Course Syllabus
MIS 3770-001 – Systems Analysis Methods
Fall Semester, 2020
3 Credit Hours
Hybrid Course

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Office hours: By appointment

Course Overview:
Systems analysis and design are the primary activities performed by a business or systems analyst when developing computer-based information systems. The fundamental goal of this course is to introduce you to and expand upon certain concepts, techniques, and tools of systems analysis and design. During the semester, you will be exposed to the entire analysis and design process and will learn how to use a wide variety of methods and tools that support each phase of the process.

Course Delivery:
This semester MIS 3770 is being offered as an Online Course for the first month, and may open after that as a Hybrid Course, which may mean we will only be meeting on campus on certain assigned dates. You will be notified about on-campus class schedule when we return to campus. When there is a scheduled class on campus, we will meet in Room 263 of the Fogelman College of Business and Economics. You must wear a mask to enter the room. Attendance will not be counted toward final grade. Please take time to go to the following page and read what the administration and faculty believe to be important considerations for you, as a student, to consider regarding the COVID-19 virus:

https://www.memphis.edu/fcbe/faculty/covid_19_notice.php

Pre-Requisites/Co-Requisites:
Prerequisite or corequisite MIS 3210.

Required Text:
Location of Course Materials:
All course materials (lectures, discussion topics, news, etc.) are located on the eCourseware website (opens in new window).

Course Objectives:
By successfully completing this course, students will have:
1. improved understanding of successful and effective project planning and management.
2. improved understanding of the information system development process.
3. increased awareness of the different development methodologies and their appropriateness.
4. developed skills to elicit end-user needs and expectations.
5. developed skills required for modeling various elements of an information system.
6. Enhanced the ability to prepare written technical documents.

Fogelman College: Learning Outcomes for Your Degree
The Fogelman College has established the following learning goals for all students successfully completing the BBA degree:

- Graduates will be effective communicators.
- Graduates will demonstrate critical thinking skills.
- Graduates will be knowledgeable about ethical factors in the business environment.
- Graduates will be knowledgeable about the global business environment.
- Graduates will be proficient users of business presentation and analysis technology.

Course Methodology:
This course consists of reading resources, quizzes, and projects. Exams will also be used to assess your learning of the course materials.

Professor's Expectations of Students:
In general, you should assist the instructor in creating a positive, supportive environment for learning by staying engaged in the course and actively participating in all course activities.

Student's Expectations of the Professor:
In my role as your instructor, there are certain things you can expect from me including: well-organized and engaging learning experience, response to emails within two (2) business days, and feedback on all work submitted within two (2) weeks.
Grading and Evaluation Criteria:
Over the semester, you will have a variety of opportunities to earn points towards your final (overall) letter grade in this course. This section of the syllabus describes the assessed work you will be doing and how overall (final) letter grades will be computed.

Final Course Grades
Final course grades are earned according to the following table:

<table>
<thead>
<tr>
<th>Point Percentage Range</th>
<th>Point Range</th>
<th>Assigned Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100% of Total Points (300)</td>
<td>&gt;=270</td>
<td>A</td>
</tr>
<tr>
<td>80-89% of Total Points (300)</td>
<td>&gt;=240 and &lt;270</td>
<td>B</td>
</tr>
<tr>
<td>70-79% of Total Points (300)</td>
<td>&gt;=210 and &lt;240</td>
<td>C</td>
</tr>
<tr>
<td>60-69% of Total Points (300)</td>
<td>&gt;=180 and &lt;210</td>
<td>D</td>
</tr>
<tr>
<td>Under 60% of Total Points (300)</td>
<td>&lt;180</td>
<td>F</td>
</tr>
</tbody>
</table>

Your overall grade for the semester is based on how well you perform on a mixture of formal activities listed in the table below.

Summary of Graded Activities
Points earned on the assessed activities will be distributed as follows:

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 Quizzes at 10 points each</td>
<td>80</td>
</tr>
<tr>
<td>8 Projects at 15 points each</td>
<td>120</td>
</tr>
<tr>
<td>3 Exams at 30 points each</td>
<td>90</td>
</tr>
<tr>
<td>Participation</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>300 pts</strong></td>
</tr>
</tbody>
</table>

Final Exam Schedule
The final exam for this class will be scheduled according to the Registrar’s academic calendar website (opens in new window).
Course Policies

E-mail:
All students are required to maintain and access their University of Memphis (@memphis.edu) email account. You will receive all official course correspondence at this email account. Any inability to receive incoming mail in a timely fashion (e.g., not regularly checking your email, having a “full mailbox” condition, etc.) is the student’s responsibility.

Attendance:
You are expected to stay active and engaged throughout the academic term and keep up with the schedule of activities. Your full engagement in this course begins on the first day of the semester and should be maintained until the last assignment is submitted.

Adding / Dropping:
If you have questions about adding or dropping classes, please refer to this page on the Registrar’s website (opens in new window).

Academic Integrity:
The University of Memphis has clear codes regarding cheating and classroom misconduct. If interested, you may refer to the Student Handbook section on academic misconduct for a discussion of these codes. Note that using a “Solutions Manual” is considered cheating. Should your professor have evidence that using a “Solutions Manual” has occurred, he/she may take steps as described on the campus’ Office of Student Conduct website (opens in new window). If you have any questions about academic integrity or plagiarism, you are strongly encouraged to review the Fogelman College's Website on Academic Integrity (opens in new window).

Turnitin
I will be using “Turnitin”, a plagiarism detection service, to evaluate all assignments for plagiarism. Any students caught cheating will receive an F on the assignment or exam in question and potentially can fail the entire class.

Classroom or Online Behavior:
All participants in the course should be considerate of the other course participants and treat them (as well as their opinions) with respect. The class will operate under the assumption that any and all feedback offered is positive in nature and that the intentions of the person(s) providing feedback are strictly honorable. Insensitivity in this area will not be tolerated. If you have any questions about online communication, you should review the Fogelman College's Netiquette website (opens in new window).

Late Assignments:
Late assignments will not be accepted.
Extra Credit:

There is no extra credit offered in this course. Your final grade will be computed based on your work on the formal/assessed activities previously described in this syllabus.

Reporting Illness or Absence:

Due dates and deadlines have been established for each graded assignment. In this course, deadlines are taken very seriously. Please do not wait until the last day to submit assignments or to take quizzes and exams. If an emergency should arise, it is the student’s responsibility to contact the instructor prior to the deadline to discuss the matter. A deadline extension will be considered only if all of the following conditions are met:

(1) Extreme emergency and (2) Instructor contacted prior to the due date.

Inclement Weather:

In the event inclement weather requires the cancellation of classes at The University of Memphis, local radio and television media will be immediately notified. Additionally, The University of Memphis has established an Inclement Weather Hotline at 678-0888 as well as LIVESAFE (opens in new window), an emergency alert text messaging service to students, faculty and staff. This optional service is used in the event of an on-campus emergency, an unscheduled university closing, or a delay or cancellation of classes due to, for instance, inclement weather. Additional information on LIVESAFE (opens in new window).

Syllabus Changes:

The instructor reserves the right to make changes as necessary to this syllabus. If changes are necessitated during the term of the course, the instructor will immediately notify students of such changes both by individual email communication and posting both notification and nature of change(s) on the course bulletin board.

Student Services

Please access the FCBE Student Services (opens in new window) page for information about:

- Students with Disabilities
- Tutoring and other Academic Assistance
- Advising Services for Fogelman Students
- Technical Assistance