7, 3rd May	
8	Tutorial 6	TPA7 Due midnight Sunday of Week 8, 10th May	
9	Tutorial 7	TPA8 Due midnight Sunday of Week 9, 17th May	
10	Tutorial 8	TPA9 Due midnight Sunday of Week 10, 24th May	
11	Tutorial 9	TPA10 Due midnight Sunday of Week 11, 31st May	
12	**No tutorial**	*No TPA*	

Workshops

Workshops are designed to support and help you to do projects and prepare for tests. Workshops will be held once a week throughout the trimester (except week 1 & 12). It is strongly recommended that you do attend these workshops if you want to complete your projects well.

Week	Workshops	Assessments	Attendance
1	**No workshop**		
2	**Workshop 1**		
3	**Workshop 2**		
4	**Workshop 3**		
5	**Workshop 4 (Demonstration)**	• HTML Project 1 Demonstration: During W/S • HTML Project 1 - Due 2nd April, 5pm	
* * * * * Mid-Trimester Break – 03 April ~ 19 April * * * * *			
6	**Workshop 5**		
7	**Workshop 6**		
8	**Workshop 7**		
9	**Workshop 8**		
10	**Workshop 9**		
11	**Workshop 10 (Test)**	• HTML Test - During workshops • HTML Project 2 - Due 31st May 10pm (Must attend Week 11's test to get points)	
12	**No workshop**		