MGIS4340 – System Analysis & Design – 3 credit hours – W & ACE
Fall 2017
Department of Management, Marketing and Information Systems
Dr. Janis Warner, PMP – Assoc. Professor

Objectives:

❖ To develop skills and competencies in the field of systems analysis and design. The main focus of the course will be on the non-programming components of the systems development process. To accomplish this objective three avenues to learning are used:

1. **Gain factual knowledge (terminology, classifications, methods, concepts)** used in systems analysis and design when managing and constructing information systems.
   >Introduced through class presentation, discussion and textbook material.
   >Reinforced with assignments, vocabulary exams and final concepts exam.

2. Involved in a "hands on" project with "real world" activities.
   a. **Learn to apply course material to improve critical thinking, problem-solving, and decisions)**
   b. **Learning how to find and use resources** for answering questions, solving problems.

3. **Acquiring skills in working with others as a member of a team.**
   > Forming "teams" to facilitate learning.
   > Project presentation to the client (practice with an individual class presentation).
   > Asking each student to help each other understand ideas or concepts.
   > Have students share ideas and experiences with others whose backgrounds and viewpoints.

In addition there are two other major objectives:

❖ **Writing competency**: "W" designation - with at least half the course evaluation based on writing assignments. In this course it is technical writing as well as business context writing.

❖ **Civic Engagement**: "ACE" designation – To learn and actively use knowledge and skills making a difference in our community. The goal is to help you see yourself as a positive force in the world and add to understanding your role as a citizen.

Office Location/Hours: SHB 236B;   TTh Noon-12:20p; 3:30-4p
Contact Information: Email – jaw022@shsu.edu   936-294-4878 (o)
Appointments may be made for times other than office hours. Students may find that the quickest method of communicating with me will be through email. I will try to respond to all email within 24 hours (except weekends).

Required Textbooks and Materials:
Valacich, George & Hoffer, Essentials of Systems Analysis and Design, Prentice-Hall, Inc., 5th Ed.
(ISBN-10: 0136084966   ISBN-13: 9780136084969)

Other Requirements:
- SHSU account and Email – SHSU needed to access the workstations in the open labs (helpdesk: 294-1950).
- Prerequisite: MIS390 – Business Database Management.

Grading:
The cumulative course grade will be based on the following allocations:

Lecture	Potential Pts.		Your Pts.
3 Vocabulary exams (3@100 pts. each)	300		_____
Final Exam	100		_____
		4**00**	
Project			
Project Documentation (3 phases @100;1 phase @50)	350		_____
Peer Evaluation (2 @25 pts each & applied to Proj Doc)	50		_____
Project Presentation	100		_____

500

Other

Practice Presentation	25	_____
Attendance, assignments	75	_____
Reflective paper	100	_____
	200	
Total Points:	**1100**	_____

Grading Structure:

A	990 and above	D	660-799.999	
B	880-989.999	F	below 660	
C	770-879.999			

Vocabulary Exams and Final Exam- There are 3 vocabulary exams and a final exam in this course. These vocabulary exams are matching vocabulary words only. The final exam will cover material from lectures and current topics discussed (as indicated on the Anticipated Schedule) and readings from the textbook. Obviously, class attendance is necessary in order to achieve the maximum grade from the course. The final exam is comprehensive, open book and essay style. The final exam is mandatory.

Makeup exams are not given. If you miss an exam for an approved reason (properly documented) the missing exam will be waived and the remaining grades will be re-weighted.

Projects – Groups of 3-5 will conduct a systems analysis project consisting of studying and documenting a system in the real world. As part of a consulting "company", you have been assigned this project. Teamwork is critical. Part of the exercise is to learn how to work together successfully despite different work styles. Teams will compete on one identified real world consulting project.

During the semester a project workbook will be developed by each team. Each phase will be reviewed and suggestions for revisions made. Revised documentation can be resubmitted for half of the total missing points for that phase. There are four phases in total. In addition, project documentation grades will affected by the peer evaluations. Peer evaluations indicating above average work will increase an individual's grades and those indicating below average work will decrease an individual's grades. This adjustment can be applied retroactively if documentation on performance is completed after a grade has been posted.

Although this is a team project, each item included in the project book will be the responsibility of a specific team member. If a particular item submitted is not deemed to be of acceptable quality the responsible and the responsible team member does not put the effort in to correct the item, participation points may be deducted from their individual grade.

Each project phase and the final project workbook is to be handed in by the stated due dates.

Team presentations will be done for the client on the stipulated date by each group individually. Each member of the group is expected to participate in the presentation. Oral presentations will be graded based on clarity, creativity and originality. One presentation and project book will be chosen as the winning proposal as judged by the client, the SBDC consultant and myself. That team's members will be exempt from the final exam. (Note: grading/judging for the winning proposal will be relative, i.e. you will be compared against the other teams.)

Peer evaluations and team membership - Team peer evaluations will be completed after Phase II and at the end of the semester.

Prior to the end of the semester a team may decide to dismiss a member from the group before the final course drop date for lack of participation or poor performance. This must be the consensus of all the other members of the group and must be communicated to the affected student and then to the instructor in writing, followed by a meeting with all the members of the group.

In-class Practice Presentations- To gain practice for the team project presentation each team will give a current topic presentation which should consist of a brief discussion on a current information technology topic. Each presentation should be 3-6 minutes with each team member doing 1-1.5 minutes individually. You should sign up for a topic by the second week of class. Topic availability will be on a first come first serve basis.

Topics of interest include:
1. Security
2. Financial integrity
3. Web services
4. Telecommunications
5. Artificial intelligence
6. Expert Systems
7. Database management system
8. Outsourcing
9. IT management

10. Terrorism/Disaster Planning
11. Customer Service
12. Enterprise application
13. Wireless technology
14. New uses of the Internet
15. Software for the Analyst
16. Social Networking via the Internet
17. Green computing
18. Automated Electioneering

Your presentation will be graded based on (see grading sheet):
1. Your professional appearance
2. Quality of presentation materials
3. How you identify points that are of relevance to the information systems specialists, systems analyst, CIO, IS consultant, etc.
4. Answer questions regarding the topic
5. The quality of the presentation delivery

The presentation must include review materials such as overhead slides or a Microsoft PowerPoint presentation. If you require a make-up, you must document your excuse (e.g., a letter from a physician written on the physician's letterhead or a police report) and your makeup presentation will be during the final exam time. No make-up presentations will be given for nonemergency or unacceptable reasons.

Reflective Paper and Assignments – You are expected to attend and participate in the discussion of every class. In-class and homework assignments will be given as deemed necessary.

In addition, you will be writing a reflective paper at the end of the semester on your ACE experiential project learning outcomes. This reflective paper is a time for you to think about your civic contributions and what it means to support your community. By completing a "lessons learned" from the project experience when it is fresh in your mind, it is hoped that you will gain an understanding of the impact on your community you can have in your career and provide you with talking points for job search interviewing.

Attendance - Regular and timely class attendance is expected and is in your best interest. You will get out of this class what you put into it. Lack of attendance will negatively impact your class involvement grade as follows:
A. At the beginning of the semester everyone starts out at 100%.
B. For each class missed over 2 there is a 10% reduction (15% in Summer sessions). This means that if you have 7 absences (5.3 in summer) you would have a zero for class attendance.
C. Arriving late disrupts the class. Two (2) late arrivals will be counted as an absence.

University policy requires that attendance be taken each class period. This will be accomplished by circulating a sign-in sheet. It is the student's responsibility to be sure that they have signed the sheet each day.

Late Penalties-Assignments are due at the beginning of class unless otherwise specified. A late penalty of 50% will be assessed for any assignment turned in after the time it was due up to one day late. No late assignments will be accepted more than one day late.

In-class assignments can not be made up. You can miss one assignment without penalty.

Scheduling-A complete Anticipated Schedule of assignments and significant due dates for the semester will be distributed separately and is to be considered part of this syllabus. Please note, although I try not to make changes after the beginning of the semester so that you may schedule your other activities accordingly, on occasion changes or corrections can not be avoided. The change will be announced in class and on Blackboard, however it is the student's responsibility to check for any changes on a regular basis, at least once per week is recommended.

Students are responsible for abiding by all published University rules and regulations as printed in the Undergraduate Catalogue, Student Guidelines, and in other official University publications.

Inappropriate Behavior-Inappropriate behavior distracts other students and interferes with their learning experience. Inappropriate behavior may include arriving late, leaving early, talking, surfing the net, etc. Additionally, netiquette is also expected to be observed during electronic communications. For guidelines on acceptable netiquette please see http://en.wikipedia.org/wiki/Netiquette. Rude and inappropriate behavior will not be tolerated. Points will be deducted from the final grade of a student who chooses to repeatedly distract others. In particularly egregious cases, the student will be permanently remove from the class.

Cellular telephones, pagers, beepers and other personal communication devices create unwanted distractions and **MUST BE ON SILENT** during class sessions. No texting IMing, emailing is allowed during lecture or presentations. If you consider yourself to be an exception to this requirement, please discuss this with me at the beginning of the semester. *If you do not inform me of your on call status I will be answering your phone when it rings and for every cell phone ring that happens during a lecture, I may deduct 2 points from your overall class total score.*

You may use your own PCs for taking notes and researching class material. If you choose to use your own PC or cell phone (this includes but is not limited to texting) for personal communication during lecture and it **distracts the class you will be excused from that class**, be counted as absent for the day, and forfeit any in-class quiz/assignment credit.

Incomplete-University policy states that an "I" may be given only if a student has a passing grade in the course. An incomplete is meant for students who are unable to complete the course due to severe hardships beyond their control, not to accommodate students who decide that the work load is too heavy.

Academic Irregularities-Cheating, plagiarism, and unauthorized collaboration are unacceptable for both in-class examinations and take-home assignments. Such offenses are subject to disciplinary action. Disciplinary action for one incident is a zero on the assignment or exam for any party involved (for example both the person copying and the person copied from), an automatic one letter grade reduction of your final grade and a report to the department chair.

Student absences on religious holy days policy
A student desiring to absent himself/herself from a scheduled class in order to observe (a) religious holy day(s) shall present to each instructor a written statement concerning the religious holy day(s). This request must be made in the first fifteen days of the semester or the first seven days of a summer session in which the absence(s) will occur. The instructor will complete a form notifying the student of a reasonable timeframe in which the missed assignments and/or examinations are to be completed.

Disabled Student Policy
Disabled students may request help from their instructors, school/department chair, or by contacting the Chair of the Committee for Continuing Assistance for Disabled Students and Director of the Counseling Center, Lee Drain Annex, or by calling (936)294-1720.

Visitors in the Classroom:
Only registered students may attend class. Exceptions can be made on a case-by-case basis by thhe professor. In all cases, visitors must not present a disruption to the class by their attendance. Students wishing to audit a class must pally to do so through the Registrars Office.

University policy states that food and drink are not allowed in computer labs.

Remote Access Commands:

Under Start menu click on Run
Type in mstsc, click OK (after the first time this command will be a selection)
Type remote.shsu.edu if not in window for connection, click connect
Enter your regular user name and password (you may need to enter shsu*your user name* to get the correct server)
You're good to go!