

COURSE SYLLABUS

COLLEGE OF BUSINESS

SUMMER, 2018

CIS 622-I03



INFORMATION SYSTEM DESIGN & PROJECT MANAGEMENT

INSTRUCTOR: Barry A. Cumbie, Ph.D., Associate Professor
Department of Computer Science &
Information Systems

OFFICE HOURS: Online, via phone, or in person per request

OFFICE LOCATION: Keller #249

E-MAIL: Canvas CIS 622-I03 Course Inbox (primary)
UNA Portal: bcumbie@una.edu (backup)

PHONE: 256-765-4873

FAX: 256-765-4811 (CSIS Department Office)

COURSE HOMEPAGE: Go to www.una.edu. At the top of the webpage, click the Canvas hyperlink (or you may go directly to <https://una.instructure.com>). Sign in to Canvas using your UNAPortal username and password. On your Dashboard, click CIS 622-I03

CLASS LOCATION: Online

COURSE TIME: Online

COURSE DESCRIPTION: This course focuses on design strategies for information systems in organizations and the associated project management knowledge areas facilitating their development and deployment to support enhanced managerial decision making. These knowledge areas apply directly to the strategic direction of the firm. Course topics address a global business environment and include systems development methodologies, software sources,

information requirements determination and structuring processes, information systems project management, database design, and systems implementation strategies.

SECTION NUMBER: I03 (CRN 32366)

HOURS: 2

PREREQUISITES: CIS 125 or equivalent MG 600 or MBA 601

COURSE DELIVERY METHOD: Online

COURSE OBJECTIVES:

Through successful participation in activities related to the textbook materials, assignments, activities, and interactions that make up this course, the student will be able to:

1. Communicate effectively in the context of business decision making at a professional, managerial level (COB MBA Goal 1)
2. Understand the fundamentals of systems analysis and the role of system analyst (COB MBA Goal 2)
3. Analyze and design information systems in an organization (COB MBA Goal 2)
4. Apply the principles of project management to real-world system development processes (COB MBA Goals 1, 2)
5. Collaborate with team members on team-based projects (COB MBA Goals 1, 2)
6. Assume team leadership when needed to ensure the completion of specified business analytical and decision-making tasks (COB MBA Goals 1, 2)

TOPICS COVERED:

- The systems development environment
- The origins of software and cloud computing
- Information systems project management
- Determining system requirements
- Structuring system process requirements
- Structuring system data requirements
- Database Models, Data Warehouses, Data Mining, and Big Data
- System Implementation Strategies: Documentation, Testing, Training, and Installation

COURSE EVALUATION PROCESS (Grade Components):

• Chapter Quizzes	20%
• Exams	20%
• Professionalism	10%
• Analysis Assignment	10%
• Team Design Project	30%
• Design/Management Assignment.....	10%

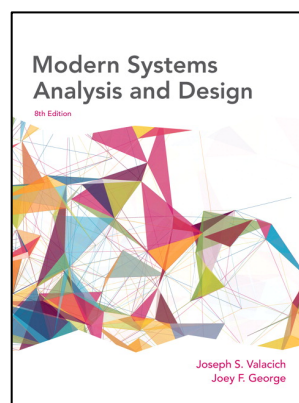
Final grades will be assigned on the basis of the following grading scale:

90 to 100%	A
80 to 89%	B
70 to 79%	C
60 to 69%	D
Below 60%	F

REQUIRED TEXTBOOK, SOFTWARE, AND SUPPLIES:

Required Textbook and Software:

Valacich, J. S., & George, J. F. (2017). *Modern systems analysis and design* (8th ed.). Upper Saddle River, NJ: Pearson Education, Inc., publishing as Prentice Hall.
ISBN 13: 9780134204925



Required Software:

- Microsoft Office 2016
 - Available for free to UNA students via *Office 365*
 - <https://www.una.edu/its/freeOffice.html>
- Internet Access. Students are expected to have a reliable Internet connection for course access & completing assignments.
- This course requires the use of Respondus Lockdown Browser/Monitor for online exams. There is no cost to the student for using this software. However, students must ensure that they can meet the software's system requirements <https://www.respondus.com/products/monitor/requirements.shtml>, including a webcam with microphone and a broadband internet connection (preferably a wired connection). Mobile hotspot/phone data speeds are problematic and should not be used. The process for downloading the required software is located in the "Respondus Lockdown Browser and Monitor" module for this course and only needs to be done once for your computer and then can be used by all courses.

- Microsoft Project software and Microsoft Visio software (free downloads of these applications are available from the CSIS Department's [Microsoft Imagine website](#), (student accounts will be established at the beginning of the semester and students will be notified via Canvas email once the accounts are available).

Required Supplies:

- This course requires the use of Respondus Lockdown Browser and Monitor for remote exam proctoring. In order to successfully use this product, you must have access to a computer system having a working webcam and microphone as well as a reliable high-speed Internet connection.
- Note: Mobile devices (smartphones and tablets) are not supported for assignment completion or exam administration in this class. The *Canvas App* (by Infrastructure) is available for free for iOS & Android devices and is recommended for class announcements and communication; however, the app is not suitable for other class activities.

IMPORTANT TECHNICAL SUPPORT CONTACT INFORMATION:

UNA Technical Support:

- Canvas Support: Click the Help icon on your navigation menu and then click Report a Problem to submit a ticket to Canvas Tech Support. If you cannot log-in to Canvas, then please e-mail UNA Information Technology Services (ITS) Support at helpdesk@una.edu. In this email, include your full name, UNA email address, an alternative email address (if applicable), and a phone number where you can be reached.
- Canvas FAQ: <http://www.una.edu/distance/help/canvas.html>.
- UNAPortal FAQ: www.una.edu/faq/
- UNA Information Technology Services Support: helpdesk@una.edu (from your UNA portal e-mail if possible)
- Microsoft Office 365 Download: <http://www.una.edu/its/Office365Advantage/studentsFreeOffice.html>

Other Technical Support:

Respondus Lockdown Browser/Monitor for online exams: see support information available at <https://www.una.edu/distance/online-testing.html> . There is no cost to the student for using this software.

ACADEMIC HONESTY—UNIVERSITY POLICY:

Students are expected to be honorable and observe standards of conduct appropriate to a community of scholars. Additionally, students are expected to behave in an ethical

manner. Individuals who disregard the core values of truth and honesty bring disrespect to themselves and the University. A university community that allows academic dishonesty will suffer harm to the reputation of students, faculty and graduates. It is in the best interest of the entire university community to sanction any individual who chooses not to accept the principles of academic honesty by committing acts such as cheating, plagiarism, or misrepresentation. Offenses are reported to the Vice President for Academic Affairs and Provost for referral to the University Student Discipline System for disposition. The Academic Dishonesty Incident Report form may be viewed at <https://www.una.edu/student-conduct/docs/Academic%20Honesty%20PolicyAcademic%20Honesty%20Incident%20Form.pdf>.

STUDENTS WITH DISABILITIES—UNIVERSITY POLICY:

In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, the University offers reasonable accommodations to students with eligible documented learning, physical and/or psychological disabilities. Under Title II of the Americans with Disabilities Act (ADA) of 1990, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Amendment Act of 2008, a disability is defined as a physical or mental impairment that substantially limits one or more major life activities as compared to an average person in the population. It is the responsibility of the student to contact Disability Support Services to initiate the process to develop an accommodation plan. This accommodation plan will not be applied retroactively. Appropriate, reasonable accommodations will be made to allow each student to meet course requirements, but no fundamental or substantial alteration of academic standards will be made. Students needing assistance should contact Disability Support Services. Complete guidelines and requirements for documentation can be found on the DSS web pages at <http://www.una.edu/disability-support>.

INFORMATION TECHNOLOGY ACCEPTABLE USE—UNIVERSITY POLICY

This acceptable use statement governs the use of computers, networks, and other information technologies at the University of North Alabama. This statement applies to all students and employees of the University, and to all other persons who may legally or illegally use or attempt to use a computer resource owned by the University, and/or is connected by any means to the campus computing network. As a user of these resources, you are responsible for reading and understanding this document. To view the entire Information Technologies Acceptable Use Statement, please see <http://www.una.edu/its/una-it-policy.html>.

WITHDRAWAL FROM A COURSE—UNIVERSITY POLICY:

During the W - Grade Withdrawal Period:

Students may withdraw online through their Portal Self-Service Registration account. Under Registration - Add/Drop Courses, select "Web Withdraw" in the Action drop down for the class. Then, click Submit.

During the WP/WF - Grade Withdrawal Period:

Students may request a withdraw from a class through their Portal Self-Service Registration account. Under Registration - Add/Drop Courses, select "Request a Withdraw" in the Action drop down for the class. Then, click Submit. The instructor of the course will be notified of the request, and if approved, he or she will assign a grade of WP or WF. Once the grade has been officially recorded, the student will receive notification that the withdrawal request has been approved and processed.

Withdrawing from a course before the deadline will not affect a student's GPA or academic standing. A notation of W, WP or WF is made on a student's transcript depending on the timing of course withdrawal. See Schedule of Classes for dates.

Students are strongly advised not to withdraw from courses unless absolutely necessary. **Students receiving Financial Aid** should check with the Student Financial Services before withdrawing from classes. Student progress toward degree completion is checked every semester for students receiving federal grants and loans. Students must pass and complete 75% of all work attempted to maintain financial aid. **Student Athletes** should check with the Athletic Department as course withdrawal could affect eligibility for competition.

TITLE IX—UNIVERSITY POLICY

The University of North Alabama has an expectation of mutual respect. Students, staff, administrators, and faculty are entitled to a working environment and educational environment free of discriminatory harassment. This includes sexual violence, sexual harassment, domestic and intimate partner violence, stalking, gender-based discrimination, discrimination against pregnant and parenting students, and gender-based bullying and hazing.

Faculty and staff are required by federal law to report any observation of harassment (including online harassment) as well as any notice given by students or colleagues of any of the behaviors noted above. Retaliation against any person who reports discrimination or harassment is also prohibited. UNA's policies and regulations covering discrimination and harassment may be accessed at <https://www.una.edu/titleix/>. If you

have experienced or observed discrimination or harassment, confidential reporting resources can be found on the website or you may make a formal complaint by contacting the Title IX Coordinator at 256-765-4223.

UNA PORTAL—UNIVERSITY POLICY

The University of North Alabama's official communication vehicle is UNA Portal. You may access your UNA Portal email through the University's homepage at <https://www.una.edu/>. The link to Portal is at the top of the page. It is important for students to read their UNA Portal e-mail on a regular basis for information regarding University deadlines, policies, and events. These messages are outside your Canvas courses and relate to ALL University communication. Please understand the importance of each communication vehicle and the distinction between the two.

COMMUNICATION AND NETIQUETTE—COLLEGE OF BUSINESS POLICY

Students are encouraged to communicate with their instructors throughout the semester. Please allow up to 48 hours for a reply to your email or phone messages. Correspondence received on Fridays and University Holidays will not be addressed until the next regularly scheduled business day at UNA. In circumstances where a longer response time is needed, faculty will notify the student.

- Email Communication: Please use the Canvas Inbox when possible. In case of emergencies use the following email address: bcumbie@una.edu . This email should be sent from your UNA Portal email account, if possible.
- Phone Communication: When leaving a voicemail, leave your name, phone number, and message. Please speak slowly and clearly.

When communicating in an online format (i.e., email, chat, discussions, etc.) please adhere to the standard rules of netiquette. The following summary is taken from <https://www.education.com/reference/article/netiquette-rules-behavior-internet/>.

- Identify yourself. Begin messages with a salutation and end them with your name.
- Include a subject line. Give a descriptive phrase in the subject line of the message header that tells the topic of the message.
- Avoid sarcasm. People who don't know you may misinterpret its meaning.
- Respect others' privacy. Do not quote or forward personal email without the original author's permission.
- Acknowledge and return messages promptly.
- Copy with caution. Don't copy everyone you know on each message.

- No spam (a.k.a. junk mail). Don't contribute to worthless information on the Internet by sending or responding to mass postings of chain letters, rumors, etc.
- Be concise. Keep messages concise – about one screen, as a rule of thumb.
- Use appropriate language. Avoid coarse, rough, or rude language. Observe good grammar and spelling.
- Use appropriate intensifiers to help convey meaning. Avoid “flaming” (online “screaming”) or sentences typed in all caps. Use asterisks surrounding words to indicate italics used for emphasis.

ATTENDANCE AND PARTICIPATION

UNIVERSITY POLICY: Regular and punctual attendance at all scheduled classes and activities is expected of all students and is regarded as integral to course credit. Each student is directly responsible to the individual professor for absences and for making up work missed. Particular policies and procedures on absences and makeup work are established in writing for each class, are announced by the professor at the beginning of the term, and for excessive absences, may provide for appropriate penalties including reduction in grades or professor-initiated withdrawal from class. Official written excuses for absences are issued only for absences incurred in connection with university-sponsored activities. For all other types of group or individual absences, including illness, authorization or excuse is the province of the individual professor.

COURSE POLICY: For the purpose of determining student interaction with course components on the online Canvas course website, the course professor will use Canvas analytics for such university requirements as reporting attendance for Financial Aid purposes.

INSTRUCTOR RESPONSE TIME

Every attempt to grade submitted assignments in a timely fashion during the semester will be made. In the context of the high level of enrollment in this course, it is estimated that assignment grading should be complete within one week following the submission deadline for assignments.

MINIMUM TECHNOLOGY REQUIREMENTS

See the technology requirements detailed in the **REQUIRED TEXTBOOK, SOFTWARE, AND SUPPLIES** section of this syllabus above

MINIMUM TECHNICAL SKILLS EXPECTED OF THE STUDENT

- Students should be able to perform basic computer skills, such as opening an application, browsing the internet, reading/composing emails, and uploading/downloading files.
- Students should be able to log in and navigate Canvas. You may view Canvas “how to” guides at the following website <https://community.canvaslms.com/docs/DOC-4121>. There is also a Canvas Orientation for students to complete in the “Start Here” module of your Canvas course.
- Students should develop proficiency in course-related functionality of the software applications detailed in the **REQUIRED TEXTBOOK, SOFTWARE, AND SUPPLIES** section of this syllabus above.

ASSIGNMENTS

Individual Assignments:

The content of individual assignments in the course will be drawn from textbook topics and course activities illustrating systems planning, analysis, design, and implementation/maintenance processes. Each assignment is to reflect only the individual efforts of the student: assignment content drawn from other sources without explicit citation of those sources will be considered as a violation of the academic honesty policy for this course.

LATE ASSIGNMENTS

Late assignments without prior approval by the course professor will not be accepted. A 10-point deduction per day-late will be applied to all approved late submissions.

EXAMS

All exams will be administered online by using Respondus Lockdown Browser/Monitor. This product will allow you to complete each the exams at the location of your choice: There is no cost to the student for using this software. However, students must ensure that they can meet the software’s system requirements (see <https://www.respondus.com/products/monitor/requirements.shtml>) including a webcam with microphone and a broadband internet connection (preferably a wired connection). Mobile hotspot/phone data speeds are problematic and should not be used. The process for downloading the required software is located in the “Respondus Lockdown Browser and Monitor” module for this course and only needs to be done once for your computer and then can be used by all courses.

Additional details on the Midterm and Final exams will be available on the Canvas course website approximately two weeks prior to each exam availability period.

MAKE-UP EXAMS

Make-up exams without prior approval by the course professor will not be provided. A 20-point deduction per day-late will be applied to all approved make-up exams.

GRADES

Both individual and team project assignments are to be submitted electronically through the Assignments facility on the Canvas course website. Assignments must be submitted by midnight of the date they are due: a deduction of 10 points per calendar day will be applied to any preapproved late assignment submissions. Both the Midterm and Final exams must be completed at the scheduled time unless the student has received prior approval by the course professor to complete an exam on an alternate date. Grading, including the determination of final course grades, will be applied uniformly at all students in the class with no exceptions. There are no extra credit opportunities in this course.

QUESTIONS ABOUT GRADES

Any questions about course grades should be communicated to the course professor via Canvas course email as soon as they occur.

STUDENT RESPONSIBILITY

Your professor is not responsible for your personal obligations, your maintaining a certain grade point average, or, for international students, ensuring that immigration requirements related to your continued enrollment at the university are met. **It is important for students to communicate the need for support with course-related activities throughout the semester rather than only at the end of the semester when final course grades have been determined.** The course evaluation guidelines will be uniformly applied, with no exceptions, to all students.