

**System Analysis and Design - 10394 - CIS 3365 – 110**

Spring 2018

Texas A&amp;M University - Central Texas

**INSTRUCTOR AND CONTACT INFORMATION****Instructor: Betty Elder****Office: Warrior Hall Room 419****Phone: 254-793-9493 (This is my home phone use it first except during office hours)****Mobile: 254-458-0310 (My home does not have cell coverage, try the home phone don't leave messages on the mobile)****Email: [elder@tamuct.edu](mailto:elder@tamuct.edu) please use email not Canvas messaging****Office Hours:**

Monday/Wednesday 1200 – 1545

I am available at other times upon request. Call and work it out with me, I would rather not try to schedule a time over email.

**Mode of instruction and course access:**

This course meets face-to-face with all content available online using the Learn system: A&M-Central Texas Canvas Learning Management System  
[\[https://tamuct.instructure.com\]](https://tamuct.instructure.com).

**Student-instructor interaction:**

I will check emails on days I have office hours. The email does not work well from my home so I will not be checking it over the weekend. If you need help or information Friday – Sunday please call my home phone 254-793-9493.

**911 Cellular:**

Emergency Warning System for Texas A&amp;M University – Central Texas

911Cellular is an emergency notification service that gives Texas A&M University-Central Texas the ability to communicate health and safety emergency information quickly via email, text message, and social media. All students are automatically enrolled in 911 Cellular through their myCT email account.

Connect at [911Cellular](https://portal.publicsafetycloud.net/Texas-AM-Central/alert-management) [https://portal.publicsafetycloud.net/Texas-AM-Central/alert-management] to change where you receive your alerts or to opt out. By staying enrolled in 911Cellular, university officials can quickly pass on safety-related information, regardless of your location.

**COURSE INFORMATION****Course Overview and description:**

CIS 3365. System Analysis and Design. 3 Semester Credit Hours.

Examine systematic analysis, design, and implementation of software systems with special emphasis on the processes and skills used in the first four stages of the System Development Life Cycle. Analyze traditional and current methodologies in design, including computer aided analysis and design tools. Prerequisite(s): CIS 3330 or CIS 3331 or CIS 3332, or permission of department chair.

**Course Objective:**

Be able to understand and implement the System Development Life Cycle.

**Student Learning Outcomes:**

Knowledge Outcomes- the student will gain an understanding of the following as they apply to Systems Analysis and Design:

- Historical and theoretical foundations and concepts
- Interview techniques
- Approaches to systems development
- Steps of the System Development Life Cycle and the procedures, skills and tools that comprise them
  - Service Request System
  - Baseline Project Plan (BPP)
  - Mission statements
  - Project charters
  - Return on Investment (ROI)
  - System Requirements Checklist
  - Context Level Diagram
  - Data Flow Diagram (DFD)
  - Use Case Diagrams
  - Activity Diagrams
  - Data Dictionary
  - Database
- Describe work breakdown structures
- Gantt charts and PERT/CPM charts
- Unified Modeling Language (UML) and examples of UML diagrams
- Project risk management
- Total cost of ownership (TCO)
- Rapid/Agile Applications Development

Skill Outcomes- the student will demonstrate proficiency in the use of the following as they relate to Systems Analysis and Design

- Apply strategic planning process to scenarios
- Interview techniques

- Write effective letters, memos, and e-mail messages
- Present results of strategic planning process
- Organize and prepare written reports
- Conduct a strengths, weaknesses, opportunities, and threats (SWOT) analysis
- Work effectively in work teams

**Competency Goals Statements (certification or standards):**

Be able to understand and implement the tools used in system analysis and design.

**Required Reading and Textbook(s):**

Textbook: Modern Systems Analysis and Design 8<sup>th</sup> edition

EISBN-10: 0132991306 • ISBN-13: 9780132991308

Joseph Valacich, University of Arizona & Joey George, Iowa State University

[Publisher Website](https://www.vitalsource.com/referral?term=9780134205618): [https://www.vitalsource.com/referral?term=9780134205618]

See course calendar below for daily reading assignments. The entire text constitutes required reading for the course.

**COURSE REQUIREMENTS**

- **Examinations:** 400 Total Points
  - Midterm Exam (200 of 400 points):
    - Multiple-choice exam covering topics discussed in Chapters 1 – 7. This will be done in the classroom without any references. (100 points)
    - Practical Visio: Data Flow Diagram (DFD), Use Case Diagram, and Activity Diagram completed in the classroom. You may bring or search the web for any references, other than another person. (100 points)
  - Final Exam (200 of 400 points):
    - Multiple-choice exam covering topics discussed in Chapters 7 - 14, and Midterm miss review. This will be done in the classroom without any references. (100 points)
    - Practical Excel and Access Assignments: Documents completed in the classroom. You may bring or search the web for any references, other than another person. (100 points)
- **Review Questions (RQ):** 200 Total Points (Due at 11 am date on schedule): Chapter review questions come from the text and are intended to encourage reading. They can be taken up to 3 times. (16 RQ sets at 12.5 points each)
- **Class Assignments:** 200 Total Points: Some classes will have some in class work. Directions for individual work will be given on Canvas (20 Class Assignments @ 10 points each = 200 Total points)
- **Problems and Exercises:** 200 Total Points: Come from Chapter Problems and Exercises (P&E) Section. Must be turned in as an attachment of the, Word, Excel, Visio, or Access will be required for various exercise. (14 @ 14.29 points each = 200 Total)

### Grading Criteria Rubric and Conversion

Activity	Points	Percent of grade
Exams	400	40%
Review Questions	200	20%
Chapter Assignments	200	20%
In Class Assignments	200	20%
<b>Total</b>	<b>1000</b>	<b>100%</b>

Percentage Earned	Letter Grade
90%+	A
80-89%	B
70-79%	C
60-69%	D
<60	F

### Posting of Grades

Grades will be posted in the Blackboard Gradebook.

### COURSE OUTLINE AND CALENDAR

#### Complete Course Calendar

Week	Day	Date	Reading & Review Questions Due	Programming Exercise (PE) Due
1	Mon	15-Jan	Martin L. King Jr. Day	
1	Wed	18-Jan	Chapter 1	
2	Mon	22-Jan	Chapter 2	
2	Wed	25-Jan	Chapter 3	
3	Mon	29-Jan	Chapter 4	
3	Wed	1-Feb	Chapter 5	
4	Mon	5-Feb		Ch 3 P&E 3.40 and 3.41 Page 74
4	Wed	8-Feb	Chapter 6	Ch 4 P&E 4.28 & 4.29 Page 107
5	Mon	12-Feb	Chapter 7	Ch 5 P&E 5.36-5.38 (Use 36 for 37 and 38 )
5	Wed	15-Feb		
6	Mon	19-Feb	Chapter 7a	Ch 6 P&E 6.28 Page 177
6	Wed	22-Feb	Chapter 7b	Ch 7 P&E 7.39 Page 210
7	Mon	26-Feb		
7	Wed	1-Mar		Ch 7a P&E 7a.25 Page 230
8	Mon	5-Mar	Midterm Multiple Choice	Ch 7b P&E 7b.3 Page 236
8	Wed	8-Mar	Midterm Practical	
9	Mon	12-Mar	Spring Break	
9	Wed	15-Mar	Spring Break	

10	Mon	19-Mar	Chapter 8	
10	Wed	22-Mar		
11	Mon	26-Mar	Chapter 9	Ch 8 P&E 8.50 Page 286
11	Wed	29-Mar		
12	Mon	2-Apr	Chapter 10	Ch 9 P&E 9.46 Page 349
12	Wed	5-Apr		
13	Mon	9-Apr	Chapter 11	Ch 10 Create a Form and Report for 9.46
13	Wed	12-Apr		
14	Mon	16-Apr	Chapter 12	Ch 11 Create a Menu for 9.46
14	Wed	19-Apr		
15	Mon	23-Apr	Chapter 13	
15	Wed	26-Apr		
16	Mon	30-Apr	Chapter 14	Ch 13 P&E 13.39 Page 483
16	Wed	3-May		
17	Mon	7-May	Final MC	
17	Wed	10-May	Final Practical	
17	Thur	11-May		Late Work Due by 11:59 pm
17	Fri	12-May		Final Grades Turned In

### Important University Dates:

#### January 2018

January 15, (Monday) Martin L. King Jr. Day

January 16, (Tuesday) ADD/DROP/LATE REGISTRATION BEGINS (\$25 fee assessed for late registrants) (16 week & 1st 8 week)

January 16, (Tuesday) Classes Begins

January 18, (Thursday) ADD/DROP/LATE REGISTRATION ENDS (16 week & 1st 8 week)

January 23, (Tuesday) Last day to drop 1st 8-week classes with no record

January 31, (Wednesday) Last day to drop 16 week classes with no record

#### February 2018

February 2, (Friday) Priority Deadline to Submit Graduation Application

February 9, (Friday) Last day to drop a 1st 8-week class with a Q or withdraw with a W

February 15, (Thursday) Last day to apply for Clinical Teaching

February 23, (Friday) Student End of Course Survey Opens (1st 8-Week Classes)

#### March 2018

March 1, (Thursday) Deadline to submit application to Teacher Education Program

March 2, (Thursday) Deadline to Submit Graduation Application for Ceremony Participation

March 9, (Friday) 1st 8 week classes end

March 9, (Friday) Deadline for Admissions applications

March 11, (Sunday) Student End of Course Survey Closes (1st 8-Week Classes)

March 12, (Monday) Spring Break Begins

March 12, (Monday) 1st 8-week grades from faculty due by 3pm

March 15, (Thursday) Tuition and Fee Payment Deadline (2nd 8-week classes)

March 16, (Friday) Spring Break Ends

March 19, (Monday) 2nd 8 week begins  
 March 19, (Monday) Summer Advising Starts  
 March 19, (Monday) Class Schedule Published  
 March 19, (Monday) ADD/DROP/LATE REGISTRATION BEGINS (\$25 fee assessed for late registrants) (2nd 8-week classes)  
 March 21, (Wednesday) ADD/DROP/LATE REGISTRATION ENDS (2nd 8-week classes)  
 March 27, (Tuesday) Last day to drop 2nd 8-week classes with no record  
 March 30, (Friday) Last day to drop a 16-week course with a Q or withdraw with a W

### **April 2018**

April 1, (Sunday) GRE/GMAT scores due to Office of Graduate Studies  
 April 2, (Monday) Scholarship Deadline  
 April 2, (Monday) Registration begins  
 April 5, (Thursday) Priority Deadline for International Student Admission Applications  
 April 13, (Friday) Last day to drop a 2nd 8-week class with a Q or withdraw with a W\*  
 April 13, (Friday) Deadline for submission of final committee-edited theses with committee approval signatures to Office of Graduate Studies  
 April 27, (Friday) Student End of Course Survey Opens (16 Week and 2nd 8-Week Classes)

### **May 2018**

May 7-11, Finals Week  
 May 11, (Friday) Last day to file for Degree Conferral (Registrar's Office)(\$20 Late Application Fee applies)  
 May 11, (Friday) Spring Term Ends  
 May 11, (Friday) Last day to withdraw from the university (16 week and 2nd 8 week classes)  
 May 11, (Friday) Last day to apply for \$1000 Tuition Rebate for Spring graduation (5pm)  
 May 12, (Saturday) Commencement Ceremony Bell County Expo Center 7:00 p.m.  
 May 13, (Sunday) Student End of Course Survey Closes (16 Week and 2nd 8-Week Classes)  
 May 14, (Monday) Minimester begins  
 May 15, (Tuesday) Last Day to clear Thesis Office  
 May 5, (Tuesday) Final grades due from faculty by 3pm (16 week & 2nd 8 week)  
 May 21, (Monday) Priority Deadline for Admissions applications  
 May 25, (Friday) VA Certification Request Priority Deadline  
 May 28, (Monday) Memorial Day

## **TECHNOLOGY REQUIREMENTS AND SUPPORT**

### **Technology Requirements.**

This course will use the A&M-Central Texas Instructure Canvas learning management system. Logon to A&M-Central Texas Canvas [<https://tamuct.instructure.com>].

Username: Your MyCT username (xx123 or everything before the "@" in your MyCT e-mail address)

Password: Your MyCT password

### **Canvas Support**

Use the Canvas Help link, located at the bottom of the left-hand menu, for issues with Canvas. You can select "Chat with Canvas Support," submit a support request through "Report a Problem," or call the Canvas support line: 1-844-757-0953.

For issues related to course content and requirements, contact your instructor.

**Other Technology Support**

For log-in problems, students should contact Help Desk Central.

24 hours a day, 7 days a week:

Email: [helpdesk@tamu.edu](mailto:helpdesk@tamu.edu)

Phone: (254) 519-5466

[Web Chat](http://hdc.tamu.edu): [<http://hdc.tamu.edu>]

*Please let the support technician know you are an A&M-Central Texas student.*

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**UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES****Drop Policy.**

If you discover that you need to drop this class, you must complete a [Drop Request Form](https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf) [[https://www.tamuct.edu/registrar/docs/Drop\\_Request\\_Form.pdf](https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf)].

Professors cannot drop students; this is always the responsibility of the student. The Registrar's Office will provide a deadline on the Academic Calendar for which the form must be completed, signed and returned. Once you return the signed form to the Registrar's Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar's Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

**Academic Integrity.**

Texas A&M University -Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Academic integrity is defined as a commitment to honesty, trust, fairness, respect, and responsibility. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. Academic misconduct is any act that improperly affects a true and honest evaluation of a student's academic performance and includes, but is not limited to, cheating on an examination or other academic work, plagiarism and improper citation of sources, using another student's work, collusion, and the abuse of resource materials. All academic misconduct concerns will be reported to the university's Office of Student Conduct. Ignorance of the university's standards and expectations is never an excuse to act with a lack of integrity. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

**Academic Accommodations.**

At Texas A&M University-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier free education. The Department of Access and Inclusion is responsible for ensuring that students with a disability

receive equal access to the University's programs, services and activities. If you believe you have a disability requiring reasonable accommodations please contact the Department of Access and Inclusion at (254) 501-5831. Any information you provide is private and confidential and will be treated as such.

For more information please visit our [Access & Inclusion](https://www.tamuct.edu/student-affairs/access-inclusion.html) webpage [https://www.tamuct.edu/student-affairs/access-inclusion.html].

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and guidance from US Department of Education's Office of Civil Rights, the Dean of Student Affairs' Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. For more information, please visit <https://www.tamuct.departments/index.php>. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines online](http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf), please visit the website [http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf].

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex and gender – including pregnancy, parenting, and all related conditions. A&M-Central Texas is able to provide flexible and individualized reasonable accommodation to pregnant and parenting students. All pregnant and parenting students should contact the Division of Student Affairs at 254-501-5909 to seek out assistance. Students may also contact the University's Title IX Coordinator.

### **Tutoring.**

Tutoring is available to all A&M-Central Texas students, both on-campus and online. On-campus subjects tutored include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors are available at the Tutoring Center in Warrior Hall, Suite 111.

If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, or any other question, contact Academic Support Programs at 254-519-5796, or by emailing Dr. DeEadra Albert-Green at [deeadra.albertgreen@tamuct.edu](mailto:deeadra.albertgreen@tamuct.edu).

Chat live with a tutor 24/7 for almost any subject on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log-in and receive FREE online tutoring and writing support. This tool provides tutoring in over forty subject areas. Access Tutor.com through Canvas.

**University Writing Center:** Located in 416 Warrior Hall, the University Writing Center (UWC) at Texas A&M University-Central Texas is a free workspace open to all TAMUCT students from 10am-5pm Monday-Thursday with satellite hours in the University Library Monday-Thursday from 6:00-9:00pm. Students may arrange a one-on-one session with a trained and experienced writing tutor by visiting the UWC during normal operating hours (both half-hour and hour sessions are available) or by making an appointment via [WOnline](https://tamuct.mywconline.com/) at [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at



[bruce.bowles@tamuct.edu](mailto:bruce.bowles@tamuct.edu) to schedule an online tutoring session. Tutors are prepared to help writers of all levels and abilities at any stage of the writing process.

While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. By providing a practice audience for students' ideas and writing, our tutors highlight the ways in which they read and interpret students' texts, offering guidance and support throughout the various stages of the writing process. In addition, students may work independently in the UWC by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the University Writing Center is here to help!

If you have any questions about the University Writing Center, please do not hesitate to contact Dr. Bruce Bowles Jr. at [bruce.bowles@tamuct.edu](mailto:bruce.bowles@tamuct.edu).

### **University Library.**

The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 250,000 eBooks and 82,000 journals, in addition to the 72,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at A&M-Central Texas are available through our website to help students navigate these resources. On-campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available twenty-four hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place on Skype or in-person at the library. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the A&M-Central Texas main campus includes student lounges, private study rooms, group work spaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our [Library website](https://tamuct.libguides.com/) [https://tamuct.libguides.com/].

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### **OPTIONAL POLICY STATEMENTS:**

#### **A Note about Sexual Violence at A&M-Central Texas**

Sexual violence is a serious safety, social justice, and public health issue. The university offers support for anyone struggling with these issues. University faculty are mandated reporters, so if someone discloses that they were sexually assaulted (or a victim of Domestic/Dating Violence or Stalking) while a student at TAMUCT, faculty members are required to inform the Title IX Office. If you want to discuss any of these issues confidentially, you can do so through Student

Counseling (254-501-5955) located on the second floor of Warrior Hall (207L).

Sexual violence can occur on our campus because predators often feel emboldened, and victims often feel silenced or shamed. It is incumbent on ALL of us to find ways to actively create environments that tell predators we don't agree with their behaviors and tell survivors we will support them. Your actions matter. Don't be a bystander; be an agent of change. For additional information on campus policy and resources visit the [Title IX webpage](https://www.tamuct.edu/departments/compliance/titleix.php) [https://www.tamuct.edu/departments/compliance/titleix.php].

### **INSTRUCTOR POLICIES**

Late work will be accepted until 11:59 pm 10 May. A point reduction of 1 point per if late, then 1 point per week will be applied. I do not have an attendance policy however you must attend the class to get full credit for in class work. I realize there are many good reasons for not being able to attend class, but this is a fixed policy.

### **Copyright Notice.**

Students should assume that all course material is copyrighted by the respective author(s). Reproduction of course material is prohibited without consent by the author and/or course instructor. Violation of copyright is against the law and Texas A&M University-Central Texas' Code of Academic Honesty. All alleged violations will be reported to the Office of Student Conduct.

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