COMP111: Information and Communications Technology

COURSE OUTLINE

Summer School, 2020
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Paper Description and Aims

COMP111 aims to enhance the capacity of students to benefit from information and communication technologies now, and in the future.

Learning Outcomes

Upon successful completion of this paper, you should be able to

- identify and describe the key aspects of modern information and communication technologies (ICT);
- identify and discuss the broader societal issues and emerging trends relating to ICT;
- apply a number of popular software applications to solve real-world problems;
- describe how ICT integrates with and supports business-related activities.

Teaching Staff

**Paper Coordinator**

Name: Dr Brendon Woodford  
Office: 8.09, Commerce Building  
Email: brendon.woodford@otago.ac.nz  
Office Hours: check Blackboard for times

You should contact Brendon with questions regarding his lectures, the assessment (except the Practical Test), reading materials, and the exam.

**Teaching Fellow**

Name: Gary Burrows  
Office: 7.14, Commerce Building  
Email: gary.burrows@otago.ac.nz  
Office Hours: by appointment only

You should contact Gary with any administrative enquiries, and questions related to the Practical Lab sessions and the Practical test.
Course Delivery

This schedule is current as of 13 December 2019. For up to date details, please refer to eVision.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Day (weeks)</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture</td>
<td>Tuesday (2-7)</td>
<td>11:00am – 11:50am</td>
<td>Otago Business School 119</td>
</tr>
<tr>
<td></td>
<td>Thursday (2-5, 7)</td>
<td>11:00am – 11:50am</td>
<td>Otago Business School 119</td>
</tr>
<tr>
<td></td>
<td>Wednesday (6)</td>
<td>11:00am – 11:50am</td>
<td>Otago Business School G17</td>
</tr>
<tr>
<td>Practical Lab</td>
<td>Tuesday (2-7)</td>
<td>1:00pm – 2:50pm</td>
<td>Otago Business School 118</td>
</tr>
<tr>
<td></td>
<td>Thursday (2-5, 7)</td>
<td>1:00pm – 2:50pm</td>
<td>Otago Business School 118</td>
</tr>
</tbody>
</table>

It is strongly recommended you attend all lectures and Practical Lab sessions to succeed in the assessment and to realize the learning outcomes.

Lectures present the key conceptual material through discussion and interaction between teaching staff and students. Lectures mainly focus on contemporary themes in ICT. Important information regarding assessments, updates, requests, answers to questions, and so on, will be communicated in lectures. Lectures are supported by readings.

Slides used during lectures will be made available on Blackboard, but not necessarily before the actual lecture.

Practical Lab sessions aim to help you develop ICT skills through self-directed learning and exposure to popular software applications. A business case study provides context and introduces a new real-world activity each week. A teaching fellow will be present to support your learning. You are encouraged to prepare for the Practical Lab sessions by starting to do the activity, and to complete the activities after the lab sessions have ended. The lab sessions begin in the first week of Summer School.

Course Calendar The course calendar (in this outline) details scheduling information. Note that this calendar may change as the course proceeds. Any changes will be announced at lectures and be detailed on Blackboard.

Students are expected to prepare for and attend all classes to gain full benefit from the course.

These lectures should be prepared for by reviewing information detailed on Blackboard and completing any assigned readings. Students unable to attend a lecture are expected to catch up on missed material. Unless stated otherwise, all aspects of the course are examinable.
Expectations and Workload

COMP111 is worth 18 points. The university recommends spending an average of 24 hours per week on a Summer School course of 18 points. This time includes lectures, labs and other requirements totalling about 6 hours per week. The remaining 18 hours should be used for reading (assigned readings and personal research), preparing for and completing lab exercises, and revising course materials.

Catch up on any missed lectures or labs as soon as possible afterwards. Don’t let yourself get behind!

The teaching team is committed to creating the best possible environment to facilitate your learning. However, effective learning depends on your active participation. You are therefore expected to attend all facets of the course. This means lectures, labs and assessments. You should also revise material after lectures, complete assigned readings, and be prepared to spend extra time researching difficult concepts.

Course Learning Resources

Readings complement the material presented in lectures and encountered in the computer laboratories. While they may cover topics not discussed in class, they form an integral part of the course and are included in the final examination. The readings consists of a textbook, and separate materials assigned throughout the semester.

Textbook: Evans, Martin, & Poatsy, Technology in Action: Complete 14e, Pearson, 2019

Assigned textbook readings are in the Course Calendar, and on Blackboard. These readings are best completed in time for the applicable lecture. Use the resources provided on the publisher’s website (http://www.pearsonhigheredglobaleditions.com/evans/) to make your study more effective. Likewise, read the various “boxes” and questions provided with each chapter. The textbook is supplemented with material from other sources where needed. These will be announced during the lectures and on Blackboard.

Use of the textbook is essential and its purchase is recommended. With a 10% student discount, the University Bookshop price is slightly over $120 for the “Complete” version and the “Introductory” version is a few dollars cheaper. Either version is sufficient for all COMP111 required readings. Two copies of the textbook are held on reserve in the Science Library. Ask at the Reserve Desk to access a copy within the library. Older editions can be used, but they increasingly differ from the current edition with age. Check against the library copy of the latest edition to identify updated material.

Blackboard:
Blackboard https://blackboard.otago.ac.nz/ provides you with access to course materials, class notices, and resources. Blackboard is used to email the whole class so it is important that you check your student email and Blackboard regularly.
PowerPoint slides and other material may be available from Blackboard after a lecture has been presented. PDF files of laboratory documents and other information, along with data files supporting the sessions, will be available through Blackboard.

**Student Webmail**
If you do not check your university email address regularly, please forward incoming emails to an address that you do use regularly:

1. Log into your StudentMail account using your student username and password
2. Click Cog button (top right corner) > Options
3. Under Account, select the Forward your email shortcut under the Short Cuts menu on the right side of the screen.
4. Under the Forwarding heading, type in the email address you want your email to be forwarded to. You can also choose to have a copy of these emails kept on your StudentMail account, so please check the box if you would like this.
5. Click the Start forwarding button.

**Assessment**
All material presented is examinable (except where stated otherwise) by assignments and the final examination. All-important assessment information such as due dates and times, content, guidelines and so on will be discussed at lectures and, where appropriate, detailed on Blackboard. **Students are responsible for ensuring that they are aware of this information, keeping track of their own progress, and catching up on any missed classes.**

The final grade for COMP111 is the total of all assessments as shown in the table below. In order to pass the course, you must achieve a total of at least 50%.

<table>
<thead>
<tr>
<th>Assessment component</th>
<th>% of final grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Three Blackboard tests (in weeks 2, 4, 6)</td>
<td>20%</td>
</tr>
<tr>
<td>These tests are designed to examine your knowledge of the lecture and textbook material. The test at the end of teaching week 2 (5%) will apply to content from weeks 1 and 2, the test at the end of week 4 (5%) will apply to content from weeks 3 and 4, and the test at the end of week 6 (10%) will focus on content from weeks 5-6 and will also sample content from weeks 1-4.</td>
<td></td>
</tr>
<tr>
<td>One Practical Test (week 5) examines individual skills and knowledge obtained from computer laboratory sessions. More details about the test will be provided on Blackboard.</td>
<td>30%</td>
</tr>
<tr>
<td>One final exam (2 hours) will be administered by the University Examinations Office after lectures have ceased. The final examination covers lectures and assigned readings (unless otherwise stated). The exam will consist of multiple choice questions.</td>
<td>50%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>
## Quality Assurance

At the Otago Business School we monitor the quality of student learning and your learning experience. Your assessed work may be used for assurance of learning processes, such as evaluating the level of achievement of learning outcomes, with the aim of improving the quality of our programmes. All material used for quality assurance purposes will be treated as confidential and the outcome will not affect your grades.

## Learning Outcomes

<table>
<thead>
<tr>
<th>Learning Outcome</th>
<th>Essay</th>
<th>Practical Test 1</th>
<th>Practical Test 2</th>
<th>Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Being able to identify and describe the key aspects of modern information and communication technologies (ICT).</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Being able to identify and discuss the broader societal issues and emerging trends relating to ICT</td>
<td>✓*</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Being able to apply a number of popular software applications to solve real-world problems</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Being able to describe how ICT integrates with and supports business-related activities</td>
<td>✓*</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>

## Grading System

The grading scheme used at Otago is:

- **A+** 90-100
- **A** 85-89
- **A-** 80-84
- **B+** 75-79
- **B** 70-74
- **B-** 65-69
- **C+** 60-64
- **C** 55-59
- **C-** 50-54
- **D** 40-49
- **E** <40

## Academic Integrity and Academic Misconduct (Plagiarism)

**Students should ensure that all submitted work is their own.** Plagiarism is a form of academic misconduct (cheating). It is defined as copying or paraphrasing another’s work and presenting it as one’s own. Any student found responsible for academic misconduct in any piece of work submitted for assessment shall be subject to the University’s dishonest practice regulations, which may result in serious penalties, including forfeiture of marks for the piece of work submitted, a zero grade for the paper, or in extreme cases, exclusion from the University. The University of Otago reserves the right to use plagiarism detection tools.

Students are advised to inform themselves about University policies concerning dishonest practice and take up opportunities to improve their academic and information literacy. If necessary, seek
advice from academic staff, or the Student Learning Centre. The guideline for students is available at this link: http://www.otago.ac.nz/study/academicintegrity/index.html

Frequently Asked Questions (FAQs)

What if I am unable to attend or complete an assessment?
If you are unable to attend or complete an assessment due to medical or serious personal reasons you can make a request for special consideration. Requests should be made as early as possible before an assessment so that alternate arrangements can be made. Otherwise, you should download and fill out a Health Declaration for Special Consideration Application form (a link is provided on Blackboard under the Assessment menu) and have it completed by your medical practitioner. Present the form to a COMP111 teaching staff member. Requests for special consideration on the final examination must be made through the Examinations Office.

What can I do if I am struggling?
Feel free to contact any COMP111 staff member. They will be pleased to discuss strategies and approaches to help you get the most out of the course. See above for contact details and office hours.

Tentative Course Calendar

<table>
<thead>
<tr>
<th>No.</th>
<th>Day</th>
<th>Lecture Topic</th>
<th>Textbook Reading</th>
<th>Special</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Tuesday, 7 January</td>
<td>Introduction</td>
<td>Chapter 1</td>
<td></td>
</tr>
<tr>
<td>1.2</td>
<td>Thursday, 9 January</td>
<td>Hardware basics</td>
<td>Chapters 2, 6</td>
<td></td>
</tr>
<tr>
<td>2.1</td>
<td>Tuesday, 14 January</td>
<td>Software basics</td>
<td>Chapters 4-5</td>
<td></td>
</tr>
<tr>
<td>2.2</td>
<td>Thursday, 16 January</td>
<td>Knowledge, Information, and Data</td>
<td>Chapters 2, 11</td>
<td>Week ends with a BB test</td>
</tr>
<tr>
<td>3.1</td>
<td>Tuesday, 21 January</td>
<td>Hardware, Data, and Information</td>
<td>Chapters 4, 8</td>
<td></td>
</tr>
<tr>
<td>3.2</td>
<td>Thursday, 23 January</td>
<td>Processes and algorithms</td>
<td>Chapter 10</td>
<td></td>
</tr>
<tr>
<td>4.1</td>
<td>Tuesday, 28 January</td>
<td>Communication and networks</td>
<td>Chapter 7, 12-13</td>
<td>Week ends with a BB test</td>
</tr>
<tr>
<td>4.2</td>
<td>Thursday, 30 January</td>
<td>Human-Computer Interaction</td>
<td>Chapter 9</td>
<td></td>
</tr>
<tr>
<td>5.1</td>
<td>Tuesday, 4 February</td>
<td>Security</td>
<td>Chapter 12-13</td>
<td></td>
</tr>
<tr>
<td>5.2</td>
<td>Wednesday, 5 February</td>
<td>Social Media</td>
<td>No assigned textbook readings</td>
<td></td>
</tr>
<tr>
<td>6.1</td>
<td>Tuesday, 11 February</td>
<td>Information Systems</td>
<td>No assigned textbook readings</td>
<td>Practical test</td>
</tr>
<tr>
<td>6.2</td>
<td>Thursday, 13 February</td>
<td>Machine Learning and Summary</td>
<td>No assigned textbook readings</td>
<td>Week ends with a BB test</td>
</tr>
</tbody>
</table>
The University Exam Period of Summer School begins on 15 February and ends on 20 February

Student Learning Support and Information

Student Charter
http://www.otago.ac.nz/about/otago005275.html

Guidelines for Learning at Otago
http://hedc.otago.ac.nz/hedc/learning/

Student Learning Centre
The Student Learning Centre, which is part of the Higher Education Development Centre, provides learning support, free of charge, to ALL enrolled students. Their services include:

- a workshop programme designed to help students to improve their learning strategies and their generic skills;
- individual assistance with learning issues;
- on-line study skills advice;
- a student leadership programme
- a student-led peer support programme for students of all ages and backgrounds.
- conversational English groups for students from a non-English speaking background.

The Centre also provides two very helpful study guides, “Guidelines for Writing and Editing” and “Writing University Assignments” and these are available on the SLC website. http://slc.otago.ac.nz/

Library Support
The Library website http://www.otago.ac.nz/library provides access to resources and services, including group room bookings, library hours and locations, past exam papers, subject guides, article databases and more.

If you need assistance either check out the self-help guides http://otago.libguides.com/selfhelp, or ask Library staff at the ground floor service desks, or email ask.library@otago.ac.nz

Māori Student Support: Kaiārahi Māori – Rachel Sizemore (Ngāi Tahu)
Rachel provides tautoko to Māori students in the Business School. Offering an ear to listen, help with scholarships, extra tutorials, and to liaise with academic departments and Student Services with regards to those students and their intended course of study. Rachel offers support also to those studying away from their whanau, hapū and iwi, to feel safe and supported. Rachel is also Kaitakawaeka (Liaison officer for Māori Students) for the School of Biomedical Sciences. She has a background in research, but her passion is for young people and making sure they have successful tertiary experiences.

“If you ask me what is the most important thing in the world? I will reply, it is people, it is people, it is people.”
Pacific Islands' Student Academic Advisor

Warm Pacific Greetings

Talofa lava, my name is Esmay Eteuati and my role is to liaise with Academic Departments and Student Services relating to Pacific students’ and their course of study. I support both staff and students in the Business School and have a network of Pacific contacts in other Divisions around the University.

Tel 03 479 4756
Email: esmay.eteuati@otago.ac.nz

Disability Information and Support

Students are encouraged to seek support if they are having difficulty with their studies due to disability, temporary or permanent impairment, injury or chronic illness. It is important to seek help early:

Disability Information & Support  
http://www.otago.ac.nz/disabilities/ 
disabilities@otago.ac.nz 
03 479 8235

International Students

The Otago Business School encourages international students to seek support if they are having difficulties with their studies or meeting other challenges while they are students at the University of Otago. In such instances, international students should feel free to contact International Student Support:

Telephone: 479 8344
Email: international.support@otago.ac.nz
Website: http://www.otago.ac.nz/international
Location: Archway West Building

Student Feedback

We encourage your feedback. This can be in the form of contacting staff, participating in course evaluation surveys and communicating with class representatives. Continual improvements will be made to this course based in part on student feedback. Recent changes to this course as a result of constructive feedback include improvements to the mapping of cases with lectures, reducing the student’s workload, and improve assessment transparency.
Class Representatives
The class (or student) representative system is an avenue for encouraging communication and consultation between staff and students. It provides you with a vehicle for communicating your views on the teaching and delivery of the paper and provides staff with an opportunity to communicate information and gain constructive feedback from students. It contributes to the development of a sense of community within a department and it adds a further dimension to the range of support services offered to students.

Volunteers for the role of class representatives will be called early in the semester. The OUSA invites all class representatives to a training session, conducted by OUSA, about what it means to be a class representative and some of the possible procedures for dealing with issues that arise. They also provide information on the services that OUSA offers and the role OUSA can play in solving problems that may occur. The OUSA provides support to class representatives during the semester. Departmental staff will also meet with class representatives during the semester to discuss general issues or matters they wish to have considered.

Your class representative’s name and contact details will be posted on Blackboard early in the semester.

Concerns about the Course
We hope you will feel comfortable coming to talk to us if you have a concern about the course. The Course Co-ordinator will be happy to discuss any concerns you may have. Alternatively, you can report your concerns to the Class Representative who will follow up with departmental staff. If, after making approaches via these channels, you do not feel that your concerns have been addressed, there are University channels that may aid resolution. For further advice or more information on these, contact the departmental administrator or head of department.

Disclaimer
While every effort is made to ensure that the information contained in this document is accurate, it is subject to change. Changes will be notified in class and via Blackboard. Students are encouraged to check Blackboard regularly. It is the student’s responsibility to be informed.