

**DOUGLAS COLLEGE**  
**COMMERCE AND BUSINESS ADMINISTRATION**  
**COURSE INFORMATION AND SCHEDULE**  
**CSIS 2200 – SYSTEM ANALYSIS AND DESIGN**

Semester:	Summer 2023	Time:	Thursday 15:30 – 18:20
Section:	005	Room:	N6111
Instructor:	Hao Ma	Email:	mah15@douglascollege.ca
Office:	N4333F or online	Office Hours:	Thursday 14:30 – 15:30 or by appointment

### **COVID-19 SAFETY**

Please follow safety rules and regulations related to Covid-19 in the following link. Also, frequently check college rules as the regulations may change according to developments around pandemic.

<https://www.douglascollege.ca/student-services/student-resources/covid19>

### **COURSE MATERIALS**

All instructor materials, resources, assignments and communication such as announcements, course messages and other resources will be shared through Douglas College Blackboard Community. Unless it is specifically mentioned, all assignments should be submitted through Blackboard. It is the students' responsibility to check the announcements before coming to class. All documents as well as media, including classroom recordings, projects, and instructional material are copyrighted and are solely for the purpose of the students. Distribution of the material in any form is strictly prohibited. Specifically, recordings of the classroom instructions by students should not be shared or distributed.

### **TEXTBOOKS**

Management Information Systems, Eleventh Edition by Hossein Bidgoli. Publisher: Cengage Learning

### **COMMUNICATION WITH INSTRUCTOR**

All academic related communication through emails must originate or destined from/to a valid xxxxxxxx@xxxxxx.douglascollege.ca email address.

**Include your Course and Section number in the Subject line** (*CSIS-2200-Section No.*) of your email. Emails originated from a different email address or **without proper subject line** will be disregarded due to communication management and security reasons.

### **CALENDAR COURSE DESCRIPTION**

This course provides an introduction to information systems analysis techniques. The student will be provided with the skills that are necessary for the analysis and design of information systems and will apply these skills in a step-by-step manner leading from the recognition of a problem to the implementation of a solution on a case study.

## COURSE CONTENT

- Systems Concepts: People, hardware, software, networks, data
- Information representation for decision making: Data visualization, dashboards, information quality
- Value of information and IS to organizations (alignment with organizational strategy) data transformation, business process improvement, alignment with organizational strategy, and ethical use of information
- Types of systems that organizations need to provide information to meet their objectives: transactional, functional, and enterprise systems such as CRM, ERP, etc
- Quality of information for decision making
- Data and information modelling, DLC, DBMS, Analytics, standards, BI, and AI
- Management of IS infrastructure and architecture, planning, and management
- Systems development life cycle
- Risks and controls, risk management, internal control, governance, compliance impact of new technologies.

## COURSE OBJECTIVES

The student will be able to:

- define information systems terms as used in current practice by information systems practitioners;
- explain system components hardware, software, networks, etc.;
- explain the relationships between information technology, information systems, organizations and organizational goals;
- explain the functions of systems analysis and design, and the roles and responsibilities of systems analysts and project managers;
- describe and apply current methods and approaches to information systems analysis and design, including the traditional phased approach and a range of agile methods;
- describe the relationship between information and data
- use data structures and databases
- describe the major phases and activities involved in the information system development process, and the corresponding outcomes and deliverables;
- apply the systems development process in exercises and case studies, within an organizational context, using relevant techniques and methods;
- explain security risks inherent to systems
- explain security controls required for Management Information Systems
- complete a term project based on a case study, to reinforce the concepts, techniques and methods learned in the classroom.

## REGULATIONS FOR STUDENTS

**Classroom Civility and Shared Responsibility:** Our class time is designed to be interactive and engaging, featuring lectures, participative case analyses, and occasional computer simulations or project workshops. To make the most of this time, students are expected to attend every class, complete all assignments and tests, and actively participate in problem-solving discussions and case studies. If you miss a class, it is your responsibility to catch up on the material covered. Please note that office hours are meant to provide additional support to students who have already attended class and require further assistance, rather than a substitute for missed content.

**College policies:** It is the responsibility of every student to be familiar with the information provided in the Douglas College Calendar and to understand the policies and procedures relating to appeals, petitions, formal complaints, sexual and personal harassment, standards of conduct, violence, and academic honesty. You can find these policies on our website at <http://www.douglascollege.ca/about-douglas/governance/policies>. By familiarizing yourself with these guidelines, you will be better equipped to navigate your academic journey and contribute to a safe and respectful learning environment for all.

**Assignment due dates:** Every assignment will be given a due date. Students are responsible for submitting the assignment to blackboard properly before the due date. **NO late assignments will be accepted.**

**Quizzes and examinations:** Quizzes and examinations will be offered only during the scheduled date and time of sitting. There will be NO make-up exams or quizzes whatsoever. If you have a doctor-documented illness which prevents you from writing the test on schedule, please bring it to my attention prior to the exam. **A simple doctor's note will NOT be accepted.** If a doctor's letter is to be provided, it must be the original copy and signed by a licensed medical doctor (not a nurse or nurse practitioner) in BC. This medical doctor must be an active member of the BC College of Physicians and Surgeons. **The letter should be sent to me by your doctor or clinic center's staff using their official email.** Your doctor must also be available on the phone to confirm such medical conditions with the instructor. If the explanation from the doctor is reasonable, then the final grade will be computed exclusive of the missed quiz or midterm. **Missing the final exam will automatically lead to a UN grade. Missing an exam without a medical excuse will result in a mark of ZERO.**

You must answer the questions and submit the answers before the end of the test as instructed. Failing to upload the relevant files will result in no mark in these questions.

**Rules and Regulations for Tests/Exam:** When use of computer is allowed, you are NOT allowed to use the internet for web browsing and/or communication, unless permitted by instructions. Except for the permitted application(s), you are required to close and unpin the web browser and ALL applications on the computer. Communicating and exchanging information with others are not allowed. Violation of the above rules and regulations will result in a mark of "0" and will be asked to leave the test/exam venue immediately.

**Illness and other unavoidable circumstances:** Should you miss an assignment deadline, a quiz, or an examination due to unavoidable circumstances or personal difficulties, please email me at mah15@douglascollege.ca within 24 hours of the deadline or at your earliest opportunity. On the email include

- course and section number (e.g. CSIS2200-0xx)
- your name and student number (e.g. Student Number 212121212)
- late assignment or missed quiz (e.g. Missed Quiz #1)
- have doctor's letter or not (e.g. Have Doctor's Letter)
- brief comment.

**Preparation, Attendance and Participation:** **Attendance is a course requirement and will be taken. Student completed less than 70% of the total evaluation of the course or missed more than 30% of the classes will receive a UNF (Unofficial Withdrawl) Grade.** Even if the course is delivered online the students are expected to prepare for, attend and actively participate in all class sessions and exercises, to sit the required tests, quizzes and examination, to submit assignments and projects, and to deliver an oral presentation as and when required.

The method of delivery includes classroom discussion and lab exercises; and students need to be present both in order to participate and to learn. Your final mark depends in part on your record of attendance and your reasonable preparedness to contribute to the discussion. **In the tentative course schedule on one of the following pages, pre-class activities are included for each day's class: it is your responsibility to have completed the activities and to have absorbed the material sufficiently well for spontaneous discussion.** Students are expected to behave appropriately while attending Douglas College. While in class, please turn off (or do not bring) your cell phone. Cell phones going off in the middle of class are disruptive and exhibit a lack of consideration for your fellow-student.

**Dispute over assessments or marks:** Any dispute over the assessments or marks has to be brought to the attention of instructor **within seven days** after the marks are published except for the final exam. For the final exam, disputes over marks must be sent **within 48 hours** after the marks are announced. After the above-mentioned timeframes, the marks are official and there may be no possibility for further reviews. It is the responsibility of the students to check the announcements or check their marks.

**Academic Integrity:** The College values academic integrity.

**Plagiarism** is presenting or submitting as one's own work, research, words, ideas, artistic imagery, arguments, calculations, illustrations or diagrams of another person or persons without explicit or accurate citation or credit; this includes submission of purchased material as well as material in which the student has permitted someone else (a fellow student, tutor, mentor or teaching assistant, friend, etc.) to contribute unacknowledged. Persons include past and current students. Unless explicitly awarded by the Instructor in a written document or communication the right to submit common/team work by two or more students, the submission/presentation is considered plagiarism.

**Self-plagiarism** is submitting one's own work for credit in more than one course without the permission of the instructors, or re-submitting work, in whole or in part, for which credit has already been granted.

**Cheating** is the possession or provision of unauthorized aids, assistance or materials in the preparation of assignments, during examinations or in the completion of practical work (in clinical, practicum or labs).

See the Academic Integrity policy for other definitions of academic dishonesty. Academic dishonesty will be treated as a serious offence. Disciplinary measures can range from a zero grade on the exam or assignment for which the offence occurred to suspension or expulsion from the College. The use and/or reference of any/all websites (e.g. coursehero.com or similar) which host copies of Douglas College course work assessments such as but not limited to quizzes, assignments, midterms, labs, exams, practical work, etc., constitutes plagiarism. Douglas College condemns cheating or attempted cheating within its community. Regarding the details of the policy on Academic Integrity Policy, please visit <https://www.douglascollege.ca/sites/default/files/docs/finance-dates-and-deadlines/Academic%20Integrity%20Policy%20w%20Flowchart.pdf>

You must identify the source of your code or approach, if you use external resources. Your work should be original but using external resources for coding may be accepted only when the source of the work is properly quoted. Any copying from external resources without mentioning the source may be subject to full mark deduction or reporting for plagiarism.

**Student Effort:** In addition to the regularly scheduled times for classes and labs, students are expected to spend at least 7 hours a week on this course. If you find yourself regularly spending time significantly in excess of this, come and discuss this as soon as possible.

## **CLASS CANCELLATION**

In the event that a class is cancelled due to instructor illness or other unforeseen circumstance, a notification will be made through **Blackboard** to every student enrolled in the course. It is the responsibility of students to be proactive and to check their announcements and/or e-mail before coming to class. Every effort will be made to ensure that the notification is made as soon as possible.

## EVALUATION

A final course grade will be determined based on the following instruments and their corresponding weighted percentages:

Oral Presentation	5%
Projects/Labs/Case studies/Assignments	10%
Quizzes (2)*	20%
Mid-Term Exam*	25%
Final Exam*	40%
<b>TOTAL</b>	<b>100%</b>

In order to pass the course, students must, in addition to receiving an overall course grade of 50%, also achieve a grade of at least 50% on the combined weighted examination components (including quizzes, tests, exams).

**To receive a non-zero grade in the course, a student must attempt and hand in for marking at least 70% of the assignments, examinations and quizzes; and must be present at 70% or more of all scheduled class times.** Work not handed in, or handed in too late for marking, will automatically receive a zero. The student's achievement will be converted to a letter grade, in accordance with department policy.

**You must take the FINAL EXAM in order to get a grade; OTHERWISE you will receive an automatic "UN" grade for the course.** Please do not make any travel arrangement until you have found out the exam dates and are sure that you do not have any time conflict with the exams.

**A student is required to produce his or her ID card during examinations.**

## GRADING SYSTEM

A+	=	95%-100%	C+	=	65%-69%
A	=	90%-94%	C	=	60%-64%
A-	=	85%-89%	C-	=	55%-59%
B+	=	80%-84%	P	=	50%-54%
B	=	75%-79%	F	=	0%-49%
B-	=	70%-74%	UN	=	< 70% of total evaluations or >30% of classes where attendance is required

### TENTATIVE COURSE SCHEDULE

WEEK	DATES	TOPICS AND ACTIVITIES	NOTES
1	May 11	<b>Course Structure and Setup</b> Ch1: Information Systems in Business	
2	May 18	Ch2: Computers and Their Business Applications	
3	May 25	Ch3: Data and Business Intelligence	
4	June 1	Ch4: Personal, Legal, Ethical and Organizational Issues	
5	June 8	Ch5: Protecting Information Resources <b>Quiz 1</b>	Quiz 1 (material covered till date)
6	June 15	Ch6: Data Communication	
7	June 22	Ch7: A Connected World	
8	June 29	Ch8: E-Commerce	Midterm Exam (25 %)
9	July 6	Ch9: Global Information Systems Ch10: Building Successful Information Systems	
10	July 13	Ch11: Enterprise Systems	
11	July 20	Ch12: Supporting Decisions and Processes Ch13: Artificial Intelligence and Automation	
12	July 27	Ch14: Emerging Trends, Technologies, and Applications <b>Quiz 2</b>	Quiz 2 (material covered till date)
13	Aug 3	Presentation	
	Aug 11 – Aug 19	Final Exam (All materials covered in the semester)	

**Note that the exact course content and schedule of topics shown above may be altered at the instructor's discretion. Exam dates will NOT be changed to accommodate your travel plan. You must not make any travel arrangement on or before your exam.**