



The University of Southern Queensland

## Course specification

<b>Description: Business Computing Project</b>						
Subject	Cat-nbr	Class	Term	Mode	Units	Campus
CIS	3006	44577	2, 2005	EXT	1.00	Toowoomba

<b>Academic group:</b>	FOBUS
<b>Academic org:</b>	FOB005
<b>Student contribution band:</b>	2
<b>ASCED code:</b>	029999

### STAFFING

Examiner: Debbie Crabb  
Moderator: Kristeen Casey

### REQUISITES

Pre-requisite: CIS3002 and CIS2001

### RATIONALE

This course is designed to be a major piece of independent work which brings together the skills students have acquired during the course. Emphasis is placed on the student's ability to demonstrate project management and interpersonal communication skills in addition to technical expertise in the analysis, design, development and implementation of business information systems.

### SYNOPSIS

Students are given as much freedom as possible in the choice of a project. A student may propose a project or undertake a project nominated by the Examiner. All projects will involve students in requirements definition, database design, system design, system development and implementation based on tools, techniques, methodologies, programming languages and databases covered in the program. Each student will play the role of project manager for his/her project. In this capacity, the student will be responsible for project planning and progress monitoring and control. The course also places an emphasis on written and verbal communication skills.

### OBJECTIVES

On completion of this course students will be able to:

1. demonstrate project management skills;
2. demonstrate a professional approach in completing a practical project;
3. demonstrate the technical (analysis, design, programming) and communication skills required for a successful project encompassing the full systems development life cycle;
4. demonstrate strong communication skills in the preparation and delivery of formal documentation and presentations to management and user groups;

5. write clearly, logically, and concisely at a high level of proficiency;
6. develop sound arguments and express them in spoken and written form;
7. employ a systematic approach to drafting, revision, and editing written and oral communications;
8. identify and minimise barriers to effective communications;
9. work constructively in groups;
10. adapt their styles of written, oral, and non-verbal communication and their modes of delivery to the needs of a particular audience.

## TOPICS

Description	Weighting (%)
1. Students may nominate a project for approval by the Examiner or elect to develop a standard project supplied by the Examiner.	100.00

## TEXT and MATERIALS required to be PURCHASED or ACCESSED

ALL textbooks and materials are available for purchase from USQ BOOKSHOP (unless otherwise stated). Orders may be placed via secure internet, free fax 1800642453, phone 07 46312742 (within Australia), or mail. Overseas students should fax +61 7 46311743, or phone +61 7 46312742. For costs, further details, and internet ordering, use the 'Textbook Search' facility at <http://bookshop.usq.edu.au> click 'Semester', then enter your 'Course Code' (no spaces).

Lahey, H (ed) 2000, *Information systems developers handbook: a road map for students*, University of Southern Queensland, Toowoomba, Queensland.

(This handbook is available on the USQ website at <http://www.usq.edu.au/faculty/business/departments/infosys/isdhandbook.htm>)

Summers, J & Smith, B 2004, *Communication skills handbook: how to succeed in written and oral communication*, John Wiley & Sons, Milton, Queensland.

(revised & updated edition)

## REFERENCE MATERIALS

Reference materials are materials that, if accessed by students, may improve their knowledge and understanding of the material in the course and enrich their learning experience.

Conger, S 1994, *The new software engineering*, Wadsworth Publishing Company, Belmont, California.

Edwards, P 1993, *Systems analysis and design*, McGraw-Hill, New York.

Hoffer, JA, George, JF & Valacich, JS 2002, *Modern systems analysis and design*, 3rd edn, Pearson Education, Harlow.

Kerzner, H 2001, *Project management: a systems approach to planning, scheduling, and controlling*, 7th edn, John Wiley & Sons Inc, New York.

King, D 1992, *Project management made simple*, Prentice Hall, Englewood Cliffs, New Jersey.

McLeod, R Jr 1994, *Systems analysis and design: an organizational approach*, Dryden Press, Fort Worth.

Mynatt, B 1990, *Software engineering with student project guidance*, Prentice-Hall International, Englewood Cliffs, New Jersey.

Page-Jones, M 1985, *Practical project management: restoring quality to DP projects and systems*, Dorset House Publishing, New York.

Randolph, W & Posner, B 1992, *Getting the job done! Managing project teams and task forces for success*, Prentice-Hall, Englewood Cliffs, New Jersey.

(revised edition)

Satzinger, JW, Jackson, RB & Burd, SD 2002, *Systems analysis and design in a changing world*, 2nd edn, Course Technology, Cambridge, Massachusetts.

Schwalbe, K 2002, *Information technology project management*, 2nd edn, Course Technology, Boston, Massachusetts.

Shelly, GB, Cashman, TJ & Rosenblatt, HJ 2003, *Systems analysis and design*, 5th edn, Course Technology, Boston, Massachusetts.

## STUDENT WORKLOAD REQUIREMENTS

ACTIVITY	HOURS
Project Work	165.00

## ASSESSMENT DETAILS

Description	Marks out of	Wtg(%)	Due date
PROJECT PROPOSAL COVER SHEET	0.00	0.00	18 Jul 2005
CLIENT PROJECT PROPOSAL	0.00	0.00	18 Jul 2005
PROJECT REPORT #1	0.00	0.00	08 Aug 2005
PROJECT SPECIFICATION	0.00	0.00	22 Aug 2005
PROJECT REPORT #2	0.00	0.00	05 Sep 2005
PROJECT REPORT #3	0.00	0.00	26 Sep 2005
PROJECT REPORT #4	0.00	0.00	17 Oct 2005
COMPLETED PROJECT	100.00	100.00	07 Nov 2005

## IMPORTANT ASSESSMENT INFORMATION

- 1 Attendance requirements:  
If you are an international student in Australia, you are advised to attend all classes at your campus. For all other students, there are no attendance requirements for this course. However, it is the students' responsibility to study all material provided to them or required to be accessed by them to maximise their chance of meeting the objectives of the course and to be informed of course-related activities and administration.
- 2 Requirements for students to complete each assessment item satisfactorily:  
Not applicable.
- 3 Penalties for late submission of required work:

A project submitted after the examination period by a student who has not received approval for late submission may be subjected to penalties or may be rejected without being marked.

- 4 Requirements for student to be awarded a passing grade in the course:  
To be assured of receiving a passing grade a student must submit a completed project which demonstrates a satisfactory level of achievement in all essential objectives.
- 5 Method used to combine assessment results to attain final grade:  
This course does not have set assignments. Projects will be graded using the material submitted as final deliverables. On completion of the project, students will be given a final grade for the course. Marks are not given in this course.
- 6 Examination information:  
There is no examination in this course.
- 7 Examination period when Deferred/Supplementary examinations will be held:  
Not applicable.
- 8 University Regulations:  
Students should read USQ Regulations 5.1 Definitions, 5.6. Assessment, and 5.10 Academic Misconduct for further information and to avoid actions which might contravene University Regulations. These regulations can be found at the URL <http://www.usq.edu.au/corporateservices/calendar/part5.htm>. Students should also read the Faculty of Business Guide to Policies and Procedures of the Faculty which can be found at the URL <http://www.usq.edu.au/handbook/current/buspolproc.html>.

## **ASSESSMENT NOTES**

- 1 Assignments: (i) The due date for an assignment is the date by which a student must despatch the assignment to the USQ. The onus is on the student to provide proof of the despatch date, if requested by the Examiner. (ii) If requested, students will be required to provide a copy of an assignment submitted for assessment purposes. This should be despatched to the USQ within 24 hours of receipt of a request being made. (iii) The Examiner may grant an extension of the due date of an assignment in extenuating circumstances. Students may apply for an extension through the DEC before the due date. Such applications should be in writing and include supporting documentary evidence. The authority for granting extensions rests with the relevant Examiner. (iv) The Examiner will normally only accept assessments that have been written, typed or printed on paper-based media. (v) Students who do not have regular access to postal services or who are otherwise disadvantaged by these regulations may be given special consideration. They should contact the Examiner to negotiate such special arrangements. (vi) In the event that a due date for an assignment falls on a local public holiday in their area, such as a Show holiday, the due date for the assignment will be the next day. Students are to note on the assignment cover the date of the public holiday for the Examiner's convenience.
- 2 Guidelines for Assignments: Unless otherwise directed by the Examiner, all written and oral assignments submitted by students must conform to the guidelines laid out in the 'Communication skills handbook: How to succeed in written and oral communication' and the 'Information systems developers handbook'. Any work not prepared in accordance with these guidelines may be subject to penalty or requirement for resubmission.
- 3 Make-up Work: Students who have undertaken all of the required assessments in a course but who have failed to meet some of the specified objectives of a course within the normally prescribed time may be awarded the temporary grade: IM (Incomplete - Make up). An IM grade will only be awarded when, in the opinion of the Examiner, a

student will be able to achieve the remaining objectives of the course after a period of non-directed personal study.

- 4 Deferred Work: Students who, for medical, family/personal, or employment-related reasons, are unable to complete the project at the scheduled time may apply prior to the due date to defer an assessment in the course. Such a request must be accompanied by appropriate supporting documentation. The temporary grade of IDM (Incomplete Deferred Make-up) may be awarded.

## **OTHER REQUIREMENTS**

- 1 Learning Resources: Prescribed text and materials (see above); prescribed reference materials (see above); printed Introductory/Study Book; and course Website accessible via USQConnect.
  - 2 Students assigned a "Credit" grade shall have met the passing requirements and will have demonstrated a higher level of achievement.
  - 3 Students assigned a "Distinction" grade shall have met the passing requirements and will have demonstrated a high level of achievement together with flair, insight, originality and excellence.
  - 4 Students assigned a "High Distinction" grade shall have met the passing requirements and produced a project demonstrating outstanding and exceptional merit.
  - 5 Students who do not meet the project management reporting requirements by submitting project reports outlined in the assessment details above will not be awarded a grade higher than a "Pass".
  - 6 Students should organise their affairs to ensure that they meet due dates for all assignments. Extensions will be granted only under exceptional extenuating circumstances, normally involving a significant medical condition. Work commitments would not normally constitute exceptional extenuating circumstances.
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