

MIS 522-01W: Business Process Analysis and Design Summer II - 2012

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Office Hours: Email, Virtual Office, and on-line discussion boards are the preferred method of communication in online courses.

Course Description:

The course offers an integrated perspective of the problems in today's information systems environment with concentration on contemporary design methodologies and considerations unique to users of computers and IS. Topics include current systems analysis, modular design, development and implementation, documentation, project planning and task definition, and other systems analysis topics.

Prerequisite(s): No graduate prerequisites

Instructional Materials:

REQUIRED Textbook: Shelly, Gary B. and Rosenblatt, Harry J., *Systems Analysis and Design* 9th Edition, Course Technology/Cenage Learning, 2012 ISBN: 978-0-538-48161-8

REQUIRED Software: Microsoft Visio 2010 - You can download a 60 trial version at <http://visiotoolbox.com/visio2007freetrial/> If you are not familiar with this software, find an online tutorial to familiarize yourself with it.

Course Objectives:

Upon completion of this course, the student will understand:

	Objectives	Measurements (Outcome Assessments)
	After successfully completing this course, students will:	Objectives will be measured as follows:
1	Demonstrate knowledge of systems modeling, process, and data modeling.	Results of discussion board, exam, case study analysis, homework
2	Demonstrate knowledge of systems documentation.	Results of discussion board, exam, case study analysis, homework
3	Demonstrate knowledge of project management as required for systems analysis and design.	Results of discussion board, exam, case study analysis, homework
4	Demonstrate knowledge of systems development strategies (e.g. SDLC, prototyping, RAD, object-oriented, JAD, and agile methods).	Results of discussion board, exam, case study analysis, homework
5	Demonstrate knowledge of how to manage systems support and security.	Results of discussion board, exam, case study analysis, homework
6	Apply SAaD concepts by working on group project(s).	Results of discussion board, exam, case study analysis, homework
7	Apply SAaD concepts by analyzing case studies.	Results of discussion board, exam, case study analysis, homework

NOTE: Failure to demonstrate mastery of these objectives will lead to failure in the course, regardless of point total.

Grading Policies:

The final grade will be determined based upon total points achieved throughout the semester. Points will be based upon the weighting factors as stated below.

What	% of Overall Grade		Final Grade %	Final Grade
Willowbrook Case	40%		90-100%	A
Homework (Toolkits)	20%		80-89%	B
Homework (Apply Your Knowledge)	20%		70-79%	C
Discussion Boards	20%		60-69%	D
			below 60%	F

In the workplace, you will be expected to produce documents that are clear, easy to read, error-free, and visually effective. Your written products must also satisfy general requirements of the organization, be appropriate for a specific purpose, and meet the needs of the audience. Final course grades are defined as follows:

A– Outstanding work: Shows superior analysis of the assignment; provides excellent selection of content, organization, design, and style that addresses both the practical and rhetorical requirements of the particular situation; uses a style that is fluent and coherent; excellent choice and use of visuals, has no major mechanical errors; shows insight, perceptiveness, originality, and thought.

B– Good work: Above the level necessary to meet course requirements; has a thorough, well-organized analysis of the assignment; shows judgment and skill in the presentation of material appropriate for the intended audience and purpose; supports ideas well with concrete details; has an interesting, precise, and clear style; good use of visuals; is free of major mechanical errors; strong, interesting work, although minor problems may be present.

C– Acceptable work: Meets all basic requirements of the course and assignment; provides a satisfactory analysis of the writing task, subject, and audience; accomplishes its purpose with adequate content, design, and detail; uses details, organization and expression appropriate for the rhetorical and practical context; adequate use of visuals; has acceptable mechanics; nothing remarkably good or bad about the work; equivalent work could be used in the professional world, but generally would be considered minimal.

D– Needs improvement: Minimally meets the assignment but is weak in one of the major areas (content appropriate for purpose, organization, style or mechanics) or offers a routine, inadequate treatment; document design and use of visuals is inadequate or inappropriate; shows generally substandard work with some redeeming features.

F– Unacceptable work: Does not meet the course requirements; fails to meet one or more of the core requirements of the course or assignment; may fail to cover essential points, or may digress to nonessential material; may lack adequate organization and show confusion or misunderstanding of genre or context; may use an inappropriate tone, poor word choice, excessive repetition, or awkward sentence structure; may be unclear; poor quality design and/or use of visuals; may contain an unacceptable level of errors.

Each document, presentation, or visual you prepare reflects your professional knowledge and establishes your professional image. In some cases, a document may be read both by your professor and qualified professionals in the discipline and these professionals may be asked to comment on the content, presentation quality, and value for evaluation purposes. It is critical that your work be done in a professional manner.

- Unless otherwise specified, all assignments are individual. If you copy or use someone else's work, both you and the person/people you copied from will receive a score of zero for the assignment.
- All assignments should be submitted in eCollege. DO NOT email an assignment unless asked specifically to do so by the instructor. If you encounter problems submitting assignments, contact the instructor immediately. Remember, you have 2 ways to get into eCollege: through your MyLeo sign-on. If you are not able to get to eCollege from there, you can use the following URL to get there: <http://www.online.tamuc.org> Assignments will be run through TurnItIn.com when they are submitted.
- All assignments should be created using Microsoft Word. Documents in either 2007 or 2010 format are acceptable. All assignments should double spaced and use 1 inch margins.
- All assignments should follow APA format style i.e. a coverpage with your name and assignment information as well as a running header that appear on every page; page numbers should appear in the upper right-hand corner next to the running head (please leave a space between the 2 – don't run them together).
- **Your file should be named with your last name and first initial followed by a dash and then an appropriate name for the assignment.** For example, my final exam would be named *AlexanderC-FinalExam*.
- **Discussion Boards (DB)** – DBs will be made available each week so that students can discuss topics that are relevant to the course. Some DBs will be required while others are optional. Required DBs will count toward your participation grade.
- **Classroom (and/or Internet) Protocol:** Students will function as co-managers of the teaching/learning process. As a part of their process management responsibilities, the first assignment will be to establish classroom (or Internet) protocol and team operating guidelines. Compliance with university policies as well as Federal, State and local laws is expected. Internet students may complete assignments according to their personal schedules as long as they are **not LATE. Except in emergencies (as agreed upon with your professor), penalties of 10% per day for up to 3 days will be deducted for late submission of assignments. Assignments submitted more than 3 days past the due date will not be graded and will receive a score of zero.**
- A grade of Incomplete is given according to College and Department guidelines, primarily for medical reasons only.

- Students will be informed as promptly as possible of grades on projects and exams. Depending on the size of the class, typically, a one-week turn-around time can be anticipated.
- All students enrolled at the University shall follow the tenets of acceptable behavior conducive to a positive learning environment. (Student Guide Book)
- Retain copies of all assignments.
- If you will not be able to complete this course, dropping from this class is **your** responsibility. If you do not drop the course, you will receive the grade you earned (usually “F”).

Method of Instruction: This course utilizes a cross functional approach. Projects, applications exercises, discussion boards and cases used to impart the course content will be incorporated from all the functional areas of business. Teaching methods may include lecture, discussion and presentation of real-world cases, computer applications cases and projects, and written exercises.

Statement of Accommodation of Special Needs: ‘Each division within the University is aware of the needs of the disabled student and is ready and willing to work with each student to solve problems as they arise.’ Students requesting accommodations for disabilities must go through the Academic Support Committee. Instructors must be notified in writing by the Director of Disability Resources & Services before accommodations will be made. For more information, please contact the Director of Disability Resources & Services, Halladay Student Services Bldg., Room 303D, (903) 886-5835.

Code of Student Conduct: All students enrolled at the University will follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. See Student’s Guide Handbook, Rules and Procedures, Code of Student Conduct at <http://www.tamu-commerce.edu/studentlife/guidebook67.pdf>. Business Administration and MIS professors do not tolerate **plagiarism** and other forms of academic **dishonesty**. Instructors “are expected to uphold and support student integrity and honesty by maintaining conditions that encourage and enforce academic honesty. Conduct that violates generally accepted standards of academic honesty is defined as academic dishonesty. **"Academic dishonesty" includes, but is not limited to, plagiarism (the appropriation or stealing of the ideas or words of another and passing them off as one's own), cheating on exams or other course assignments, collusion (the unauthorized collaboration with others in preparing course assignments), and abuse (destruction, defacing, or removal) of resource material.**” See 13.99.99.R0.10 Academic Honesty at http://www.tamu-Commerce.edu/administration/Rules%26Procedures/rules_procedures.asp?RID=97. In accordance with the Texas A&M University-Commerce Code of Student Conduct Section 5.b [1, 2, 3], the penalties for students guilty of academic dishonesty include **disciplinary probation, suspension, and expulsion.**

Policy on Academic Honesty: ‘Students at Texas A&M-Commerce are expected to maintain high standards of integrity and honesty in all their scholastic work.’ Academic dishonesty includes, but is not limited to, copying during an exam, submitting work of another person or work previously used without informing the instructor. All students involved in academic dishonesty will be disciplined in accordance with University policies and procedures. Any form of academic dishonesty will result in a minimum of a zero for the assignment. In addition, the student can also receive an “F” grade for the course.

Table I – Tentative Class Schedule of Assignments

Details for all homework assignments will be posted in eCollege. Getting behind on reading or submission of assignments puts you at risk in terms of completing the course in one semester.

All assignments are due by midnight, Central Standard Time (CST) on the date indicated.

Date	Text Chapters--	Assignment(s)
Week 1 07/9	<u>SYSTEMS PLANNING</u> Chapters 1, 2, 3 Toolkit 1 Willowbrook Case	Reviewed during ClassLive - Instructor Ch 1 – AYK, Projects 3 Ch 2 – AYK, Town of Eden Bay Case Ch 3 – AYK, Personal Trainer, Inc. Case
		Submitted for Grade DUE: Sunday 07/15/12 Toolkit A – Projects 2, 3 – AND -- Discussion Board
Week 2 07/16	<u>SYSTEMS ANALYSIS</u> Chapters 4, 5, 6, 7 Willowbrook Case	Reviewed during ClassLive – Group (for grade) Ch 4 – AYK Ch 5 – AYK Ch 6 – AYK, New Century Health Clinic Case Ch 7 – AYK, New Century Health Clinic Case
		Submitted for Grade DUE: Tuesday 07/17/12 Individual – Willowbrook Case for chapters 1, 2, 3 – DUE: Sunday 07/22/12 Discussion Board
Week 3 07/23	<u>SYSTEMS DESIGN</u> Chapters 8, 9, 10 Toolkit 3 Willowbrook Case	Reviewed during ClassLive – Group (for grade) Ch 8 – AYK, Personal Trainer, Inc. Case Ch 9 – AYK Ch 10 – AYK, New Century Health Clinic
		Submitted for Grade DUE: Tuesday 07/24/12 Individual – Willowbrook Case for chapters 4,5,6,7 DUE: Sunday 07/29/12 Toolkit C – Projects 1, 2, 3, 4 – AND -- Discussion Board
Week 4 07/30	<u>SYSTEMS IMPLEMENTATION, SUPPORT & SECURITY</u> Chapters 11, 12 Toolkit 2 Toolkit 4 Willowbrook Case	Reviewed during ClassLive – Group (for grade) Ch 11 – AYK, Personal Trainer, Inc. Case Ch 12 – AYK, Mills Imports
		Submitted for Grade DUE: Tuesday 07/31/12 Individual – Willowbrook Case for chapters 8,9,10 DUE: Sunday 08/05/12 Toolkit B – Projects 2, 3 Toolkit D – Projects 4 – AND -- Discussion Board
Week 5 08/06		DUE: Tuesday 08/07/11 Individual – Willowbrook Case for chapters 11, 12