

School of Information Management

**INFO 102 INFORMATION SYSTEMS DEVELOPMENT**

Trimester 3 2005

**COURSE OUTLINE**

**Contact Details**

	<b>Staff</b>	<b>Room</b>	<b>Email &amp; Telephone</b>	<b>Office Hours</b>
<b>Course Co-ordinator</b>	David Johnstone	EA109	<a href="mailto:David.Johnstone@vuw.ac.nz">David.Johnstone@vuw.ac.nz</a> Ph. 463-5877	By appointment
<b>Course Lecturer</b>	Allan Sylvester	EA110	<a href="mailto:Allan.Sylvester@vuw.ac.nz">Allan.Sylvester@vuw.ac.nz</a> Ph. 463-6659	By appointment
<b>Senior Tutor</b>	Jono Stewart	EA112	<a href="mailto:Jonathan.Stewart@vuw.ac.nz">Jonathan.Stewart@vuw.ac.nz</a> Ph. 463-7469	By appointment

**Class Times and Room Numbers**

<b>Credit Value:</b>	18 points
<b>Co-requisite:</b>	INFO101
<b>Restrictions:</b>	INFO212 (prior to 2005)
<b>Dates:</b>	7 November 2005 – 24 January 2006
<b>Lectures:</b>	Mon, Tues – at 10-11:50am, in HU LT323 (see the Course Schedule on p.2 for details)
<b>Tutorials/Workshops:</b>	Mon, Tues – at <u>either</u> 1:10-3pm <u>or</u> 3:10-5pm (see the Course Schedule on p.2 for details)

**NOTE:** Lectures, tutorials and workshops will occur on selected weeks only, as outlined in the Course Schedule.

**Course Objectives**

- Introduce students to the stages of the System Development Life Cycle and their relevance to the creation of an effective information system;
- Enable students to understand and apply both data modelling and process modelling methods;
- Provide students with an understanding of relevant design issues, including user interfaces, physical and logical design, data storage, and implementation; and
- Enable students to understand and apply methods for translating process design into IS software, using a designated development environment and programming language (MS-ACCESS and VBA).

## Course Content

INFO 102 – Lectures, Tutorials & Workshops			2005 / 3
DATE	TOPIC	READINGS	Assessment Due
<b>WEEK: 7 – 13 November</b>			
Mon, 7 Nov	Introduction to IS development Requirements determination	[DJ] (D&W) – 1 (D&W) – 4	Arrange email/lab accounts; sign up for tutorials & workshops
	No tutorials/workshops		
Tues, 8 Nov	Data modelling (ERDs & normalisation)	[DJ] (D&W) – 7	
	TUTORIAL: Data modelling – 1		
<b>WEEK: 14 – 20 November</b>			
Mon/Tues 14 – 15 Nov	No lectures		
	No tutorials/workshops		
<b>WEEK: 21 – 27 November</b>			
Mon, 21 Nov	Data modelling (practice) Use case analysis	[DJ] (D&W) – 5	
	TUTORIAL: Data modelling – 2		
Tues, 22 Nov	Process modelling (Structured English/Decision Tables) Process modelling (Data flow diagrams)	[DJ] (D&W) – 6	
	TUTORIAL: Process modelling – 1		
<b>WEEK: 28 November – 4 December</b>			
Mon/Tues 28 – 29 Nov	No lectures		Revise 101-level ACCESS & do the self-check at the front of the lab manual.
	No tutorials/workshops		
<b>WEEK: 5 – 11 December</b>			
Mon, 5 Dec	Introduction to software systems engineering User requirements & User acceptance testing	[AS]	<b>Assignment 1 due on Thursday, 8 December</b>
	WORKSHOP: Wkshp-1		
Tues, 6 Dec	Specifications & Systems Testing	[AS]	
	WORKSHOP: Wkshp-2		
<b>WEEK: 12 – 18 December</b>			
Mon, 12 Dec	Process modelling (practice)	[DJ]	
	TUTORIAL: Process modelling – 2		
Tues, 13 Dec	Systems design & Program design	[DJ] (D&W) – 8 (D&W) – 12	
	TUTORIAL: Process modelling – 3		
<b>WEEK: 19 – 25 December</b>			
Mon, 19 Dec	Application design & Integration testing	[AS]	<b>Assignment 2 due on Thursday, 22 December</b>
	WORKSHOP: Wkshp-3		
Tues, 20 Dec	Program Design & Unit Testing (a)	[AS]	
	WORKSHOP: Wkshp-4		
<b>WEEKS: 26 December – 8 January TRIMESTER BREAK</b>			
<b>WEEK: 9 – 15 January</b>			
Mon, 9 Jan	ERD/DFD implementation & Unit Testing (b)	[AS]	
	WORKSHOP: Wkshp-5		
Tues, 10 Jan	Implementation capability Infrastructure - wrap up	[AS]	
	WORKSHOP: Assignment work		
<b>WEEK: 16 – 22 January</b>			
Mon/Tues	No lectures		<b>Assignment 3 (written part) due on Thursday, 19 January</b>
Tues, 17 Jan	WORKSHOP: lab assessments for Assignment 3 (practical)		
<b>WEEK: 23 – 29 January</b>			
Mon, 23 Jan	No lectures		<b>Final test on Tuesday, 24 January</b>
	No tutorials/workshops		
Tues, 24 Jan	<b>Final Course Test</b>		
	No tutorials/workshops		

## Readings

A. Dennis & B.Wixom (2003). Systems Analysis & Design. Wiley. 2ed. (Custom-published 7 chapter abridged text). RRP. \$59.95

Tremblay, D. (Ed.). (2004). *Access 2003: VBA programming*. Boston: Thomson Learning.

There will be regular set readings from the textbook (see the course schedule above). Students are expected to have completed the set readings prior to attending lectures and tutorials for that week.

## Additional Learning Resources

### [www.microsoft.com/msdn](http://www.microsoft.com/msdn)

The Microsoft Developer Network contains reference guides and how-to information about the whole range of Microsoft development technologies.

### [www.sei.cmu.edu](http://www.sei.cmu.edu)

The Carnegie Mellon Software Engineering Institute is one of the leading software engineering and systems development research institutions.

### Computerworld (NZ)

This is a weekly publication available at newsstands or by subscription. Like NZ InfoTech (which appears on Mondays in the Dominion Post), Computerworld provides up-to-date articles on emerging information technologies and managerial issues in information systems. There will almost always be some material of interest.

## Assessment Requirements

Course assessment will be based on the following:

		<u>Due Date</u>
<b>Assignment 1</b> (Data Modelling)	<b>20%</b>	8 December, by 1 pm
<b>Assignment 2</b> (Process Modelling)	<b>20%</b>	22 December, by 1 pm
<b>Assignment 3</b> (Development)		
[practical component]	<b>15%</b>	17 January (demonstrated in computer labs)
[written component]	<b>10%</b>	19 January, by 1 pm
<b>Tutorial/workshop participation</b>	<b>5%</b>	[see course schedule]
<b>Test</b>	<b>30%</b>	24 January, 10am – 12noon
<b>TOTAL</b>	<b>100%</b>	

### Assignments

Each of the three assignments will focus on different aspects of system development through the use of a business case study (to be made available on Blackboard). Assignments 1 and 2 must be printed on white A4 paper, 1 page per sheet, word processed, in Times Roman 12 point font, with 2.5cm left and right margins, including diagrams (diagrams can be created using VISIO software available in the labs), and posted in the box provided for the purpose on Level 1 of the Easterfield Building (**Box A1**, outside Room EA 111, at the end of the corridor).

### Tutorials

There are five 2-hour tutorials in the first half of the course. Attendance is compulsory, and students will be asked to prepare for their tutorials in advance (participation assessment will be based on these preparations).

### Workshops

There are five 2-hour workshops on systems development using Access 2003. **These workshops assume you have a thorough understanding of INFO101-level Access (you may need to do some revision of basic skills)**. In addition, you are expected to spend some lab time individually, using the self-paced material in the Access 2003 programming book during the first half of the course. In this way you will be able to make the best possible use of the tutor-led workshops.

### **Test**

This will be a 2-hour test held during the usual lecture time. Selected material from the lectures and textbook throughout the course will be assessable. More information about this will be provided closer to the time.

### **Scaling**

To obtain a fair and consistent distribution of marks relative to assessment difficulty, scaling of marks may be employed on some or all assessments.

## **Penalties**

In fairness to other students, work submitted after the deadline will incur a 10% penalty (of the marks achieved for the project) for each working day (prior to 1:00 pm) late. In the event of bereavement or prolonged illness affecting your ability to meet the deadline, discuss your situation with the Senior Tutor (or, if necessary, the Course Coordinator). You must verify your claim, e.g., produce a medical certificate. By doing so you agree to any consequent verification of this documentation. Extensions will only be granted under these conditions.

***\*Please note: Certificates from the Student Counselling Service are no longer accepted as documentary evidence to support an extension.***

### **Important Notes:**

- *No extension is possible based on a student's workload. You are expected to manage your workload to ensure there is sufficient time to complete assessments as required.*
- *You are expected to back up your work – From time to time files are lost, computers crash, etc., so it is critical that you get into the habit of backing up important files (on floppy disk or flash drive, for example). Extensions will not be granted due to files lost and not backed up!*
- *Do not leave submitting your work to the last minute – technology problems do occur (especially on the day an assignment is due). Printers may be overloaded, servers may be slow, etc. Be smart and submit it in plenty of time. Extensions will not be granted due to problems with submitting work.*

## **Mandatory Course Requirements**

To pass this course, students must have:

1. **correctly enrolled in the course;**
2. **attended at least four out of the five tutorials;**
3. **attended at least four out of the five workshops;**
4. **attained at least 40% of the possible marks for the test; and**
5. **attained a weighted average over all assessments of at least 50%.**

## **Tutorials / Workshops**

Tutorials provide students with learning opportunities in a smaller class environment. Students are required to attend at least four out of the five tutorials offered in the first half of the course. Each 2-hour tutorial will involve both some discussion around issues relevant to the lecture material, and considerable practice in problem-solving activities. The latter will provide useful feedback on exercises similar to the types of problems encountered in the assessments.

Workshops provide opportunities for learning about a range of programming-related issues based around Visual Basic. Students are required to attend at least four out of the five workshops offered in the second half of the course. Each 2-hour workshop will involve some formal instruction, combined with considerable practice applying programming principles covered in the lectures, with guidance from Workshop Supervisors.

Allocations to specific workshops and tutorials will be outlined in the first week of the course.

## Communication of Additional Information

All formal notices relating to this course will be posted on the Blackboard website - you are expected to log on and check for announcements on a regular basis, at least two or three times a week. Final grades will be posted on the Information Systems noticeboard located on the ground floor of the Easterfield Building, opposite the lifts (elevators).

The INFO102 website can be accessed at: <http://blackboard.vuw.ac.nz>.

## Faculty of Commerce and Administration Offices

### Railway West Wing (RWW) - FCA Student Administration Office

The Student Administration Office is located on the ground and first floors of the Railway West Wing. The ground floor counter is the first point of contact for general enquiries and FCA forms. Student Administration Advisers are available to discuss course status and give further advice about FCA qualifications. To check for opening hours call the office on (04) 463 5376.

### Easterfield (EA) - FCA/Law Kelburn Office

The Kelburn Campus Office for the Faculties of Commerce & Administration and Law is situated in the Easterfield Building - it includes the ground floor reception desk (EA005) and offices 125a to 131 (Level 1). The office is available for the following:

- Duty tutors for student contact and advice.
- Information concerning administrative and academic matters.
- FCA Student Administration forms (e.g. application for academic transcripts, requests for degree audit, COP requests).
- Examinations-related information during the examination period.

Check with the Student Administration Office for opening times (04) 463 5376.

## General University Policies and Statutes

Students should familiarise themselves with the University's policies and statutes, particularly those regarding assessment and course of study requirements, and formal academic grievance procedures.

## Student Conduct and Staff Conduct

The Statute on Student Conduct together with the Policy on Staff Conduct ensure that members of the University community are able to work, learn, study and participate in the academic and social aspects of the University's life in an atmosphere of safety and respect. The Statute on Student Conduct contains information on what conduct is prohibited and what steps can be taken if there is a complaint. For queries about complaint procedures under the Statute on Student Conduct, contact the Facilitator and Disputes Advisor. This Statute is available in the Faculty Student Administration Office or on the website at: [www.vuw.ac.nz/policy/StudentConduct](http://www.vuw.ac.nz/policy/StudentConduct).

The policy on Staff Conduct can be found on the VUW website at:

[www.vuw.ac.nz/policy/StaffConduct](http://www.vuw.ac.nz/policy/StaffConduct).

## Academic Grievances

If you have any academic problems with your course you should talk to the tutor or lecturer concerned or, if you are not satisfied with the result of that meeting, see the Head of School or the Associate Dean (Students) of your Faculty. Class representatives are available to assist you with this process. If, after trying the above channels, you are still unsatisfied, formal grievance procedures can be invoked. These are set out in the Academic Grievances Policy which is published on the VUW website: [www.vuw.ac.nz/policy/AcademicGrievances](http://www.vuw.ac.nz/policy/AcademicGrievances).

## Academic Integrity and Plagiarism

Academic integrity is about honesty – put simply it means **no cheating**. All members of the University community are responsible for upholding academic integrity, which means staff and students are expected to behave honestly, fairly and with respect for others at all times.

Plagiarism is a form of cheating which undermines academic integrity. Plagiarism is **prohibited** at Victoria.

The University defines plagiarism as follows:

Plagiarism is presenting someone else's work as if it were your own, whether you mean to or not.

*'Someone else's work' means anything that is not your own idea, even if it is presented in your own style. It includes material from books, journals or any other printed source, the work of other students or staff, information from the Internet, software programmes and other electronic material, designs and ideas. It also includes the organization or structuring of any such material.*

### ***Plagiarism is not worth the risk.***

Any enrolled student found guilty of plagiarism will be subject to disciplinary procedures under the Statute on Student Conduct ([www.vuw.ac.nz/policy/studentconduct](http://www.vuw.ac.nz/policy/studentconduct)) and may be penalized severely. Consequences of being found guilty of plagiarism can include:

- an oral or written warning
- suspension from class or university
- cancellation of your mark for an assessment or a fail grade for the course.

*Find out more about plagiarism and how to avoid it, on the University's website at: [www.vuw.ac.nz/home/studying/plagiarism.html](http://www.vuw.ac.nz/home/studying/plagiarism.html).*

## Students with Disabilities

The University has a policy of reasonable accommodation of the needs of students with disabilities. The policy aims to give students with disabilities an equal opportunity with all other students to demonstrate their abilities. If you have a disability, impairment or chronic medical condition (temporary, permanent or recurring) that may impact on your ability to participate, learn and/or achieve in lectures and tutorials or in meeting the course requirements, then please contact the Course Coordinator as early in the course as possible. Alternatively you may wish to approach a Student Adviser from Disability Support Services to confidentially discuss your individual needs and the options and support that are available. Disability Support Services are located on Level 1, Robert Stout Building, or phoning 463-6070, email: [disability@vuw.ac.nz](mailto:disability@vuw.ac.nz). The name of your School's Disability Liaison Person can be obtained from the Administrative Assistant or the School Prospectus.

## Student Support

Staff at Victoria want students' learning experiences at the University to be positive. If your academic progress is causing you concern, please contact the relevant Course Co-ordinator, or Associate Dean who will either help you directly or put you in contact with someone who can.

The Student Services Group is also available to provide a variety of support and services. Find out more at [www.vuw.ac.nz/st\\_services/](http://www.vuw.ac.nz/st_services/) or email [student-services@vuw.ac.nz](mailto:student-services@vuw.ac.nz).

VUWSA employs two Education Coordinators who deal with academic problems and provide support, advice and advocacy services, as well as organising class representatives and faculty delegates. The Education Office is located on the ground floor, Student Union Building, phone 463 6983 or 463 6984, email [education@vuwsa.org.nz](mailto:education@vuwsa.org.nz).

## **Manaaki Pihipihinga Maori and Pacific Mentoring programme (Faculties of Humanities and Social Sciences and Commerce and Administration).**

- **What:**-Academic Mentoring for Maori and Pacific students studying at all levels in the above schools. Weekly sessions for an hour with a mentor to go over assignments and any questions from tutorials or lectures. Registered students can use the facilities study rooms and computer suite, at any time, at Kelburn and Pipitea.
- Mature student and Post grad network

If you would like to register as a mentor or mentee please contact the coordinator.

### **Where:**

Melissa Dunlop  
Programme Coordinator  
Room 109 D  
14 Kelburn Parade: back courtyard  
Ph: (04) 463 6015  
Email: [Maori-Pacific-Mentoring@vuw.ac.nz](mailto:Maori-Pacific-Mentoring@vuw.ac.nz)

Please Note: A mentoring room will also be running at Pipitea Campus starting January. Please contact the Programme Coordinator for details.