



**Texas A&M University-Central Texas**  
**CIS 3365-110, CRN 80269, Systems Analysis and Design**  
**Fall 2022**

**COURSE DATES, MODALITY, AND LOCATION**

- **Mode of instruction and course access:**

This is an 100% **ONLINE** course – there will be NO “official” face-to-face classroom time. This class meets online during the 16-week semester that **begins Aug 22, 2022, and ends Dec 9, 2022.**

The A&M-Central Texas Canvas Learning Management System (Canvas) [\[https://tamuct.instructure.com\]](https://tamuct.instructure.com) will be our primary resource for the class information. You will use the Canvas username and password communicated to you separately to logon to this system. The course syllabus, schedule, supplemental readings, class announcements, power point slides, learning modules, homework assignments, exams and other course related documents will be posted on Canvas. Each student is responsible for the posted material and should check Canvas at least daily for updates. The course outline in this syllabus shows the basic schedule for the semester.

- **Student-instructor interaction:**

Please send all course related correspondence through Canvas “Inbox”. Please use TAMUCT email only when Canvas is not available (or for non-course related correspondence). I check email several times a day during the week and at least once during the weekends. I will attempt to respond within 24 hours Mon-Thurs and within 48 hours on Fri through Sun. Please do not hesitate to contact me via Canvas Inbox or TAMUCT email, if there are any personal problems or challenges that are hindering your regular progress in the course.

**INSTRUCTOR AND CONTACT INFORMATION**

**Instructor:** Crystal Bausley

**Office:** Online (no physical office)

**Email:** For course related information communications, please use Canvas messaging feature. If Canvas unavailable, please email the instructor using your TAMUCT student email address.

**COBA Department Phone Number:** (254)519-5437, **Email:** [cobainfo@tamuct.edu](mailto:cobainfo@tamuct.edu), **Fax#:** (254)501-5825

**Office Hours:** I do not have an office on campus, but I will be available for students on an appointment basis to meet online. Send me Canvas message to schedule an appointment to meet online.

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

SafeZone provides a public safety application that gives you the ability to call for help with the push of a button. It also provides Texas A&M University-Central Texas the ability to communicate emergency information quickly via push notifications, email, and text messages.



All students automatically receive email and text messages via their myCT accounts.

Downloading SafeZone allows access to push notifications and enables you to connect directly for help through the app.

You can download SafeZone from the app store and use your myCT credentials to log in. If you would like more information, you can visit the [SafeZone](http://www.safezoneapp.com) website [www.safezoneapp.com].

To register SafeZone on your phone, please follow these 3 easy steps:

1. Download the SafeZone App from your phone store using the link below:
  - [iPhone/iPad](https://apps.apple.com/app/safezone/id533054756): [https://apps.apple.com/app/safezone/id533054756]
  - [Android Phone / Tablet](https://play.google.com/store/apps/details?id=com.criticalarc.safezoneapp)  
[https://play.google.com/store/apps/details?id=com.criticalarc.safezoneapp]
2. Launch the app and enter your myCT email address (e.g. {name}@tamuct.edu)
3. Complete your profile and accept the terms of service

**For updates on COVID information**, please monitor the University [website](https://www.tamuct.edu/covid19/)  
[https://www.tamuct.edu/covid19/]

## **COURSE INFORMATION**

### **Course Overview and description**

This course examines 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 or Goal**

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):**

**Title:** Modern Systems Analysis and Design

**Author:** Valacich, Joseph / George, Joey F

**Edition:** 9<sup>th</sup>

**Publisher:** Pearson Education, Inc.

**Print ISBN 13:** 9780135172759

**Copyright year:** 2020



**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**

**Introduction Discussion:** Post an introductory post. This post should contain information about your family or your occupation. Feel free to share a picture as well. This assignment is worth 10 points.

**Discussions:** There will be five (5) discussions available on the discussion board. Student is required to participate in the discussions. Each student is required to post their initial post by Wednesday of the week an assignment is due and reply to at least 2 threads posted by their peers by Sunday.

**Exams:** There will be two (2) exams. Each exam is worth 100 points and contains 50 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 fourteen (14) quizzes 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 20 questions. Each quiz is worth 10 points. Late submissions are not accepted.

**Assignments:** Students will be assigned three (3) written assignments consisting of answering questions about subject matter pertaining to System Analysis and Design. These assignments are a part of the Final Term Project.

**Final Term 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 Final Term Project Module in Canvas. **\*\*Critical Note:** Late submissions will not be accepted.



### Grading Criteria Rubric and Conversion

Required Activity	Quantity	Points	Total
Introduction Post	1	10	10
Discussion Post	5	30	150
Assignments	3	100	300
Quizzes	14	10	140
Midterm	1	100	100
Final	1	100	100
Final Term Project	1	200	200
Total			1000

Percentage	Points	Grade
90.0-100%	900-1000	A
80.0-89.9%	800-899	B
70.0-79.9%	700-799	C
60.0-69.9%	600-699	D
0-59.9%	0-599	F

### Posting of Grades

All student grades will be posted on the Canvas Grade book and students should monitor their grading status through this tool. Grades for weekly assignments, discussions, quizzes, and exams should be posted (no guarantees) within 7 days following the due date.

### Grading Policies

All assignments must be submitted before the posted deadline.

**Late Policy.** Homework Assignments will be considered late if submitted after the due date/time. A late penalty of 5% per DAY (max of 20% deduction). After the 20% late penalty is imposed, assignments will not be accepted. Late quizzes will NOT be accepted!

*NOTE: NO work will be accepted after 12/9/2022.*

## COURSE OUTLINE AND CALENDAR

Week	Dates	Learning Materials	Deliverables
1	<b>8/22-8/28</b>	Chapter 1 – The Systems Development Environment	Introduction Post Chapter 1 Quiz
2	<b>8/29-9/4</b>	Chapter 2 - The Origins of Software	Chapter 2 Quiz
3	<b>9/5-9/11</b>	Chapter 3 – Managing the Information Systems Project	Discussion #1 Chapter 3 Quiz
4	<b>9/12-9/18</b>	Chapter 4 – Identifying and Selecting Systems Development Projects	Chapter 4 Quiz
5	<b>9/19-9/25</b>	Chapter 5 – Initiating and Planning Systems Development Projects	Chapter 5 Quiz <b>Planning Phase Assignment</b>
6	<b>9/26-10/2</b>	Chapter 6 – Determining Systems Requirements	Chapter 6 Quiz
7	<b>10/3-10/9</b>	Chapter 7 – Structured System Process Requirements	Discussion #2 Chapter 7 Quiz
8	<b>10/10-10/16</b>	Review Chapters 1-7	Midterm Exam (Chapters 1-7)
9	<b>10/17-10/23</b>	Chapter 8 – Structuring System Data Requirements	Chapter 8 Quiz
10	<b>10/24-10/30</b>	Chapter 9 – Designing Databases	Discussion #3 Chapter 9 Quiz
11	<b>10/31-11/6</b>	Chapter 10 – Designing Firms and Reports	<b>Analysis Phase Assignment</b> Chapter 10 Quiz
12	<b>11/7-11/13</b>	Chapter 11 – Designing Interfaces and Dialogues	Discussion #4 Chapter 11 Quiz
13	<b>11/14-11/20</b>	Chapter 12 - Designing Distributed and Internet Systems	Chapter 12 Quiz
14	<b>11/21-11/27</b>	Chapter 13 – System Implementation	Discussion #5 <b>Design Phase Assignment</b> Chapter 13 Quiz



15	11/28-12/4	Chapter 14 – Maintaining Information Systems	<b>Final Project</b> Chapter 14 Quiz
16	12/5-12/9	Review Chapters 8-14	Final Exam (Chapter 8-14)

### **Important University Dates**

Important university dates from the current Academic Calendar can be found here:  
[<https://www.tamuct.edu/registrar/academic-calendar.html>]

### **TECHNOLOGY REQUIREMENTS AND SUPPORT**

This course will use Microsoft Office 365 software. As a university student, you can download the software at no cost. Please access this University link for download instructions:  
<https://tamuct.onecampus.com/task/all/office365-software>

#### **Technology Requirements**

This course will use the A&M-Central Texas Instructure Canvas learning management system. **We strongly recommend the latest versions of Chrome or Firefox browsers. Canvas no longer supports any version of Internet Explorer.**

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.

#### **Online Proctored Testing**

A&M-Central Texas uses Proctorio for online identity verification and proctored testing. This service is provided at no direct cost to students. If the course requires identity verification or proctored testing, the technology requirements are: Any computer meeting the minimum computing requirements, plus web camera, speaker, and microphone (or headset). Proctorio also requires the Chrome web browser with their custom plug in.

#### **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.*

---

## UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

### 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 Warrior Center for Student Success, Equity 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](#) Canvas page (log-in required) [<https://tamuct.instructure.com/courses/717>]

### 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. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. All academic misconduct concerns will be referred to the Office of Student Conduct. 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>].

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

### Drop Policy

If you discover that you need to drop this class, you must complete the [Drop Request](#) Dynamic Form through Warrior Web.

[<https://federation.ngwebsolutions.com/sp/startSSO.ping?PartnerIdId=https://eis-prod.ec.tamuct.edu:443/samlso&SpSessionAuthnAdapterId=tamuctDF&TargetResource=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2f53b8369e-0502-4f36-be43->



f02a4202f612].

Faculty 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. Once you submit the completed 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.

### **Important information for Pregnant and/or Parenting Students**

Texas A&M University-Central Texas supports students who are pregnant, experiencing pregnancy-related conditions, 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/pregnant-and-parenting-students.html) [https://www.tamuct.edu/student-affairs/pregnant-and-parenting-students.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 virtually and in-person. Student success coaching is available online upon request.

If you have a question, are interested in becoming a tutor, or in need of success coaching contact the Warrior Center for Student Success, Equity and Inclusion at (254) 501-5836, visit the Warrior Center at 212 Warrior Hall, or by emailing [WarriorCenter@tamuct.edu](mailto:WarriorCenter@tamuct.edu).

To schedule tutoring sessions and view tutor availability, please visit [Tutor Matching Services](https://tutormatchingservice.com/TAMUCT) [https://tutormatchingservice.com/TAMUCT] or visit the Tutoring Center in 111 Warrior Hall.

Chat live with a remote 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 except writing support. Access Tutor.com through Canvas.

### **University Library & Archives**

The University Library & Archives provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 400,000 eBooks and 82,000 journals, in addition to the 96,000 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 virtually through WebEx, Microsoft Teams or in-person at the library. [Schedule an appointment here](https://tamuct.libcal.com/appointments/?g=6956) [https://tamuct.libcal.com/appointments/?g=6956]. 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]

### **University Writing Center**

University Writing Center: Located in Warrior Hall 416, the University Writing Center (UWC) at Texas A&M University–Central Texas (A&M–Central Texas) is a free service open to all A&M–Central Texas students. The hours of operation are from 10:00 a.m.-5:00 p.m. Monday thru Thursday in Warrior Hall 416 (with online tutoring available every hour as well) with satellite hours available online only Monday thru Thursday from 6:00-9:00 p.m. and Saturday 12:00-3:00 p.m.

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 making an appointment via [WOnline](https://tamuct.mywconline.com/) [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at [bruce.bowles@tamuct.edu](mailto:bruce.bowles@tamuct.edu) if you have any questions about the UWC, need any assistance with scheduling, or would like to schedule a recurring appointment with your favorite tutor.

## **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 Wellness and 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/compliance/titleix.html) [https://www.tamuct.edu/compliance/titleix.html].

### **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, please make a referral to the Behavioral Intervention Team. Referring your concern shows you care. 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/bit) website for more information [https://www.tamuct.edu/bit]. If a person's behavior poses an imminent threat to you or another, contact 911 or A&M-Central Texas University Police at 254-501-5805.

---

## **OTHER POLICIES**

1. The instructor reserves the right to modify the course syllabus during the semester for the benefit of the students.
2. The instructor reserves the right to supplement materials presented in the text with additional course material that may help the students better understand a topic(s).
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/or future assignments.
5. Any changes made will be announced on Canvas

## **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.

Copyright. 2022 by Crystal Bausley at Texas A&M University-Central Texas, College of Business; 1001 Leadership Place, Killeen, TX 76549; 254-519-5437; Fax 254-501-5825; cbausley@tamuct.edu