

**CIS 3365-110, System Analysis and Design
Summer 2021**

Texas A&M University-Central Texas

COURSE DATES, MODALITY, AND LOCATION

The class dates are June 07, 2021 to July 30, 2021.

This is a 100% online course and uses the A&M-Central Texas Canvas Learning Management System [<https://tamuct.instructure.com>].

INSTRUCTOR AND CONTACT INFORMATION

Instructor: Mabeena Singh

Office: N/A

Phone: 7138582957

Email: mabeena.singh@tamuct.edu (Preferred email – Canvas “Inbox”)

Student-instructor interaction

My preference is to have contact with students via Canvas first, then e-mail. For urgent or complicated issues, feel free to call me. (Please text me first, and I will definitely call back)

WARRIOR SHIELD

Emergency Warning System for Texas A&M University-Central Texas

Warrior Shield 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 Warrior Shield through their myCT email account.

Connect to Warrior Shield by [911Cellular](https://portal.publicsafetycloud.net/Account/Login) [<https://portal.publicsafetycloud.net/Account/Login>] to change where you receive your alerts or to opt out. By staying enrolled in Warrior Shield, university officials can quickly pass on safety-related information, regardless of your location.

COURSE INFORMATION

Course Overview and description

This course covers the concepts, skills, methodologies, techniques, tools, and perspectives essential for systems analysts to successfully develop information systems. The concepts stressed are Foundations for Systems Development, Planning, Analysis, Design, and Implementation and Maintenance with respect to developing information systems.

Course Objective

Students will design and explain each of the different parts of a computer information system. Students will also examine system components; identify how they are used in an entire system. Students will also complete an information system project to develop skills in the process of system analysis and design.

Required Reading and Textbook(s)

“Modern Systems Analysis and Design”, 9th Edition

Joseph S. Valacich and Joey F. George

ISBN-13: 978-0-13-517275-9

ISBN-10: 0-13-51725-6

Supplemental Material: The course textbook will be supplemented with other materials including handouts and PowerPoint presentations

Required Reading: The student is expected to read and review all material presented in the assigned chapter prior to class

COURSE REQUIREMENTS

Students are required to successfully complete a self-introduction, 14 quizzes, 3 exams, a research paper proposal, a research paper – first draft, a research paper – final version, and a case study.

- **Introduction Task:**
Write a short biography and explain what you hope to learn from this class in the discussion board. Include a professional digital photo of yourself in your Canvas profile (10 points).
- **Exams:**
There will be three exams (two mid-terms and one final). Each exam is worth 100 points and contain 50 questions. Final exam will not be comprehensive. Pattern of all the exams include multiple choice and true/false questions. Make up exams are not typically given. The only acceptable excuses for missing an exam are circumstances clearly outside your control, such as illness, death in family, etc. If you miss an exam, notify me as soon as possible. I may require documentation of the circumstances.
- **Quizzes:**
There will be 14 quizzes (true/false) that are designed to test the general understanding of the topics covered in the course. Each of the 14 quizzes will cover the material from a single chapter and contain 10 questions. Each quiz is worth 10 points. Late submissions are not accepted.
- **Assignments:**
Students will be assigned 5 written assignments consisting of answering questions about subject matter pertaining to System Analysis and Design
- **Project**
Students will go through the process of Systems Development, Planning, Analysis, Design, and Implementation and Maintenance with respect to developing information systems. The project will be completed in sections as the course progresses. Details are included in the Project Modules in Canvas

****Critical**

Note: Late submissions will be penalized 10% of grade per day late.

Grading Criteria Rubric and Conversion

Course Requirement	Points	Weightage
Introduction Task	10	1%
3 exams (100 points each)	300	30%
14 Quizzes (10 points each)	140	14%
3 Assignments	300	30%
Final Project	250	25%
Total	1000	100%

- Final grade distribution will be as per the following scale:

Posting of Grades

Letter Grade	Point Range
A	900-1000
B	800-899
C	700-799
D	600-699
F	500-599

COURSE OUTLINE AND CALENDAR

Complete Course Calendar

Week	Date	Reading	Tasks Due
1	06/07/2021	Read the Syllabus Chapter 01 – The Systems Development Environment Chapter 02 – The Origins of Software	Introduction Task CH1 Quiz CH2 Quiz
2	06/14/2021	Chapter 03 – Managing the Information Systems Project Chapter 04 – Identifying and Selecting Systems Development Projects Chapter 05 – Initiating and Planning System Development Projects	Ch3 Quiz Ch4 Quiz Ch5 Quiz
3	06/21/2021	Chapter 06 – Determining System Requirements Assignment 1 Exam 1 (Ch 1-5)	Ch6 Quiz Exam 1 (06/25/2021)
4	06/28/2021	Chapter 07 – Structuring System Process Requirements Chapter 08 – Structuring System Data Requirements Chapter 09 – Designing Databases	Ch7 Quiz Ch8 Quiz Ch9 Quiz
5	07/05/2021	Chapter 10 – Designing Forms and Reports Assignment 2	CH10 Quiz

6	07/12/2021	Chapter 11 – Designing Interfaces and Dialogues Chapter 12 – Designing Distributed and Internet Systems Exam 2 (Ch 6-10)	CH11 Quiz CH12 Quiz Exam 2 (07/16/2021)
7	07/19/2021	Chapter 13 – System Implementation Assignment 3	Ch13 Quiz
8	07/26/2021	Chapter 14 – Maintaining Information Systems Project Completion Exam 3 (Ch 11-14)	Ch14 Quiz Project Completion (07/28/2021) Exam 3 (07/29/2021)

Important University Dates

June 7, 2021 Add, Drop, and Late Registration Begins for 10-, 8- and First 5-Week Classes. \$25 Fee assessed for late registrants

June 7, 2021 Classes Begin for First 5-, 10-, and 8-Week Summer Session

June 10, 2021 Deadline to Drop First 5-Week Classes with No Record

June 14, 2021 Deadline to Drop 8-Week Classes with No Record

June 22, 2021 Deadline to Drop 10-Week Classes with No Record

June 25, 2021 Deadline to Drop First 5-Week Classes with a Quit (Q) or Withdraw (W)

July 1, 2021 Deadline for Teacher Education Program Applications

July 2, 2021 Deadline for Summer Graduation Application

July 5, 2021 Independence Day (University Closed)

July 9, 2021 Classes End for First 5-Week Session

July 9, 2021 Deadline to Withdraw from the University for First 5-Week Classes

July 12, 2021 Add, Drop, and Late Registration Begins for Second 5-Week Classes. \$25 Fee assessed for late registrants

July 12, 2021 Classes Begin Second 5-Week Summer Session

July 13, 2021 Deadline for Faculty Submission of First 5-Week Final Class Grades (due by 3pm)

July 15, 2021 Deadline to Drop Second 5-Week Classes with No Record

July 15, 2021 Deadline for Clinical Teaching/Practicum Applications

July 23, 2021 Deadline for Final Committee-Edited Theses with Committee Approval Signatures for Summer Semester to Graduate School Office

July 23, 2021 Deadline to Drop 10-Week Classes with a Quit (Q) or Withdraw (W)

July 30, 2021 Classes End for 8-Week Session

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/>] or access Canvas through the TAMUCT Online link in myCT [<https://tamuct.onecampus.com/>]. You will log in through our Microsoft portal.

Username: Your MyCT email 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

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.

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].

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.

For more [information regarding the Student Conduct process](https://www.tamuct.edu/student-affairs/student-conduct.html),
[<https://www.tamuct.edu/student-affairs/student-conduct.html>].

If you know of potential honor violations by other students, you may [submit a report](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0),
[https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0].

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 Office 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 Office of Access and Inclusion, WH-212; or call (254) 501-5836. Any information you provide is private and confidential and will be treated as such.

For more information please visit our [Access & Inclusion](https://tamuct.instructure.com/courses/717) Canvas page (log-in required)
[<https://tamuct.instructure.com/courses/717>]

Important information for Pregnant and/or Parenting Students

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and related 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. Students should seek out assistance as early in the pregnancy as possible. For more information, please visit [Student Affairs](https://www.tamuct.edu/student-affairs/index.html) [<https://www.tamuct.edu/student-affairs/index.html>]. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines](http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf) online, 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 Associate Dean in 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. Subjects tutored on campus include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors are available at the Tutoring Center in Warrior Hall, Suite 111. Tutor.com tutoring **will not offer writing support** beginning August 1, 2019, but will continue to offer other tutoring support.

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

Chat live with a tutor 24/7 for almost any subject from on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log in and receive online tutoring support at no additional cost. This tool provides tutoring in over 40 subject areas. Access Tutor.com through Canvas.

University Writing Center

Located in Warrior Hall 416, the University Writing Center (UWC) at Texas A&M University–Central Texas (TAMUCT) is a free workspace open to all TAMUCT students from 10:00 a.m.-5:00 p.m. Monday thru Thursday with satellite hours in the University Library Monday thru Thursday from 6:00-9:00 p.m. This semester, the UWC is also offering online only hours from 12:00-3:00 p.m. on Saturdays.

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 UWC is here to help!

Students may arrange a one-to-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 [WCOnline](https://tamuct.mywconline.com/) [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu if you have any questions about the UWC and/or need any assistance with scheduling.

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 85,000 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 24 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](http://tamuct.libguides.com/index) [http://tamuct.libguides.com/index].

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].

Behavioral Intervention

Texas A&M University-Central Texas cares about the safety, health, and well-being of its students, faculty, staff, and community. If you are aware of individuals for whom you have a concern, who are exhibiting behaviors that pose a threat to safety, or individuals causing a significant disruption to our community, please make a referral to the Behavioral Intervention Team. You can complete the [referral](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2) online [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2].

Anonymous referrals are accepted. Please see the [Behavioral Intervention Team](https://www.tamuct.edu/student-affairs/bat.html) website for more information [https://www.tamuct.edu/student-affairs/bat.html]. If a person's behavior poses an imminent threat to you or another, contact 911 or A&M-Central Texas University Police at 254-501-5800.

INSTRUCTOR POLICIES

1. Instructor reserves the right to modify the syllabus during the course of the semester for the benefit of the students.
2. Instructor reserves the right to supplement the material presented in the text with additional material that may benefit the students by either providing additional information or a different point of view.
3. Instructor expects that the students will act in a curious and professional manner in all interactions with other students and the instructor.
4. Instructor reserves the right to modify grading rubrics. Changes to grading rubrics are only made to current and possibly future assignments.
5. Instructor will not accept assignments after the last day of classes.

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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