Course Syllabus
MIS 7610-M50 – Systems Analysis and Design
Fall Semester, 2020
3 Credit Hours

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Office hours: By appointment

Course Overview
This course addresses systems analysis and design of computer-based information systems. The goal of this course is to introduce key concepts, techniques, tools, methodologies, and the organizational, social and ethical impacts of systems analysis development and design activities.

Pre-Requisites/Co-Requisites:
None.

Required Text:
• Additional readings may be assigned throughout the semester; this may include the purchase of an additional book.
• Other materials as assigned.

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, you should have:

- improved understanding of the information systems development processes and methodologies related to systems development,
- increased awareness of how to understand user needs and capture user requirements,
- increased understanding of the documents and reports required during the systems analysis and design process, project planning and management, as well as how to work together as an effective team, and
- insight into current information systems trends, and ethical issues, and the associated analysis, development and design issues associated with those trends.

Fogelman College: Learning Outcomes for Your Degree:

The Fogelman College has established the following learning goals for all students successfully completing the MSIS/MSBA degree:

- Graduates will be competent in the use of technology.
- Graduates will be effective communicators.
- Graduates will be knowledgeable about threats and opportunities in a global society.
- Graduates will be problem solvers.

Course Methodology

This is an online course; much of the learning will be self-managed and self-paced. The online setting has the benefit of accommodating each student’s unique schedule and preferences, however, it also adds the responsibility of managing one’s progress throughout the course. Everything will be done fully online and asynchronously (i.e., the class will not meet at specific times).

Professor’s Expectations of Students

This online course is with online instruction and online instructor meetings. The online instruction portion of the class is set up so that you, as working professionals, can come to class whenever it fits your schedule. Lectures, coursework, homework, tests and discussions will all take place online.

The course is conducted according to the “working schedule”. The working schedule will be updated regularly and will include homework assignments, test and project due dates, and other relevant information. It is your responsibility to check the working schedule frequently and adhere to the posted assignments, discussions, due dates, etc. It is up to you to keep track of the schedule and deadlines.

I will gladly be available via email or online meeting platforms to help you at any point in the course. I will also answer emails as often as I can. However, please understand that the course materials are available 24 hours a day, but I am not. In general, I will make sure that all emails are answered within two business days.

Online instructor meetings will take place throughout the semester in order to discuss projects. We will schedule a date and time for the meetings to be held online.
Students are expected to keep up with the assigned readings, discussions, and deliverables on a regular basis. Students are expected to participate in online discussions when appropriate and turn in assignments on the assigned due date, and no later. Examinations are to be taken when scheduled and no later. The drop boxes for assignments and tests will close at the posted deadline and will not be reopened for late assignments.

In general, students should assist the instructor in creating a positive, supportive online environment for learning by staying engaged in the course and actively participating in all course activities. Most importantly, all participants in the class should be considerate of their classmates and treat them (and their opinions) with respect.

**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>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
</tr>
<tr>
<td>B</td>
<td>80-89%</td>
</tr>
<tr>
<td>C</td>
<td>70-79%</td>
</tr>
<tr>
<td>D</td>
<td>60-69%</td>
</tr>
<tr>
<td>F</td>
<td>Under 60%</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>Class Participation (discussion forums)</td>
<td>15%</td>
</tr>
<tr>
<td>Assignments (individual assignments)</td>
<td>15%</td>
</tr>
<tr>
<td>Midterm Exam 1</td>
<td>30%</td>
</tr>
<tr>
<td>Final Exam 2</td>
<td>20%</td>
</tr>
<tr>
<td>Project</td>
<td>20%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>
**Course Requirements and Activities:**

This course will consist primarily of online lectures, online exercises, discussions, assignments, exams and team projects.

- **Online lectures:** Most of the course content will be delivered via online lectures through PowerPoint slides. A significant portion of the material is represented in the assigned textbook. However, there may be additional information included on the slides that is not covered in your text, you are responsible for all information covered in the PowerPoint presentations. You will be responsible for any assigned additional readings.

- **Exercises, discussions and assignments:** Each student should contribute to the course discussions to the extent that it is evident that the reading assignments have been done, and that a high degree of consideration has been given to them. Furthermore, students should offer high-quality (not necessarily high quantity) insights, make a positive contribution to his/her group and class discussions, and demonstrate an appropriate level of knowledge on individual activities. These activities reinforce concepts and skill sets covered in class.

- **Exams:** There will be two exams during the semester. The exams may be any combination of multiple choice, short answer and essay. However, most of the exams will be in an essay format. Exams will be submitted using Microsoft Word.

- **Project:** Specific details for the project, including deadlines, will be provided.

**Final Exam Schedule**

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

**Grade Appeal:**

The grading for this course reflects the instructor’s judgment regarding the quality of your work. As such, all grading is subjective, and different graders would undoubtedly grade work a bit differently. If you are not satisfied with your grade on an exam or homework assignment, I am willing to review the situation. You may submit a brief written summary (or email) of the situation, along with a justification of why you believe a better score is warranted. Three key rules apply to a grade appeal: 1) you must submit your appeal within one week of receiving the grade, 2) when reconsidering your grade I will re-grade the entire assignment and reserve the right to change the grade higher or lower on any portion of the assignment if an appeal is requested, and 3) class time will not be spent to discuss grade appeals.
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:
Since this is an online class taught asynchronously, there are no scheduled meeting times. Thus, formal attendance will not be taken. However, you are expected to stay active and engaged throughout the academic term and keep up with the schedule of activities. Your full engagement in the class begins on the first day of the semester and should be maintained until the last assignment is submitted. For students receiving federal student loans, any lack of engagement in the course may be treated as non-attendance and potentially impact access to student loans in the future.

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 and projects will not be accepted.

**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