

School of Information Management

# INFO101 FOUNDATIONS OF INFORMATION SYSTEMS

Trimester 1, 2016

## COURSE OUTLINE

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An examination of the role of information systems in the business operations, managerial decision-making and strategy of modern organisations. The course introduces the fundamental concepts of computer-based information systems acquisition and use.

### 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)

### 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)

### Trimester Dates

From Monday 29<sup>th</sup> February to Friday 3<sup>rd</sup> June 2016.

### Withdrawal from Course

1. Your fees will be refunded if you withdraw from this course on or before Friday 11<sup>th</sup> March 2016.
2. The standard last date for withdrawal from this course is Friday 13<sup>th</sup> May 2016. 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](#).

## Names and Contact Details

	Staff	Contact details	Room	Office Hours
Course Coordinator & Lecturer (1 <sup>st</sup> half)	Dr David Johnstone	04 463 5877	RH 531	Please email for appointment
Course Coordinator & Lecturer (2 <sup>nd</sup> half)	Professor Pak Yoong	04 463 5878	RH 510	Please email for appointment
SIM Undergraduate Support Team	Anette Klaassen Duncan Inkster	<a href="mailto:simstudents@vuw.ac.nz">simstudents@vuw.ac.nz</a> 04 463 6659	EA 111	Check Blackboard for office hours
			RH 521	Mon-Fri 10am-4pm or by appointment

\* To contact us outside of these office hours call extension 6659 to be diverted to the Rutherford House office – a phone is located next to the Faculty of Commerce reception, EA 118

## Class Times and Room Numbers

CRN	Lecture time	Lecture Theatre
10060	Tuesday & Thursday: 9.00am - 9.50am	MCLT103
10038	Tuesday & Thursday: 10.00am - 10.50am	MCLT103

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

## Tutorial/Workshop Signups

You must sign up for **one tutorial** and **one workshop** by **5pm, Thursday 3rd March** via myAllocator <https://student-sa.victoria.ac.nz/> Sign-ups will open from 11:30am, Tuesday 1<sup>st</sup> March.

## Required Text:

Kroenke, D. M., & Hooper, T. (2013). *Using MIS* (2nd ed.). New Zealand: Pearson.  
(Go to VicBooks for more information: <http://www.victoria.ac.nz/students/new-students/start/books-and-course-materials>)

*Using MIS* EText version is available for \$57. It has a perpetual license and can be held on 2 computing devices. To purchase go to <http://www.pearsoned.co.nz/9781486011872>

## 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.

## 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.

## Assessment

The Assessment Handbook will apply to all VUW courses: see

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

Assessment Detail	Weight	Due
<b>Lecture/Tutorial Components</b>	<b>60%</b>	
TPA (Tutorial Preparation Assignment) - max. <b>4%</b> for each, 10 in total - select Top 8 out of 10 TPAs	<b>40%</b>	Sunday before your tutorial
Pop quizzes - max. <b>2%</b> for each and 10 in total - select Top 8 out of 10 Pop quizzes	<b>20%</b>	During lectures
<b>Workshop Components</b>	<b>40%</b>	
HTML Project 1	<b>10%</b>	Week 6: Due 8 April, 5pm
HTML Test	<b>10%</b>	Week 12: During workshops
HTML Project 2	<b>20%</b>	Week 12: Due 27 May 5pm (Must attend Week 12's test to get points)
<b>TOTAL</b>	<b>100%</b>	

## **Important Information**

<b>Tutorial/Workshop sign-ups</b>	Please make sure you sign up for a tutorial <b>AND</b> a workshop by <b>5pm Thursday 3<sup>rd</sup> March</b> . Tutorial and workshops will start in week 2. Sign-ups will open on <a href="#"><u>Tuesday 1 March at 11.30am</u></a> . 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.
<b>Pop quizzes</b>	<b>10 pop quizzes</b> 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 smartphone. As a backup option, paper based quizzes will also be available. If you miss a pop quiz it will <b>NOT</b> be repeated - you snooze you lose.
<b>TPA (Tutorial Preparation Assignment)</b>	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 <b>BEFORE</b> your tutorial. The TPA submissions are to be uploaded onto Blackboard by midnight on the Sunday of the weekend before the actual tutorial. <b><u>Late TPAs:</u></b> We will <b>NOT</b> accept late submissions. We will <b>NOT</b> take submissions via email. We will only take assignments which are uploaded to Blackboard. <b><u>Tutorial attendance:</u></b> TPA mark will <b>NOT</b> count towards your grade <b>UNLESS</b> you attend the entire tutorial.
<b>Tutorial/Workshop hopping is NOT allowed</b>	If you need to temporarily change to another tutorial/workshop, you must contact the SIM undergraduate support team <b>BEFORE</b> your absence. 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. <b>Please note:</b> You must provide a valid reason or provide documents to support your request.
<b>Extensions due to student's workload</b>	You are expected to manage your workload to ensure there is sufficient time to complete assessments as required.

<b>You are expected to back up your work</b>	From time to time computer files are lost, computers crash, etc., so it is critical that you frequently back up your important files (on a USB, for example).
<b>Working together</b>	You are encouraged to discuss aspects of assignment work with others. However, when it is time to develop your solution and 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.

## **Extensions and Penalties**

### **Extensions**

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 Undergraduate Support Team.

### **Non-extendable assessments**

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.

### **Penalties**

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 SIM Undergraduate Support Team's 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](http://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.

### **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.

### **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.

### **Student feedback**

This is a stable established course and overall the feedback was positive, particularly about the workshops. The basic structure of the course is therefore unchanged and some adjustments have been made to the content to reflect recent developments in the IT environment.

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).

### **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.

### **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 and Student records. Not receiving an email in your private email account will not be accepted as a valid excuse for missing deadlines.

### **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.

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**Appendix 1 – T1/2016 INFO101 Weekly Schedule (any changes will be announced in Blackboard)**

<b>Dr David Johnstone</b>				
<b>Week</b>	<b>Lectures</b>	<b>Topic</b>	<b>Readings</b>	<b>Notes</b>
1	Lecture 1 (1/March)	Importance of MIS	Ch 1	<b>Open myAllocator for signups</b>
	Lecture 2 (3/March)	<i>Guest Lecture: Finding the information you need!</i>		Sign-ups for Tut/Ws
2	Lecture 3 (8/March)	IS for Collaboration	Ch 2	
	Lecture 4 (10/March)	IS Strategy	Ch 3	
3	Lecture 5 (15/March)	Data Communications & Information Technology	Ch 4 & 6	
	Lecture 6 (17/March)	E-commerce & Supply Chain Systems	Ch 8	
4	Lecture 7 (22/March)	Internet Environment	Ch 8	
	Lecture 8 (24/March)	<b>NO LECTURE (EASTER BREAK)</b>		
5	Lecture 9 (29/March)	<b>NO LECTURE (EASTER BREAK)</b>		
	Lecture 10 (31/March)	Database Processing	Ch 5	
6	Lecture 11 (5/April)	Database Processing	Ch 5	
	Lecture 12 (7/April)	<i>Guest Lecture (from the Intergen Lecture Series)</i>		<b>HTML Project 1 due</b>
7	Lecture 13 (12/April)	Information Security Management	Ch 12	<b>HTML Demonstration</b>
	Lecture 14 (14/April)	<b>NO LECTURE</b>		
<b>Professor Pak Yoong</b>				
8	Lecture 15 (19/April)	Information Systems and Society		
	Lecture 16 (21/April)	Managing IS Development	Ch 10	
<b>***** Mid-Trimester Break – 25 April ~ 01 May*****</b>				
9	Lecture 17 (3/May)	Project Management	Ch 10	
	Lecture 18 (5/May)	How do organisations plan the use of IS?	Ch 11	
10	Lecture 19 (10/May)	Managing IS Implementation (Part 1)	Ch 11	
	Lecture 20 (12/May)	Managing IS Implementation (Part 2)	Ch 11	
11	Lecture 21 (17/May)	<i>The Nature of User Experience – A ‘Trade Me’ Perspective by Dr Julie Watson, User Experience Researcher, Trademe</i>		
	Lecture 22 (19/May)	Process Management	Ch 7	
12	Lecture 23 (24/May)	Business Intelligence and Analytics	Ch 9	<b>HTML Test: During w/s</b>
	Lecture 24 (26/May)	Knowledge Management	Ch 9	<b>HTML Project 2 due</b>
13	Lecture 25 (31/May)	Emerging Information Systems		<b>Intergen Award Ceremony</b>
	Lecture 26 (2/June)	<b>NO LECTURE</b>		

## Appendix 2 – T1/2016 INFO101 Tutorials and Workshops

### **Tutorials**

Tutorials will be held once a week throughout the trimester. Note that tutorials are NOT held in week 1, 8 and 13. Remember, you will NOT receive a mark for your TPA unless you attend your tutorial the following week (except week 13).

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, 6<sup>th</sup> March.**

Week	Tutorials	Assessments	Note
1	No tutorial	TPA1 Due midnight Sunday of Week 1	
2	Tutorial 1	TPA2 Due midnight Sunday of Week 2	
3	Tutorial 2	TPA3 Due midnight Sunday of Week 3	
4	Tutorial 3	<b>No TPA due in week 4</b>	Easter break starts Thursday 24 March
5		TPA4 Due midnight Sunday of Week 5	Easter break ends Wednesday 30 March
6	Tutorial 4	TPA5 Due midnight of Sunday of Week 6	
7	Tutorial 5	TPA6 Due midnight Sunday of Week 7	
8	<b>No tutorial</b>	<b>No TPA due in week 8</b>	
<b>***** Mid-Trimester Break – 25 April ~ 01 May *****</b>			
9	Tutorial 6	TPA7 Due midnight Sunday of Week 9	
10	Tutorial 7	TPA8 Due midnight Sunday of Week 10	
11	Tutorial 8	TPA9 Due midnight Sunday of Week 11	
12	Tutorial 9	TPA10 Due midnight Sunday of Week 12	
13	<b>No tutorial</b>	<b>No TPA due in week 13</b>	

### **Workshops**

Workshops are designed to support and help you to complete projects and prepare for the HTML test. Workshops will be held once a week throughout the trimester (except week 1 & 13). It is strongly recommended that you do attend these workshops if you want to complete your projects well.

Week	Workshops	Assessments	Note
1	<b>No workshop</b>		
2	<b>Workshop 1</b>		
3	<b>Workshop 2</b>		
4	<b>Workshop 3</b>		Easter break starts Thursday 24 March
5			Easter break ends Wednesday 30 March
6	<b>Workshop 4</b>	<ul style="list-style-type: none"> <li>HTML Project 1 - Due 8<sup>th</sup> April, 5pm</li> </ul>	
7	<b>Workshop 5</b>	<ul style="list-style-type: none"> <li>HTML Project 1 Demonstration: During W/S</li> </ul>	Attendance required to obtain practical component mark
8	<b>Workshop 6</b>		
<b>***** Mid-Trimester Break – 25 April ~ 01 May *****</b>			
9	<b>Workshop 7</b>		
10	<b>Workshop 8</b>		
11	<b>Workshop 9</b>		
12	<b>Workshop 10 (Test)</b>	<ul style="list-style-type: none"> <li>HTML Test - During workshops</li> <li>HTML Project 2 - Due 27<sup>th</sup> May 5pm</li> </ul>	Must attend Week 12's test to get Project 2 marked
13	<b>No workshop</b>		