COURSE SYLLABUS

COLLEGE OF BUSINESS

SUMMER SEMESTER 2012

CIS 330-01

SYSTEMS ANALYSIS AND DESIGN

INSTRUCTOR:	Mrs. Carol Gossett
OFFICE HOURS:	Tuesday - Thursday 7:00 – 7:30 a.m 11:40 a.m. – 12:20 a.m.
OFFICE LOCATION:	Keller Hall 243
OFFICE TELEPHONE:	(256) 765-4410 (please leave message)
E-MAIL:	Angel CIS 330 Course Site E-mail (preferred) UNA Portal: chgossett@una.edu (emergency)
FAX:	(256) 765-4811
SECTION NUMBER:	01 (30127)
COURSE DESCRIPTION:	**An introduction to the strategies and technologies for developing information systems (IS) within organizations. Emphasis is placed on the concepts, methodologies, and tools associated with the analysis, design, and implementation of successful systems.**
CREDIT HOURS:	3
PREREQUISITE:	CIS 225 and CIS 236, minimum grade of C in both
COURSE DELIVERY METHOD:	**Traditional Classroom**

COURSE OBJECTIVES:

The student will be able to:

1. Learn the phases of the Systems Development Life Cycle and the activities that occur within each phase. (CIS Outcome c, CoB Goal 6)

2. Learn to solve problems by first analyzing and defining the problem. (CIS Outcome b, CoB Goal 6)

3. Learn the critical tools and techniques of project management. (CIS Outcome c, CoB Goal 6)

4. Learn successful communication strategies in written and verbal communications. (CIS Outcome f, CoB Goal 1)

5. Learn teamwork by collaborating on projects. (CIS Outcome d, CoB Goal 2)

6. Learn the leadership role of a systems analyst. (CIS Outcome g, CoB Goal 4)

7. Learn about the methodologies used to develop information systems in corporate structures. (CIS Outcome g, CoB Goal 4)

TOPICS COVERED:

The Systems Planning Phase
The Systems Analysis Phase
The Systems Design Phase
The Systems Implementation Phase
The Systems Maintenance and Support Phase
Communication Skills
Project Management Skills
Financial Analysis Tools

COURSE EVALUATION PROCESS

	Percentage
Exams	50
Class Participation	15
Discussion Questions	15
Quizzes	20
Total Percentage	100

REQUIRED TEXTBOOK, SOFTWARE AND SUPPLIES:

Required Text: Systems Analysis and Design, Ninth Edition, Authors: Shelly and Rosenblatt, Course Technology, 2012 Thomson Course Technology (ISBN 1133274633).

IMPORTANT TECHNICAL SUPPORT CONTACT INFORMATION:
- UNA Angel Learning Management System Support: angelsupport@una.edu (from your UNA portal e-mail if possible)
- UNA Portal FAQs: http://unaportal.una.edu/site/faqlogin.html
- UNA Computer Services Support: cpsupport@una.edu (from your UNA portal e-mail if possible)

ACADEMIC HONESTY—UNIVERSITY POLICY:

Plagiarism and cheating are serious offenses and may be punished by failure on exam, paper, assignment, quiz, or project; failure in course; and/or expulsion from the University. For more information refer to the "Academic Dishonesty" policy in the University Undergraduate Catalog.

ADA ACCOMODATION STATEMENT—UNIVERSITY POLICY:

In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, the University offers reasonable accommodations to students with eligible documented learning, physical and/or psychological disabilities. Under Title II of the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973, a disability is defined as a physical or mental impairment that substantially limits one or more major life activities as compared to an average person in the population. It is the responsibility of the student to contact Developmental Services prior to the beginning of the semester to initiate the accommodation process and to notify instructors within the first three class meetings to develop an accommodation plan. Appropriate, reasonable accommodations will be made to allow each student to meet course requirements, but no fundamental or substantial alteration of academic standards will be made. Students needing assistance should contact Developmental Services.

EMAIL DROP PROCEDURE—UNIVERSITY POLICY:

Any student wishing to drop a class may logon to their secure UNA email account and send an email to their instructor of record and a copy of the email to the Registrar's Office at registrar@una.edu. This will be valid for online courses as well as regular courses. The email MUST come from the student's UNA portal account. The Registrar's Office will officially drop a student from the course after receiving a response from the instructor which includes permission to drop and their grade of W, WP, or WF. In the email, be sure that you include your full name, UNA ID number, course section and 5 digit course registration code.

CIS 330-01 SUMMER 2012 SYLLABUS ADDENDUM

HOME PAGE: Login to unaportal.una.edu, click the "My Courses and Academic Services" tab, click the "Click here" under My Courses, click the "SYSTEMS ANALYSIS AND DESIGN" link. You will want to use the "Check Browser" option to determine if your browser is configured to use the Angel Course Management Sites.

CLASS LOCATION: Raburn 211

COURSE TIME: Monday - Friday 9:40 – 11:40 a.m.

COURSE COMMUNICATION:

Login to unaportal.una.edu, click the "My Courses and Academic Services" tab, click the "Click here" under My Courses, click the "SYSTEMS ANALYSIS AND DESIGN" link.

If you have difficulties with Internet Explorer, you may want to download and try the Firefox browser from:
http://www.mozilla.com/en-US/launch/?utm_id=Q406&utm_source=google&utm_medium=ppc&utm_campaign=postlaunch&gclid=CNXUl5GQt4wCFSQVgQodhSPQLA

Each student is REQUIRED to check Angel email and homepage for new postings at least twice weekly.

- **E-mail Communication**:
  Please use the class e-mail unless there is an emergency. In case of emergencies use the following e-mail address chgossett@una.edu. In your e-mails to me, please use "CIS 330 class - your name" in the subject line.
- **Phone Communication:** On your phone messages, please leave your name, class, section number, phone number, and message. Please speak slowly and clearly.

CLASS OPERATIONS:

Class meetings will be a time for discussion of the material in the textbook as well as assignments. To be able to contribute to the class, you **MUST** read the assigned material **BEFORE** coming to class. If you do not volunteer to participate, I will volunteer you! Pop quizzes may be given at any time. Expect me to lead most discussions but I will rely heavily on your thoughts and comments in covering the material. Jointly, we will elaborate, amplify, and clarify the text. I do **NOT** recommend using an e-book for this class.

You are expected to attend all class meetings. During these classes, you are expected to conduct yourself as a professional, which includes regular and punctual attendance. Any student who has NO absences and NO tardies at the end of the semester will receive 2 extra points on their average. Please do not leave the class until you have been dismissed. This is disrespectful to your fellow classmates and the instructor. You may also miss last minute instructions given for assignments. Note again, missing a class does not remove your responsibility for the material covered in class.

CIS Departmental Attendance Policy: Whenever a student's cumulative absences for any reason - excused or unexcused- exceed the equivalent of three weeks of scheduled classes and activities (one week in each four-week session or two weeks in the eight week summer term), no credit may be earned for the course at the discretion of the professor.

Surfing the Internet during class is expressly prohibited! It distracts you, other students, and me.

All materials, projects, and tests submitted during the course become the property of the University. Every effort will be made to treat each student equally. Students will be graded solely on course performance -- not on unrelated factors.

EXAMS:

Four exams will count a total of 50 percent of the final grade. Exams focus on class assignments and the course text. Multiple methods, including but not limited to multiple choice and/or short answer/essay will be used to test your knowledge and understanding. All exams must be completed at the scheduled times. If it is necessary for the instructor to change a test date, it will be announced as soon as possible prior to the exam.

Makeup exams are not given. If you miss an exam with an excused absence, your lowest grade on the other exams will count twice in computing your final grade. This will only be done once. If you miss more than one exam, you will receive a zero for the second exam missed. Expect to be asked to provide supporting documents, references, etc. for your absence. If an exam is missed due to an unexcused absence, you will be assigned a grade of zero for the exam.

ASSIGNMENTS AND GRADING POLICY:

Homework: Homework assignments will be given in class in order to prepare you for the exams. Homework assignments will be posted on the class Angel page. Numerous assignments will be given during the semester. Students are expected to do all assignments. Some will be individual assignments. Others will be team assignments. Many presentations will be made as you prepare the assigned questions/topics/cases and then deliver the presentation to your classmates. If you are absent from class, it is your responsibility to obtain assignment information, either from the Angel page or from a classmate. If you are absent from class when you are supposed to be presenting material, your grade and possibly the grade for your entire team will suffer.

Discussion Boards: Students must post an answer to each discussion board topic by the assigned due date. Students must also respond to a minimum of 3 classmates for each discussion topic.

MANE CARD:

The UNA labs are equipped with printers that students may use to print, when necessary. A Mane Card is required to print in the labs in the CIS computer labs.

UNA College of Education: Alignment of Alabama State Department of Education Standards for Business and Marketing Education

Standard	Assessment
290-3-3-.25(1)(b)9. Ability to analyze computer network management and support.	Selected exam questions based on College of Business Goal 4 and CIS Department's Outcome g: "Learn about the methodologies used to develop information systems in corporate structures" – Passing score