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 2, 2016

COURSE OUTLINE

Prescription

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 Appendix 1 weekly schedule).

Trimester Dates

From Monday 11th July to Friday 14th October 2016.

Withdrawal from Course

1. Your fees will be refunded if you withdraw from this course on or before Friday 22nd July 2016.

2. The standard last date for withdrawal from this course is Friday 23rd September 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	Office	Office Hours
Lecturer (wks 1-6)	Dr Philip Calvert		RH 514	Please email for an appointment
Course Coordinator & Lecturer (wks 7-12)	Dr Allan Sylvester	Email simstudents@vuw.ac.nz	RH 501	Please email for an appointment
SIM Undergraduate Support Team	Anette Klaassen Duncan Inkster		MY 214	Mon & Wed 11am-4pm
			RH 521	Mon-Fri 10am-4pm or by appointment

Class Times and Room Numbers

CRN	Lecture time	Lecture Theatre
8723	Monday & Wednesday: 13.10 - 14.00	MCLT103
8724	Monday & Wednesday: 14.10 – 15.00	MCLT103

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

Tutorial/Workshop Signups
You must sign up for **one tutorial** and **one workshop** by **5pm, Wednesday 13th July** via myAllocator https://student-sa.victoria.ac.nz/ Sign-ups will open from 3.30pm, Monday 11th July.

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

Course Communications
The communications channels for the INFO101 course are:

Channel	Purpose
Email simstudents@vuw.ac.nz	For you to ask and receive personal advice about the course, this email address is monitored Monday to Friday during university business hours. Email is our primary form of contacting you personally (and Blackboard as a group). It is vital that you check your VUW 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.
Facebook	The class reps may choose set up a social group on FB. This is an unmoderated a social space, you are expected to be collegial and show respect for your colleagues. *Cyber bullying has no place at VUW and will not be tolerated.* The teaching team may join the Facebook group (or not) but will not address personal learning or class content issues there (that's what Blackboard is for).

Blackboard	Is the course Learning Management System (LMS). There are Web and Mobile app's for Blackboard. This is the primary channel for communications by the teaching team with the whole class or a group (such as a tutorial or workshop groups). The Discussion Forum in Blackboard is a very useful tool to raise general questions about the course material or course process, since other students can also see your question and the responses to it.

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 (tutorial preparation exercise), 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	Grade percentage
Lecture/Tutorial Components	
TPA (Tutorial Preparation Assignment) - max. **4%** for each, 10 in total - select top 8 out of 10 TPAs	40%
Pop quizzes - max. **2%** for each and 10 in total - select top 8 out of 10 Pop quizzes	20%
Workshop Components	
HTML Project 1	10%
HTML Test	10%
HTML Project 2	20%
TOTAL	**100%**

Refer to Appendix 2 for the due date of assessment items.

Important information to note

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 smartphone. As a backup option, paper based quizzes will also be available. If you miss a pop quiz it will NOT be repeated.
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 8am on the Friday before your tutorial. To complete the tutorial preparation assignment, you need to take part in the associated tutorial, so you need to be at your tutorial to get the marks credited. **Late TPAs:** We cannot accept late TPA submissions (after all, it is a <u>preparation</u> exercise). We will only mark assignments that are uploaded to Blackboard.
Tutorial/Workshop	If you need to temporarily change to another tutorial/workshop, you need to contact the SIM undergraduate support team to arrange a replacement tutorial/workshop (this cannot be guaranteed, a replacement is only possible only if space is available).
Extensions due to student's workload	You are expected to manage your workload to ensure there is sufficient time to complete assessments.
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 a 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 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. Documentation, such as a medical certificate, may be requested to support your request. Requests for an extension should be emailed to simstudents@vuw.ac.nz

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's, without a prior 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.

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.

Class Representative

A class representative (at least one per stream) 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.

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 - INFO101 Weekly Schedule (any changes will be announced in Blackboard)

Week	Lectures	Topic	Readings	Notes
Dr Philip Calvert				
1	Lecture 1 (11 July)	Importance of MIS	Ch 1	**Open myAllocator for signups**
1	Lecture 2 (13 July)	*Guest Lecture: Finding the information you need!*		Sign-ups for Tut/Ws
2	Lecture 3 (18 July)	IS for Collaboration	Ch 2	
2	Lecture 4 (20 July)	IS Strategy	Ch 3	
3	Lecture 5 (25 July)	Information Technology	Ch 4	
3	Lecture 6 (27 July)	Data Communications	Ch 6	
4	Lecture 7 (1 August)	E-commerce & Supply Chain Systems	Ch 8	
4	Lecture 8 (3 August)	Internet Environment	Ch 6a	
5	Lecture 9 (8 August)	Database Processing	Ch 5	
5	Lecture 10 (10 August)	Database Processing	Ch 5	
6	Lecture 11 (15 August)	*Guest Lecture (from the Intergen Lecture Series)*		
6	Lecture 12 (17 August)	Information Security Management	Ch 12	***HTML Project 1 due***
* * * * * Mid-Trimester Break – 22 August ~ 2 September* * * * *				
Dr Allan Sylvester				
7	Lecture 13 (5 Sept)	Process Management	Ch 7	
7	Lecture 14 (7 Sept)	Business Intelligence and Analytics	Ch 9	
8	Lecture 15 (12 Sept)	Knowledge Management	Ch 9	
8	Lecture 16 (14 Sept)	Project Management in IS	Ch 10	
9	Lecture 17 (19 Sept)	Managing IS Developments	Ch 10	
9	Lecture 18 (21 Sept)	How do organisations plan for the use of IS?	Ch 11	
10	Lecture 19 (26 Sept)	IS Architecture		
10	Lecture 20 (28 Sept)	Managing IS Implementation (Part 1)	Ch 11	
11	Lecture 21 (3 Oct)	Managing IS Implementation (Part 2)	Ch 11	***HTML Test: During w/s***
11	Lecture 22 (5 Oct)	Information Systems Verification		***HTML Project 2 due***
12	Lecture 23 (10 Oct)	*The Nature of User Experience – A 'Trade Me' Perspective by Dr Julie Watson, User Experience Researcher, Trademe*		***Intergen Prize***
12	Lecture 24 (12 Oct)	Emerging Information Systems		

Appendix 2 – INFO101 Tutorials and Workshops

Tutorials
Tutorials will be held once a week throughout the trimester. Note that tutorials are NOT held in week 1 and 7. Remember, you will NOT receive a mark for your TPA unless you attend your tutorial the following week.

If you cannot make it to your tutorial, you must contact the SIM Undergraduate Support Team as soon as you can to make an arrangement to attend a different tutorial (if available).

Week	Tutorials	Assessments	Due by 8am
1	**No tutorial**	TPA1	Friday 15 July
2	Tutorial 1	TPA2	Friday 22 July
3	Tutorial 2	TPA3	Friday 29 July
4	Tutorial 3	TPA4	Friday 5 August
5	Tutorial 4	TPA5	Friday 12 August
6	Tutorial 5	**No TPA due in Week 6**	N/A
Mid-Trimester Break 22 August - 2 September			
7	**No tutorial**	TPA 6	Friday 9th September
8	Tutorial 6	TPA7	Friday 16th September
9	Tutorial 7	TPA8	Friday 23rd September
10	Tutorial 8	TPA9	Friday 30th September
11	Tutorial 9	TPA10	Friday 7th October
12	Tutorial 10	**No TPA due in Week 12**	N/A

Workshops
Workshops are designed to support and help you to complete projects and prepare for the HTML test. You will need to attend a weekly workshop throughout the trimester (except week 1 & 12). It is strongly recommended that you do attend these workshops if you want help to complete your projects well.

Week	Workshops	Assessments
1	*No workshop*	
2	Workshop 1	
3	Workshop 2	
4	Workshop 3	
5	Workshop 4	
6	Workshop 5	HTML Project 1 - Due 19th August, 5pm
Mid-Trimester Break 22 August - 2 September		
7	Workshop 6	HTML Project 1 Demo and sign-off during workshop
8	Workshop 7	
9	Workshop 8	
10	Workshop 9	
11	Workshop 10	
12	*Workshop test*	HTML test held during workshop time HTML Project 2 - Due 14th October 5pm