



BUSINESS SCHOOL
Te Kura Pakihi

COMP111: Information and Communications Technology

COURSE OUTLINE

Second Semester, 2023

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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. It prepares them for more technical papers in computing, such as COMP101.

Learning Outcomes

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

- identify and describe the fundamental 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 software applications to solve real-world problems; and
- use tools to represent real-world objects in data structures.

Teaching Staff



Teaching Fellow

Name: Gary Burrows

Office: 3.32 Otago Business School

Email: gary.burrows@otago.ac.nz

Office Hours: Wednesdays afternoon from 11am and by appointment.

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



Lecturer

Name: Dr Sander Zwanenburg

Office: 3.31, Otago Business School

Email: sander.zwanenburg@otago.ac.nz

Office Hours: Thursday afternoon from 3pm and by appointment

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

Course Delivery

Every week, you will have **one 50-minute lecture** and **one 2-hour Practical Lab Session**. An exception is the first week in which no lab sessions are organised. You can find your personal timetable on eVision.

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 fundamental and 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.

Lectures will be held in person, see your timetable for the location. They will be recorded and made available. This is to help students with unavoidable timetable clashes. Recordings may not be perfect, and will not allow students to ask questions, so it is strongly recommended you attend the lectures whenever you can.

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 **second** week of semester. Your stream will be emailed to you and will be available on eVision.

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 or other material. 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 12 hours per week on the course. This time includes lectures, labs and other requirements totalling about 3 hours per

week. The remaining 9 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

Materials complement the content presented in lectures and encountered in the computer laboratories. They form an integral part of the course and are included in the final examination. The materials will be assigned throughout the semester and can have various formats such as readings and videos.

When material is released, please study these prior to the corresponding lecture for best learning outcomes.

Optional Textbook: Evans, Martin, & Poatsy, *Technology in Action: Complete 14e*, Pearson, 2019
This Textbook is recommended for use with the course, to deepen and reinforce learning. All chapters should prove useful. 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. There is no one to one mapping of chapters with lecture weeks. While use of the textbook will help students excel in the assessment, none of its content is strictly examinable.

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.

If you wish to purchase the textbook, the University Bookshop price is slightly over \$120 for the "Complete" version and the "Introductory" version is a few dollars cheaper, taking into account 10% student discount.

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. However, the lecture slides are of limited value for revising for the exam since they are not stand-alone material. To learn from the lectures, it is recommended to attend those lectures, take notes, discuss with peers and/or study the recordings.

PDF files of laboratory documents and other information, along with data files supporting the sessions, will be available through Blackboard.

The recordings of the lecture, consisting of audio and screen, will be available through Blackboard as well.

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.*

Assessment component	% of final grade
Three blackboard tests in teaching weeks 4, 8, and 13 counting towards 5, 5, and 10% of the final grade respectively. These cover lecture & material content of the prior weeks. More detail will be provided on Blackboard.	20%
Two Practical Tests (weeks 7 and 12) examines individual skills and knowledge obtained from computer laboratory sessions. More details about the test will be provided on Blackboard.	30%
One final exam (2 hours) will be administered by the University Examinations Office after lectures have ceased. The final examination covers lectures and assigned materials. The exam will consist of multiple choice questions. You will be advised of the date, time and venue of the examination by the Examinations Office.	50%
Total	100%

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

Learning Outcome	Three Blackboard Tests	Practical Tests	Exam
Being able to identify and describe the fundamental aspects of modern information and communication technologies (ICT).	✓		✓
Being able to identify and discuss the broader societal issues and emerging trends relating to ICT.	✓		✓
Being able to apply a number of software applications to solve real-world problems		✓	
Being able to use tools to represent real-world objects in data structures.	✓		✓

Grading System

The grading scheme used at Otago is:

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

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 should I do if I need to change my streaming times?

If you have a good reason to change streams, such as a timetable clash, you can do so by emailing comp111@otago.ac.nz. Your email must contain the paper code (i.e., COMP111), your student ID, name, reason for the request, and all stream(s) available to you.

Note that changes requested cannot be guaranteed due to resource constraints.

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.

Course Calendar

Week Nr	Week (Mon to Fri)	Lecture Topic	Lab Topic	Special*
1	10 Jul - 14 Jul	Introduction & Digital Environments	NO LAB	No lab
2	17 Jul - 21 Jul	Information & Spreadsheets	Student Desktop & References	
3	24 Jul - 28 Jul	Data Formats & Conversions	Data and Excel	
4	31 Jul - 4 Aug	Algorithms & Programs	Excel and Access	BB Test 1
5	7 Aug - 11 Aug	Images	Queries & Automatic Processing	
6	14 Aug - 18 Aug	Hardware & Software	Images	
7	21 Aug - 25 Aug	Communicating and Presenting Data (1)	Practical Test One	Practical Test One
Mid Semester Break				
8	4 Sep - 8 Sep	Communicating and Presenting Data (2)	Visualisation of Data	BB Test 2
9	11 Sep - 15 Sep	Human Computer Interaction	Presentations	
10	18 Sep - 22 Sep	Information Systems & Automation	Human Computer Interaction	
11	25 Sep - 29 Sep	Security & Big Data	Automation and Macros	
12	2 Oct - 6 Oct	Machine Learning & Data Science	Practical Test Two	Practical Test Two
13	9 Oct - 13 Oct	Advanced Topics in ICT	Machine Learning	BB Test 3

BB Tests refer to Blackboard Tests.

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/wp-content/uploads/2012/12/Guidelines-for-Learning.pdf>

<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

Pacific Student Support Facilitators

Malo e lelei

Falaviena (Viena) Faiva works part-time in the Dean's Office at the Otago Business School, Division of Commerce. Viena is of Tongan descent and one of our two Pacific Student Support Facilitators. She is responsible for all second-year Pacific students within the division.

Deans Office, Otago Business School

Division of Commerce

Email: viena.faiva@otago.ac.nz

Cell Phone: 021 279 0914

Bula Vinaka

Jekope Ramala Maiono also works part time in the Dean's Office at the Otago Business School, Division of Commerce.

Maiono is of Fijian descent and our other Pacific Student Support Facilitator. He is responsible for all first-year Pacific students in the division.

Deans Office, Otago Business School

Division of Commerce

Email: jekope.maiono@otago.ac.nz

Cell Phone: 021 279 0871



Kaiāwhina Māori | Māori student support

Ben Sommerville is the Kaiāwhina Māori (Māori student support) for Te Kura Pākihi | Otago Business School. He is able to answer any questions you may have about studying here at the University of Otago. He can provide information about scholarships, campus services, pastoral and financial care. Ben is also here to support those students who are studying away from their whānau, hapū and iwi, to ensure they feel safe and supported. He has a passion for the development of Rangatahi and understands the struggles that can come with academic life.



Tel +64 27 513 6991

Email ben.sommerville@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, by contacting Disability Information and Support:

<https://www.otago.ac.nz/disabilities/contacts/index.html>

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. Past improvements include an upfront clarification of assessments.

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.

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 (Jamie Bain, jamie.bain@otago.ac.nz) or head of department (Grant Dick, hod.infosci@otago.ac.nz).

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.