MIS 34068: Systems Analysis and Design
Fall Semester 2013

Section 001 – CRN 16803
Tuesday / Thursday – 9:15 to 10:30 AM
Classroom: BSA 206

Section 002 – CRN 16804
Tuesday / Thursday – 12:30 to 1:45 PM
Classroom: BSA 206

Instructor

Dr. Greta L. Polites
Department of Management & Information Systems
College of Business Administration

Email:	gpolites@kent.edu (include "MIS 34068" in the subject line)
Phone:	(330) 672-1166 (office)
Office:	BSA A406
Office Hours:	Tues/Thurs 10:30 AM – 12:30 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 Community 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		
Professionalism	10%	200 pts
PA assignments / quizzes	10%	200 pts
Homework assignments	10%	200 pts
Group project	30%	600 pts
Exam 1	20%	400 pts
Exam 2	20%	400 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 or 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 & PROFESSIONALISM

I expect you to attend class regularly, and 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 attendance and professionalism. Mandatory deductions include:

- More than 3 absences without a note from the Dean = 100 pt deduction (half a letter grade)
- More than 5 absences without a note from the Dean = 200 pt deduction (full letter grade)
- More than 8 absences without a note from the Dean = automatic "F" in the course
- Missing a group presentation day w/o a documented excuse = 50 pt deduction for each occurrence
- Using electronic devices in class = first violation will result in a warning; 20 pts each time thereafter

The following example behaviors will also result in point deductions, based on their frequency and severity:

- Being tardy to class on a regular basis
- Speaking in a condescending or insulting manner to (or about) me or another class member
- Not paying attention during class member / group project presentations
- Pressuring me to change your grade in violation of the course rules spelled out in this syllabus
- 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

Students who are disruptive in class will be given one warning. After that, they will be referred to the Dean.

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 wiil 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)

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, homework, quizzes, exams, & attendance / 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!

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.

EXTRA CREDIT OPPORTUNITIES

You may earn up to 30 points (1.5% of your overall course grade) by completing extra credit assignments. You have two options:

- Attend at least 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 three short papers (3 pages each, double-spaced) on companies that you are interested in working for. These papers should discuss who / what the company 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 November 26th*.

Detailed instructions for each of these extra credit opportunities are posted in Blackboard.

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, November 3, 2013**.

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 through Student Accessibility Services (contact 330-672-3391 or visit http://www.registrars.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, September 8, 2013** 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	Aug 27	Course introduction	Syllabus	**Student Info Sheet**
	Aug 29	Intro to Systems Analysis / SDLC	TBA	
2	Sept 3	Origins of Software	Chapter 2 (pp.29-43)	
	Sept 5	Identifying & Selecting Projects	Chapter 4 (pp.91-109)	**PA (System Request)**
3	Sept 10	Group project intro & in-class project work time	Group Project Manual	
	Sept 12	Project Feasibility	Chapter 5 / TBA	**PA (Stakeholders)**
4	Sept 17	Project Management	Chapter 3 / TBA	
	Sept 19	Determining System Requirements	Chapter 6	**Project Deliverables 1, 2**
5	Sept 24	Case study / catch-up / review	TBA	
	Sept 26	**EXAM #1 IN CLASS**		
6	Oct 1	Functional Modeling (use case diagrams)	Appendix 7A (pp.221-226) + handouts / TBA	
	Oct 3			**PA (UCD - basic)**
7	Oct 8	Structural Modeling (ERDs and class diagrams)	Chapter 8	**PA (UCD - challenge)**
	Oct 10			**PA (ERD / class diagram)**
8	Oct 15	**GROUP PROJECT PRESENTATIONS**		**Project Deliverable 3**
	Oct 17	Functional Modeling (use case descriptions)	Appendix 7A (pp.226-233) + handouts / TBA	**HW #1**
9	Oct 22			**PA (UC Desc - basic)**
	Oct 24	Backlogs and burndown charts	TBA	**PA (UC Desc - challenge)**
10	Oct 29	Behavioral Modeling (activity diagrams)	Appendix 7B (pp.236-238) + handouts / TBA	**Project Deliverable 4**
	Oct 31			**PA (AD – Basic)**
11	Nov 5	User Interface Design & Evaluation	Chapters 10 & 11 (in part)	
	Nov 7			**HW #2**
12	Nov 12	Report Design	Chapter 10 (in part)	**Project Deliv 5 (Sprint #1)**
	Nov 14	System Implementation	Chapter 13 (pp.454-484)	
13	Nov 19	System Maintenance	Chapter 14	
	Nov 21			
14	Nov 26	Cost-benefit analysis	TBA	**Project Deliv 6 (Sprint #2)**
	Nov 28	**THANKSGIVING HOLIDAY (NO CLASS)**		
15	Dec 3	In-class project work time		
	Dec 5	**FINAL PROJECT PRESENTATIONS**		**Project Deliverable 7**
16		**EXAM #2 (during officially scheduled final exam period):** **Section 001: Wednesday December 11 7:45 - 10:00 AM** **Section 002: Tuesday December 10 12:45 - 3:00 PM**		