Course prescription
The ability to manage and analyse information is essential in many aspects of business. This course provides a practical introduction to information tools used to analyse and visualise data. It introduces core programming, scripting and authoring skills that provide a foundation for the creation of information systems solutions across a range of clients including web and mobile platforms.

Goals of the course
This course aims to:

- To increase the effectiveness of graduates use of information technology by understanding and experiencing ways of adding value to data.
- To introduce design thinking to establish the process of problem solving
- To learn via experience group work dynamics in solution seeking and discipline knowledge exploration
- To provide a path to programming skills firstly via declarative tools and secondly via Excel macros a simple procedural language.
- To show how data can be drawn from multiple online sources to produce valuable analysis.
- To supplement graduates who wish to increase their information literacy by using tools in ICT.

Learning Outcomes (LO)
By the end of this course it is expected that the student will be able to:

1. Identify a need for solutions to information problems by focusing on design thinking and then using appropriate tools.
2. Research and evaluate tools within the different categories to augment problem solving.
3. Use tools to create simple decision support systems.
4. Utilize online data resources integrating them with cloud and client (2D and 3D) tools.
5. Work effectively in a group environment

Content outline (see Course Schedule)

Learning and teaching
This course has three lecture/workshop hours per week involving in-class activities, debate and group discussion.

In addition, there will be 2 hours of laboratory work to complete each week. The lab exercises are designed to teach the skills required to complete the assignments.

Students should spend approximately 5 additional hours per week in course-related activities. These include, on-line tutorials, readings and videos related to the course content, and working on practical assignments.

**Personal Computers**

Students must be prepared to bring their own computers to **ALL** classes. In all classes student will primarily use their own computers. Windows 10 is preferred. Please upgrade if you have not done so. If you have a Mac please install Windows 10 using software such as Parallels or Bootcamp. Students who have difficulties to BYOD, please contact the course director before semester starts.

**Teaching staff**

**Instructors**

**David White**
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**Course director**

**Josephine Lee**
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**Learning resources**

There is no prescribed textbook or course book for this course. Online readings and videos will be assigned in class.

All course material will be available in Canvas and Trello, including lecture notes, laboratory work and links to readings and videos. There is also an online discussion forum where students can discuss course topics and seek assistance from staff and other students.

The software packages we use in the course are available to students free of charge, including the help libraries.
Assessment information

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<thead>
<tr>
<th>Assessment</th>
<th>Course Component</th>
<th>Weight</th>
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<tbody>
<tr>
<td>1</td>
<td>Self-Learning</td>
<td>10%</td>
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<tr>
<td>2</td>
<td>Labs – artefacts developed will be assessed</td>
<td>10%</td>
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<tr>
<td>3</td>
<td>Assignment 1</td>
<td>10%</td>
</tr>
<tr>
<td>4</td>
<td>Assignment 2</td>
<td>15%</td>
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<tr>
<td>5</td>
<td>Assignment 3</td>
<td>10%</td>
</tr>
<tr>
<td>6</td>
<td>Lab Test 1</td>
<td>15%</td>
</tr>
<tr>
<td>7</td>
<td>Lab Test 2</td>
<td>30%</td>
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<tr>
<td>8</td>
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<tr>
<td><strong>Total</strong></td>
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<td><strong>100%</strong></td>
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Pass requirements

Students must achieve a pass (50%) in Assessments 1-6 total and 50% in Assessments 7 and 8 (Lab Tests).
Inclusive learning
You are urged to discuss privately any impairment-related requirements face-to-face and/or in written form with the courses convenor/lecturer and/or tutor.

Academic integrity
The University of Auckland will not tolerate cheating, or assisting others to cheat, and views cheating in coursework as a serious academic offence. The work that a student submits for grading must be the student's own work, reflecting his or her learning. Where work from other sources is used, it must be properly acknowledged and referenced. This requirement also applies to sources on the worldwide web. A student’s assessed work may be reviewed against electronic source material using computerised detection to provide an electronic version of their work for computerised review.

In the event of an unexpected disruption
We undertake to maintain the continuity and standard of teaching and learning in all your courses throughout the year. If there are unexpected disruptions, the University has contingency plans to ensure that access to your course continues and your assessment is fair, and not compromised. Some adjustments may need to be made in emergencies. In the event of a disruption, the University and your course coordinators will make every effort to provide you with up to date information via Canvas and the University website.

Student feedback
We regularly seek feedback from students in order to shape and improve this and all courses on the programme. You will be asked to complete formative feedback early in the semester, and course and teaching evaluations at the end of the course. In addition, this course will seek volunteers to serve as class representatives.

Graduate profile for BCom
The following six themes represent the capabilities that the Business School seeks to foster in all of its graduates. The development of these capabilities does not come all at once, but rather is expected to build from year to year. Each course is not expected to contribute to all capabilities, but each course will have its own goals and learning outcomes that relate to the overall development of this profile.

<table>
<thead>
<tr>
<th>Graduate Profile</th>
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<tbody>
<tr>
<td>1. Disciplinary knowledge and practice</td>
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<tr>
<td>2. Critical thinking</td>
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<tr>
<td>3. Solution seeking</td>
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<td>4. Communication and engagement</td>
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Graduates will be able to collaborate and communicate effectively in diverse contexts using multiple formats.

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<th>5. Independence and integrity</th>
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<td>Graduates will be able to respond professionally and ethically, demonstrating a capacity for independent thought and learning.</td>
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<th>6. Social and environmental responsibility</th>
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<td>Graduates will recognise the significance of the principles underpinning the Treaty of Waitangi and consider their obligations in relation to sustainability, whilst displaying constructive approaches to diversity.</td>
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Note that if you are enrolled in a conjoint degree, you should also engage with the Graduate Profile for your other degree programme.