MIS 34068: Systems Analysis and Design
Spring Semester 2014

Section 002 – CRN 15078
Tuesday / Thursday – 3:45 to 5:00 PM
Classroom: BSA 210

Instructor

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Office Hours:	Tues/Thurs 1:00 to 3:30 PM, and by appointment
Course Web Site:	BlackBoard

*** I do not regularly monitor my email between 5 PM and 9 AM, or on weekends and holidays. ***

Course Description

This course introduces students to the methods, tools, and techniques used to analyze and develop information systems in organizations today. It can thus be viewed as the cornerstone upon which all subsequent IS activities are based. If you intend to pursue a career in IS, the skills you learn in this class are designed to have immediate applicability. If you intend to pursue a career in another discipline, the knowledge you obtain in this class will help you better appreciate the role of the IS department in your organization, and better understand how to manage and support IS-related projects.

Prerequisites

MIS 24053 (Introduction to Computer Applications) or equivalent
MIS 24065 (Web Programming) or equivalent

Minimum grade of C; may not be taken concurrently.
Students who do not have the proper prerequisites risk being deregistered from the class.

Textbook and Course Material

Modern Systems Analysis and Design **(7th Edition, 2013)** by Hoffer, George, and Valacich
Prentice-Hall Publishers, ISBN 978-0132991308

Astah Professional Student Edition (free download; required for UML portion of class & group project)

Course Objectives

Upon completion of this course, you should be able to:

- *describe* the basic concepts and principles associated with the systems development life cycle (SDLC), which includes systems planning, analysis, design, implementation, and support.
- *explain* the roles and responsibilities of systems analysts in organizations today.
- *use* a simple CASE tool to create UML diagrams that accurately model system requirements.
- *design and prototype* forms, reports, screens, and user-computer dialogs which convey the look and feel of a new system to end users.
- *apply* what you have learned in a practical manner, by identifying a need for a new or improved IS in a specific local organization, documenting and modeling the business requirements for that system, creating and maintaining a project plan, performing a cost-benefit analysis of the proposed system, and presenting your final proposal before a group of your peers.

Grading Information

Points for the course will be distributed as follows.

Components of the Final Course Grade		
PA assignments / quizzes	10%	200 pts
Homework assignments	10%	200 pts
Exam 1	20%	400 pts
Exam 2	20%	400 pts
Group project	30%	600 pts
Professionalism	10%	200 pts
Total	100%	2000 pts

Conversion for Final Course Grades		
93% - 100%	1860 – 2000 pts	A
90% - 92%	1800 – 1859.99 pts	A-
87% - 89%	1740 – 1799.99 pts	B+
83% - 86%	1660 – 1739.99 pts	B
80% - 82%	1600 – 1659.99 pts	B-
77% - 79%	1540 – 1599.99 pts	C+
73% - 76%	1460 – 1539.99 pts	C
70% - 72%	1400 – 1459.99 pts	C-
60% - 69%	1200 – 1399.99 pts	D
Below 60%	< 1200 pts	F

- I do not offer “makeup points” for poor individual performance on assignments, quizzes, or exams.
- I do not curve. I do not round. I do not care what “other professors do.”
- I do not accept late work. Written documentation supporting an unavoidable absence such as an incapacitating illness must be received within 7 days of the missed class to avoid a 0. Verbal excuses will not be accepted.
- If you spot an error in a posted grade, you have 7 days from the time the grade was posted to notify me, or the original grade will stand. Tangible proof of the error (e.g. a copy of your homework) is required.
- I will not reduce the course workload, or lower my grading expectations, simply because you are taking other difficult, time consuming, or “more important” courses at the same time as this one.
- All grades in the course are final and non-negotiable.

Note: The group project grade will not be counted if all other individual grades are not at least at the C level.

Course Policies

ATTENDANCE

Why Does It Matter?

When you are employed, you are expected to show up for work, on time, every day. Likewise, I expect you to attend class regularly, and will not give you "free" or "bonus" points for simply doing what is expected of you. The topics we cover in class provide you with the information you need to succeed in your group project, as well as your individual level work. Further, I often provide project groups with time to meet and work together in class. Thus, attendance is critical if you want to receive a good grade in the course.

How Will It Be Assessed?

I will take attendance at the beginning of each class. If you are not present when I take attendance, it is your responsibility to talk with me after class to explain why you were late. I will record absences in BlackBoard on a weekly basis. If you believe there is an error (i.e., I marked you absent on a day that you were really present), you have 7 days to bring this to my attention, or the recorded absence will stand.

How Will Attendance Affect My Final Course Grade?

You are allowed three absences during the semester. Each absence beyond the allowed limit will result in a 100-point (half letter grade) deduction to your course grade, subject to the caveats described below.

Excused vs. Unexcused Absences

University-approved absences, by themselves, incur no penalty to your course grade. These include:

- Illness – with medical note
- Death in the immediate family – with documentation
- Religious observance
- Military responsibility – with documentation
- Jury duty – with documentation
- Athletic events, academic field trips, and approved concerts – with coach's or instructor's note
- Direct participation in university disciplinary hearings – with documentation

All other absences are considered unexcused.

Combinations of excused and unexcused absences will affect your grade as follows:

- 3 absences (excused or unexcused) = no point deduction
- > 3 absences, all are which are excused = no point deduction; however keep in mind that chronic excused absences may still harm your final course grade.
- > 3 absences, all of which are unexcused = 100 pt deduction for each absence beyond 3
- > 3 absences (mix of both excused & unexcused) = 100 pt deduction for each unexcused absence once the 3-absence threshold has been surpassed.

Special Rules Regarding Group Presentation Days

It is critical that everyone show up to support their peers on project presentation days. Thus, missing a group presentation day w/o an excused (documented) absence = 50 pt deduction for each occurrence

Please note that you alone are responsible for obtaining information from missed classes from other students and/or BlackBoard (this includes handouts and changes to course requirements, due dates, and the course schedule). ***It is not my responsibility to fill you in on what you missed.***

PARTICIPATION ("PA") ASSIGNMENTS

We will have several "PA" assignments throughout the semester, particularly during the UML unit. Each PA assignment is worth 20 pts (1%) of your overall course grade. These are graded based on evidence of a "good faith" effort rather than accuracy. Failure to demonstrate a "good faith" effort to complete the entire assignment properly will result in deductions, up to and including a "0" on the assignment.

- PA assignments are to be completed alone. Violations will result in 0's for all involved parties.
- All assignments are to be submitted **via Blackboard** prior to the start of class on the due date.
- **No** credit will be given for late assignments.
- **No** makeups will be offered. If you will be absent or late to class on the day that a PA assignment is due, it is your responsibility to submit it to me before the posted due date / time.

QUIZZES

Quizzes are intended to test whether students are keeping up with the reading. I reserve the right to give pop quizzes at any point in time if I feel that students are not coming to class prepared. Each quiz is worth 20 pts (1%) of your overall course grade. All quizzes take place at the **beginning** of class. There are no makeups.

HOMEWORK ASSIGNMENTS

There will be two UML homework assignments. These assignments are to be completed **alone**, and are graded for completeness and accuracy. Evidence of collaboration will result in 0's for all involved parties.

- Use case diagram and data model = 100 pts (5% of course grade)
- Use case description and activity diagram = 100 pts (5% of course grade)

EXAMS

There will be two in-class exams. Exams will contain a mix of objective questions (e.g., multiple choice, true-false, matching), applied problems, and short answer/essay questions.

- My exams are designed to take the entire 75-minute class period to complete. Prepare accordingly.
- If you have a documented need to be absent on an exam day, you must inform me in advance. Makeup exams will not be allowed without formal documentation – **no exceptions**! Makeup exams will generally be more difficult than the exam administered in class.
- All exams **must** be returned to me for safekeeping after we go over them in class. If you leave the classroom with a copy of your exam (or if I catch you taking photos of an exam using an electronic device), you will receive a 0 on the exam and be referred to the Office of Student Conduct.

GROUP PROJECT

The purpose of the group project is to provide you with the opportunity to apply the tools and techniques you have learned in class to a real world problem, within a team environment. All group work must be original work, created by the members of *your* group specifically for *this* class. Use of work by people outside of the group, or work previously done by members of the group, is not allowed and is considered a violation of academic honesty. Your individual project grade is calculated as a function of (1) the team grade and (2) your peer evaluations. Detailed project instructions are posted in Blackboard.

Note*: Group project grades will not be counted if the final average for your individual level work (PA assignments, quizzes, homework, exams, & professionalism) is not at least at the C level (70%).*

If you do not have acceptable performance on the analysis and modeling techniques tested in class, your project work will not help you. You must learn these techniques on your own, rather than trusting in other team members' work to raise your grade!

PROFESSIONALISM

I expect you to behave in a professional manner toward me and your classmates at all times. Thus, 10% of your overall course grade (200 pts) is allotted to professionalism. Mandatory deductions include:

- Using electronic devices in class w/o obtaining prior permission = first violation will result in a warning; 20 pts each time thereafter. ***Permitted devices are only to be used for class purposes, and must not distract me or your other class members.***
- Chronic tardiness (> 5 occasions, without documentation) = 100 pts
- Talking / not paying attention during class project presentations = 100 pts per presentation
- Speaking in a condescending or insulting manner to (or about) me or another class member = first violation will result in a warning; second offense will result in forfeiture of the entire 200 pts
- Students who are openly disruptive in class will be given one warning. After that, they will forfeit all of their professionalism points and be referred to the Dean.
- Requesting a higher grade in violation of the policies spelled out in this syllabus: If at any point before final grades are posted in Banner, you ask me to curve, round, or otherwise raise your individual grade above what you earned numerically in the course, you will forfeit your entire professionalism grade. This means **DO NOT** email me at the end of the semester, asking me to assign you a higher grade because you "think you deserve it," or because you need to maintain a certain GPA for your major / minor!

Behaviors such as the following may also result in deductions, depending on their frequency and severity:

- Complaining about the workload in the course (this is college; get over it!)
- Pestering me w/ questions that are already answered in the syllabus, project manual, or Blackboard

EXTRA CREDIT OPPORTUNITIES

You may earn up to 30 points (1.5% of your overall course grade) by completing written extra credit assignments. You have two options (which can be mixed & matched as necessary):

- Attend up to three MISA meetings, and submit a short (1-2 paragraph) reflection statement to me *within 7 days of each meeting*. Attendance will be verified, and late papers will not be accepted.
- Write up to three short papers (3 pages each, double-spaced) on organizations that you are interested in working for. These papers should discuss who / what the organization is, what specific IT job opportunities it offers, why you are interested in working there, and how you can prepare during your time at KSU (including in this course) to have the best possible chance of obtaining a position. Papers must be turned in *no later than April 29th*, and you cannot submit more than one paper per week.

Detailed instructions are posted in Blackboard.

There are **no** other scheduled extra credit opportunities. If you do not attempt to complete the extra credit assignments I have offered, and finish the course < 30 points below your desired letter grade threshold, you have only yourself to blame.

University Policies

The following policies apply to all students in this course:

A. Academic honesty: Per KSU policy, "cheating" means to misrepresent the source, nature, or other conditions of your academic work (e.g., tests, papers, projects, assignments) so as to get undeserved credit. In addition, it is considered to be cheating when one cooperates with someone else in any such misrepresentation. The use of the intellectual property of others without giving them appropriate credit is a serious academic offense. It is the University's policy that cheating or plagiarism result in receiving a failing grade for the work or course. Repeat offenses result in dismissal from the University.

B. For Fall 2013, the course withdrawal deadline is **Sunday, March 23, 2014**.

C. Students with disabilities: University policy 3342-3-01.3 requires that students with disabilities be provided reasonable accommodations to ensure their equal access to course content. If you have a documented disability and require accommodations, please contact the instructor at the beginning of the semester to make arrangements for necessary classroom adjustments. Please note, you must first verify your eligibility for these accommodations through Student Accessibility Services (contact 330-672-3391 or visit http://www.kent.edu/sas for more information on registration procedures).

D. Students have responsibility to ensure they are properly enrolled in classes. You are advised to review your official class schedule (using Student Tools on FlashLine) during the first two weeks of the semester to ensure you are properly enrolled in this class and section. Should you find an error in your class schedule, you have until **Sunday, January 26, 2014** to correct the error. If registration errors are not corrected by this date and you continue to attend and participate in classes for which you are not officially enrolled, you are advised now that you **will not** receive a grade at the conclusion of the semester for any class in which you are not properly registered.

E. If you are eligible to graduate, it is your responsibility to apply for graduation before the set deadline (**May Graduation**: Apply before September 15th **August Graduation**: Apply before December 15th **December Graduation**: Apply before March 15th) If you apply after the deadline you will be assessed a $200 late fee. Please see your academic advisor as soon as possible if you are uncertain as to your progress toward graduation. To apply for graduation complete the following steps: Log onto your Flashline account 1. Click on the Student Tools tab, 2. Look in the Graduation Planning Tool Box, 3. Click on Application for Graduation. If an error message appears, you must contact your advisor.

Tentative Schedule of Classes

This schedule contains a **general** layout of the course; however, changes **will** be necessary. It is therefore important to attend class, monitor your email, check BlackBoard, and obtain notes from classmates when you are absent so that you remain informed. Topics, assignments, and due dates are all subject to change.

Please note that for some topics, we will not cover all of the material in the associated textbook chapter. I will assign the exact pages to be read at the appropriate time in the course. Some topics will also be supplemented with readings from outside the textbook.

Week	Date	Topics	Preparation Required	Major Due Dates
1	Jan 14	Course introduction	Syllabus	**Student Info Sheet**
	Jan 16	Intro to Systems Analysis / SDLC	Chapter 1 & supplemental reading	
2	Jan 21	Origins of Software	Chapter 2 (pp.29-43)	
	Jan 23	Identifying & Selecting Projects	Chapter 4 (pp.91-109)	**PA (System Request)**
3	Jan 28	Group project intro & in-class project time	Group Project Manual	
	Jan 30	Project Feasibility	Chapter 5 + handouts	
4	Feb 4	Project Management	Supplemental reading (replaces Ch 3)	**PA (PERT Charts)**
	Feb 6	Determining System Requirements	Chapter 6	**Project Deliverables 1, 2**
5	Feb 11	Exam review / Intro to UML & Astah	TBA	
	Feb 13	**EXAM #1 IN CLASS**		
6	Feb 18	Functional Modeling (use case diagrams)	Appendix 7A (pp.221-226) + handouts / TBA	
	Feb 20			**PA (UCD - basic)**
7	Feb 25	Structural Modeling (ERDs and class diagrams) + CRUD matrices	Chapter 8	**PA (UCD - challenge)**
	Feb 27			**PA (ERD - basic)**
8	Mar 4			**PA (ERD - challenge)**
	Mar 6	**GROUP PROJECT PRESENTATIONS**		**Project Deliverable 3 (evals due Fri @ midnight)**
9	Mar 11	Functional Modeling (use case descriptions)	Appendix 7A (pp.226-233) + handouts / TBA	**HW #1**
	Mar 13			**PA (UC Desc - basic)**
10	Mar 18	Product & Sprint Backlogs, Behavioral Modeling (activity diagrams)	Appendix 7B (pp.236-238) + handouts / TBA	**PA (UC Desc - challenge)**
	Mar 20			**PA (activity diagram)** **Project Deliverable 4**
11	Mar 25-27	**SPRING BREAK – NO CLASS**		
12	Apr 1	User Interface Design & Evaluation	Chapters 10 & 11 (in part) (may be replaced w/ outside reading)	**HW #2**
	Apr 3			
13	Apr 8	System Implementation - Testing	Chapter 13 (in part)	**Project Deliv 5 (Sprint #1)**
	Apr 10	System Implementation - Installation	Chapter 13 (in part)	
14	Apr 15	System Implementation - Security	TBA	
	Apr 17	System Maintenance	Chapter 14	
15	Apr 22	Project Cost-Benefit Analysis	Handouts / TBA	**Project Deliv 6 (Sprint #2)**
	Apr 24	In-class project work day		
16	Apr 29	**FINAL PRESENTATIONS (Day 1)**		
	May 1	**FINAL PRESENTATIONS (Day 2)**		**Project Deliverable 7 (evals due Fri @ midnight)**
17	May 6	**EXAM #2 (during officially scheduled final exam period): Tuesday, May 6th, 7:45 - 10:00 AM**		