

Syllabus and Course Outline

MIS 415 Business Process Analysis and Design

Professor: *Dr. Bob Folden*

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Office Hours: *Monday and Wednesday 9:30 am to 12:00 pm and other times by special appointment.*

Course Description:

This course provides a methodical approach to developing computer systems including systems planning, analysis, design, testing, implementation and software maintenance. Emphasis is on the strategies and techniques of systems analysis and design for producing logical methodologies for dealing with complexity in the development of information systems. The course approaches the development of information systems from a problem-solving perspective. This course builds upon concepts to which the student has been exposed in previous classes.

Course Prerequisite(s):

No graduate prerequisites.

Course Objectives:

1. Understand the types of business needs that can be addressed using information technology-based solutions.
2. Use at least one specific methodology for analyzing a business situation (a problem or opportunity), modeling it using a formal technique, and specifying requirements for a system that enables a productive change in a way the business is conducted.
3. Within the context of the methodologies they learn, write clear and concise business requirements documents and convert them into technical specifications.
4. Incorporate principles leading to high levels of security and user experience from the beginning of the systems development process.
5. Design high-level logical system characteristics (user interface design, design of data and information requirements).
6. Analyze and articulate ethical, cultural, and legal issues and their feasibilities among alternative solutions.

Accommodations

Students requesting accommodations for disabilities must go through the Academic Support Committee. For more information, please contact the Director of Disability Resources & Services, Halladay Student Services Bldg., Room 303D, (903) 886-5835.

“Requests from students with disabilities for reasonable accommodations must go through the Academic Support Committee. For more information, please contact the office of Advisement Services, BA 314, (903) 886-5133.”

Conduct

“All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment.” ([See Guidebook, p. 42-45](#))

Academic Integrity

Academic integrity is the pursuit of scholarly activity free from fraud and deception and is an educational objective of this institution. Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabricating of information or citations, facilitating acts of academic dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students

All work submitted to this Instructor may be submitted to an academic integrity verification service such as Turnitin.com.

You are responsible for authenticating any assignment submitted to this instructor. If asked, you must be able to produce proof that the assignment submitted is actually your own work. Therefore, it is recommended that you engage in a verifiable working process on assignments. Keep copies of all drafts of your work, make photocopies of research materials, keep logs or journals of your work on assignments, and papers, learn to save a version of assignments under individual filenames on computers or diskettes, etc.

The inability to authenticate your work, should it be requested, is sufficient grounds for failing an assignment.

Appeals Process:

Students taking online classes at Texas A&M University-Commerce have the same rights as students enrolled in face-to-face classes. The A&M-Commerce Student [Guidebook](#) (page 55) details those rights and explains complaint and grievance procedures, as well as the Student Code of Conduct. Students have the right to appeal course grades, [Guidebook](#) (page 35), admissions committee decisions, or any adverse action taken by any *online* faculty against any student. The appeal process is the same for all types of appeals.

Projects:

You will have one group project that you will work on with a team. All information about the project will be available online. You will need to complete the project working together. One of the team members will need to be elected to the role of Team Leader. That person will be responsible for submitting the finished product for the team. You will each be given a grade based on both your combined work and your individual contribution to the finished work based upon your teammates assessment of that work.

Case Study Analysis:

There are five Case Study Analyses that must be completed during the semester. Each case is to be found at the back of your textbook. You are to submit all of the Case Deliverables as a single word-processing document. When they identify a spreadsheet or database table, you can embed them in the document or you can take screen shots of the appropriate material to verify the information needed.

The Case Study Analysis is in lieu of the oral report that is identified in the cases. Your deliverables and the Case Study Analysis will form your grade on the assignment.

These answers are to be solely your own effort. You are not to collaborate with other students or use another individual's or group's work without proper citation.

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Case Study Analysis Rubric

Criteria	Criteria Description	Point Value	Score
Formatting	Your case study is properly formatted, using appropriate headings and subheadings: case title centered on first page; student name in upper left corner of <i>document header</i> (this is non-APA); running title in upper right corner of <i>document header</i> ; page number to be included as part of running header -or- bottom right of <i>document footer</i> ; use of <i>sub-headings</i> for ease of reading (Case Overview – or something similar; Key Issues; Alternatives; Alternative Evaluation; Recommendation); <i>grammar</i> and <i>spelling</i> count here. You should not have any spelling errors!	30	
References	Your write-up should include all reference material, including the textbook and in some cases, the case article itself. You may also be asked to find outside references to support your points. References should be listed alphabetically by last name on your reference page. If you didn't cite it in the body of your work, don't include it on your reference page. You should follow APA (6 th Edition) in all citations.	30	
Case Overview	Summarizes background information of the company under study and states the main issue(s) facing the company. Be sure that what you include here is important to the case. For example, the company being located in Colorado is not typically something that would be considered important. However, if the company being located in Colorado plays a key role in the issues(s) being studied or decision(s) to be made, then it warrants mention (e.g. if your case study covered the Denver International Airport, location is important)	30	
Key Issues	Identifies the key issues facing the company and discusses why they are issues (the <i>WHY</i> part being an important aspect of this section of your write-up). The <i>WHAT</i> (issues) are usually clearly laid out in the case write-up. You may have to work a little more to identify the <i>WHY</i> part.	30	
Alternative Courses of Action	This section should discuss what the company <i>could have</i> done to address they key issues. You may include what the company actually did, but your analysis should go beyond this. Think outside the box here. You may want to number or letter each of your alternatives so that you can use that same numbering/lettering scheme as you evaluate each course of action in the next section (i.e. more levels of sub-headings would be nice here – it's makes reading your document much easier). In addition to what the company actually did, you should come up with 2-3 other alternatives. This is one key area where you can demonstrate your <i>analytical skills</i> .	60	
Evaluation of Alternatives	This section should discuss the benefits and drawbacks of each alternative you identified in the above section – what the company could potentially <i>gain</i> and what the company could potentially <i>lose</i> – by adopting this alternative. This can include such things as cost, increased or decreased productivity, resistance to change, etc. This is another key area where you can demonstrate your <i>analytical skills</i> .	60	
Recommendation	You need to make a recommendation! It could be the same as what the company actually did or it could be one of your other alternatives. In this section you should discuss why each of the other alternatives is not best for the company at this point time (again, WHY being the key point here).	60	
Deliverables		100	
Total Points		400	

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Essay Exams

There are four essay exams that must be completed during the semester. Each exam is a single question. You are to answer them in as much detail as possible. **You should support your answers from the literature. Your support must come from sources other than course textbooks.** You must document your sources or you may receive a zero for any work submitted. You may work offline to complete the exams and then copy and paste your answers into the appropriate space. You must submit them by the due date. I would recommend that you pace yourself so that you are not doing them all at one time. Your grade will be determined on the basis of the quality of your answer and not on the basis of quantity of answer.

These answers are to be solely your own effort. You are not to collaborate with other students or use another individual's or group's work without proper citation.

Discussions:

In this course, you will be expected to participate in Discussions weekly. Professional communication is always expected. In order to achieve the maximum number of points for your Discussion grade, please answer each thread on three separate levels:

- 1) Answer the posted question (10 points);
- 2) Respond to other's posted answers (6 points);
- 3) Reply to any persons who have responded to you (4 points).

Discussion questions and topics may be added to the discussion area throughout the Semester. You will need to visit the area regularly. You are to consider the question or topic and post an appropriate response. You should support your response with external sources (**not course textbooks**) whenever appropriate. I will grade your responses based upon the quality of the response. This is to be an attempt to create a seminar environment where you will be able to increase one another's knowledge of the subject. You should visit this at least once a week to read the material and respond appropriately. You may add information at a later time as you would in a regular discussion.

Textbook(s) and Other Materials:

Required:

Systems Analysis and Design (with CourseMate Printed Access Card) 10th Edition, 2014. Harry J. Rosenblatt. ISBN: 1-285-17134-9. Available as an eBook or as a rental from the Publisher.

Grading:

Grading Percentages A = 90= percent of total points B = 80-89 percent of total points C = 70-79 percent of total points D = 60-69 percent of the total points F = 59- or less percent of the total points	Discussions	240
	Case Study 1	400
	Case Study 2	400
	Case Study 3	400
	Case Study 4	400
	Case Study 5	400
	Essay 1	100
	Essay 2	100
	Essay 3	100
	Essay 4	100
	Team Project	400
Total Points Possible	3,040	

Late assignments and tests may have points deducted from the final score.

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Using someone else's words or ideas as if they were your own is plagiarism. The way to avoid this is to give credit to the author. Use citations to give credit to the author; you will gain the respect of other professionals, and you will also avoid an automatic F on the paper and most likely for the course.

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Course Outline and Assignments: This is only a proposal to guide you in your efforts to stay up with the course.

Unit	Date of Assignment	Reading Assignment	Projects or Exams
1 Systems Planning	September 2	Chapter 1	
	September 9	Chapter 2	Case Study 1
	September 16	Chapter 3	
2 Systems Analysis	September 23	Chapter 4	Essay 1
	September 30	Chapter 5	
	October 7	Chapter 6	Case Study 2
	October 14	Chapter 7	
3 Systems Design	October 21	Chapter 8	Essay 2
	October 28	Chapter 9	
	November 4	Chapter 10	Case Study 3
4 Systems Implementation	November 11	Chapter 11	
	November 18		Essay 3 Drop Dead Date (all work in first 4 Units due)
5 Systems Support and Security	November 25	Chapter 12	
	December 2		Essay 4
	December 9		Case Study 4 All Unit 5 Work due

⁺ **Assignments are due 2400 hours (midnight) of the date that they are assigned.**

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