

MIS 3510 A01 (3 CH)
SYSTEMS ANALYSIS AND DESIGN
Fall 2025

Tuesday and Thursdays 2:30 PM to 3:45 PM; Drake Center Room 108

TERRITORY ACKNOWLEDGEMENT

Located on the original lands of the Anishinaabeg, Ininewuk, Anisininewuk, Dakota Oyate and Denesuline, and on the National Homeland of the Red River Métis in the heart of Turtle Island, the University of Manitoba campuses include a vibrant Indigenous community of thousands of students, staff, faculty and alumni. We respect the Treaties that were made on these territories, we acknowledge the harms and mistakes of the past, and we dedicate ourselves to move forward in partnership with Indigenous communities in a spirit of Reconciliation and collaboration.

INSTRUCTOR

Name: Mahdi Abouei (He/Him)
Office: 482 Drake Centre
Email: Mahdi.Abouei@umanitoba.ca

Note: Students who wish to correspond with the instructor or TAs via email must send messages that originate from their official University email account.

Office hours: By Appointment

Note: Your instructor is available for in-person and/or virtual consultations during scheduled office hours. Details regarding the consultation format can be found in the UM Learn course shell. To book an appointment, please email the instructor in advance to confirm availability.

Mahdi holds a Ph.D. in Business Administration (Information Systems) from McMaster University, along with an MBA and a bachelor's degree in mechanical engineering. He has taught courses in information systems, business analytics, and technology management, and was awarded Best Instructor for his teaching effectiveness. Prior to academia, he worked as a business strategist and IT project manager in the consulting industry.

Mahdi's research focuses on the use and implementation of big data analytics technologies, including artificial intelligence, in organizations and society. He also studies ethical design of AI and user behavior in online communities.

LinkedIn: <https://www.linkedin.com/in/mahdi-abouei/>

COURSE ELEMENTS

Credit value	3	Leadership	Yes	IT skills	Yes	Global view	Yes
Ethics	Yes	Numeracy	Yes	Written skills	Yes	Participation	Yes
Innovation	Yes	Group work	Yes	Oral skills	Yes	Evidence-based	Yes
Experiential	Yes	Final exam	Yes	Guest speakers(s)	Yes		

REQUIRED TEXTBOOK AND/OR MATERIALS

For Lecture from Title Bookstore (Required):

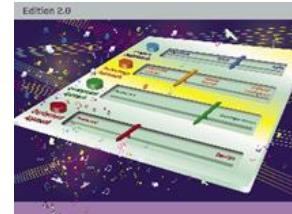
Title: Systems Analysis & Design in an Age of Options, Edition 2.0

Author(s): Gary Spurrier, Heikki Topi

Publisher: Prospect Press; Copyright 2025 | Publication Date: October 2024

e-Textbook ISBN: 978-1-958303-18-4 Price: \$75.65 USD

Paperback ISBN: 978-0-13-697127-6 Price: \$121.85 USD



Publisher Bookstores:

- <https://redshelf.com/app/ecom/book/2743507>
- <https://www.vitalsource.com/products/systems-analysis-and-design-in-an-age-of-options-edition-2-0-gary-spurrier-heikki-topi-v9781958303184?term=9781958303184>
- **University of Manitoba Bookstore:** <https://umanitoba.ca/bookstore/>

All students are required to respect copyright as per Canada's *Copyright Act*. Photocopying textbooks or other reading material is a violation of copyright laws and is unethical, unless permission to copy has been obtained. The [Copyright Office](#) provides copyright resources and support for all members of the University of Manitoba community.

COURSE DESCRIPTION

This course introduces students to the core principles and techniques of systems analysis and design, focusing on how information systems support business operations and decision-making. Students will learn to evaluate business processes, gather and model requirements, and apply industry-standard tools and methodologies to develop a plan for a system development project. Additionally, the course incorporates emerging topics such as artificial intelligence (AI) to explore how intelligent systems can enhance design decisions. Designed for students pursuing careers in business technology, consulting, and systems development, the course also provides a strong foundation for understanding how digital solutions are created and improved. Experiential learning is emphasized through hands-on assignments, case studies, and a major group project that may include AI-driven system components.

COURSE LEARNING OUTCOMES

By the end of this course, you should be able to:

1. Analyze business processes and identify system-related problems and opportunities within organizational contexts.	2. Gather and document functional and non-functional system requirements through techniques such as interviews, observation, and use case development.
3. Model business processes and system requirements using tools and notations such as UML and ERD diagrams.	4. Evaluate and select appropriate systems development approaches (e.g., agile, plan-driven, hybrid) based on project constraints and stakeholder needs.

5. Apply industry-standard tools and techniques to support systems analysis and design activities.	6. Design a proposed system solution and communicate it effectively through project documentation and presentations
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ASPER EQUITY, DIVERSITY & INCLUSION (EDI)

At the Asper School of Business, we believe that an exceptional learning environment is sustained by diverse perspectives, equitable opportunities, and inclusive spaces. We are committed to challenging biases and confronting discrimination; nurturing openness, empathy, and active participation in our collaborations; and creating inclusive communities that foster belonging for all students, staff and faculty. Above all, we strive to embed principles of equity, diversity, and inclusion in all elements of business education, in our classrooms and beyond.

[Report your EDI concerns here.](#)

REQUESTING RELIEF FOR MISSED ACADEMIC WORK/ EXAM AND LATE SUBMISSION POLICY

If you need accommodation for missed academic work (e.g., assignments or term project deliverables) due to a brief or temporary absence, you must notify the instructor as soon as possible, following the timelines outlined in the course. Notification must occur no later than 48 hours after the end of the absence. In such cases, a self-declaration form is accepted in place of a medical note or other documentation, in accordance with the [Self-Declaration for Brief and Temporary Student Absences Policy](#). No additional documentation is required. Please follow the official procedure for submitting your request through the [Self-Declaration for Brief or Temporary Student Absences Procedure](#).

Note that Extenuating Circumstances refers to a situation outside of a student's control such as a medical event or condition, that temporarily affects their ability to fulfill their academic obligations and requirements. Other brief and temporary circumstances may include religious observance, or participation in an inter-university, provincial, interprovincial, national or international scholastic or athletic event. Students are recommended to consult with their Program/Faculty/College for approved events.

Examples of non-valid reasons include attending a personal or family event (e.g., vacation, wedding), Optional travel, Technological difficulties, Competitions or events, related to personal interests (choir, acting, pageants, exhibitions), Employment-related commitments.

Please also note that this policy **DOES NOT** include:

- **Academic Accommodations:** Students seeking Academic Accommodations for a chronic or ongoing health/mental conditions, learning disability, or an existing disability should register with [the SAS office](#). Special supports needs to be put in place for those students and they shouldn't be left to a temporary support.
- **Academic/Exam Related Stress:** Students who cannot meet academic requirements due to experiencing high levels of academic or exam-related stress should seek out support by contacting SAS or Case Management. There is a comprehensive list of supports available to students as part of the course outline template. Exam related stress and anxiety is completely normal unless it's accompanied by a diagnosed condition in which case SAS are professionally able to determine what the individual students need as support.

All deliverable-based academic work, such as assignments and the term project, submitted after the deadline without approved accommodation for extenuating circumstances will still be accepted; however, **a late penalty of 20% per day** will be applied.

Missed Exam

The Asper School has an approved [list of events](#) for which students are eligible for accommodation if they miss a term exam/test. Please review the University of Manitoba's [Regulation on Academic Considerations for Missed Undergraduate Term Examinations](#) on the list of activities and events that qualify for accommodations.

To have an academic consideration for qualified activities or event as per the above policy, a student must provide the professor with a written request for an academic consideration **at least five working days** prior to the date of the term examination.

Please be aware that students are expected to remain available for the entire duration of the official examination period if they have final exams scheduled or if a term project is due during this time. Travel plans should not be made before an exam. Taking the exam earlier or later due to travel bookings is not permitted. If missing a Final Exam for a valid reason is necessary, a request for a deferred exam must be submitted to the home Faculty's Undergraduate Program Office (b_comm@umanitoba.ca, for Asper students). Please note that applying for a deferred exam does not guarantee the request will be granted.

ATTENDANCE POLICY

Class attendance is mandatory and will count toward your **Synchronous Participation** grade. Attendance may be taken at any point during the class. If you arrive late after attendance has been recorded, or if you leave early before it is taken, you will be marked absent.

Attendance tracking will begin in the **second week of classes**. To accommodate occasional absences due to illness or late registration, **attendance records for one week will automatically be dropped** from your participation evaluation.

Students who miss **more than six classes without valid reasons** may be subject to [debarment from the final exam](#), in accordance with University regulations.

Note: For attendance purposes, you do **not** need to submit a self-declaration form.

ACADEMIC ACCOMMODATION

Student Accessibility Services (SAS) provides support for students with disabilities and to foster success for your academic future. If you need help and support as a student, please reach out to [the SAS office](#).

Students with accessibility needs may have academic accommodation that includes extensions to course work and test deferrals. These accommodations are separate from the self-declaration for brief and temporary absence policy. A student or faculty member can contact an Accessibility Coordinator to discuss academic accommodation related to disability.

COMMUNICATION AND FEEDBACK

Students who wish to correspond with instructors or TAs directly via email must send messages that originate from their official University email account. This protects the confidentiality and sensitivity of information as well as confirms the identity of the student. Emails regarding course feedback should be sent to the instructor.

COURSE FORMAT AND HEALTH & SAFETY PROTOCOLS

This course will be taught in-person, unless there's a directive from the university that requires us to move to remote delivery. We will observe the health-related safety protocol mandated by the university.

The course combines lectures, in-class discussions, and hands-on exercises designed to help students apply analytical concepts to real-world business scenarios. Students will engage in interactive activities, weekly quizzes, and hear from a guest speaker who will share industry perspectives on analytics, artificial intelligence, and data-driven decision-making. Active participation is encouraged throughout the course, as it plays a key role in developing practical understanding and critical thinking.

Stay home when sick

In line with our commitment to maintaining a healthy and safe campus environment, we kindly remind everyone to stay home when feeling unwell. We urge you to consider the well-being of others and be respectful of their choices when assessing your own health and ability to attend campus. UM continues to be a mask friendly space.

What to do if you become ill while at UM:

1. If you have a mask, please wear it and leave the classroom, lab, or workspace immediately.
2. Perform hand hygiene (soap and water or hand sanitizer) and avoid contact with others and minimize contact with the physical environment.
3. Inform your instructor(s) or, if in residence, the appropriate individual.
4. Please remain off-campus and all UM facilities until cleared to return in accordance with self-assessment, testing results, and UM recommended isolation procedures.

You can find the self declaration form [here](#) if you find yourself sick and need to miss class/exam/assignments.

AI TOOLS

AI tools can be used to enhance learning and problem-solving skills, but they should not replace independent thinking and learning. Students must exercise critical thinking when using AI tools and acknowledge their use in academic work. Prohibited uses include generating or completing academic work with AI tools without appropriate acknowledgement. Academic honesty is paramount, and students should accurately represent their individual effort and knowledge. Faculty will provide guidance on AI tool usage and incorporate discussions on AI ethics and academic integrity. Violations may lead to disciplinary actions, including academic penalties or suspension.

AI tools may be used in this course to support learning and exploration, particularly in understanding business analytics and artificial intelligence concepts. However, all graded work, including assignments, quizzes, and exams, must be completed independently unless explicitly stated otherwise. Any use of AI tools must be transparent and appropriately acknowledged. Unauthorized or undisclosed use of AI to generate or complete academic work will be treated as a violation of academic integrity. Ethical use of AI will be discussed in class, and students are expected to apply those principles in their own academic conduct.

TECHNICAL REQUIREMENTS

In the event health mandates or the instructor falling sick for an extended period require switching to remote delivery of classes, you will need a device enabled with a camera and microphone. Further, you will have to be in a location with a stable Internet connection that is strong enough for streaming videos.

For quizzes/exams that will be administered via the Respondus Lockdown browser, you will need a device (computer or iPad; note that smartphones will not work. Chromebooks will work but are not recommended) with one of the following operating systems:

Windows: 11 and 10*

* Includes x86 32 and 64 bit processors, ARM 64 bit processors using x86 emulation including CoPilot+PC devices.

* Windows 10/11 "S mode" is not a compatible operating system, nor can LockDown Browser be obtained via the Windows App Store. At present, support for Windows 10/11 "S Mode" isn't on the roadmap for LockDown Browser.

* Windows 10/11 "SE" is currently not a compatible operating system for LockDown Browser.

Mac: macOS 11 to 15.0+.

ChromeOS: LockDown Browser for Chromebook minimally requires the version of ChromeOS that Google makes available via their Long Term Support (LTS) channel. For more information, visit: <https://chromereleases.googleblog.com/search/label/LTS>

Respondus recommends keeping your Chromebook updated to the most recent version that is available via Google's ChromeOS "Stable" channel: <https://chromereleases.googleblog.com/search/label/stable>

iPadOS: 12.0+ (iPad only). Must have compatible LMS integration.

LockDown Browser and Respondus Monitor may continue to run in older operating systems that have reached "end-of-life", but students may encounter unexpected results.

Memory

Windows: 2 GB RAM (A minimum 4gb of available RAM is necessary when using LockDown Browser to take an exam that also uses a webcam.)

Mac: 2 GB RAM (A minimum 4gb of available RAM is necessary when using LockDown Browser to take an exam that also uses a webcam.)

Hard Disk Space

Windows: 300 MB of free hard disk space

Mac: 400 MB of free hard disk space

If you do not have a laptop computer or one that meets the above specifications, please make sure you let your instructor know as soon as possible.

ASSESSMENT OF LEARNING

Learning in this course results primarily from assigned readings, class lectures and discussions, assignments, tests, and term projects.

Assignments

Value: 35% of the final grade, divided across four hands-on assignments.

The assignments are designed to give students practical, hands-on experience with key concepts and tools in systems analysis and design. The first assignment focuses on creating **UML activity diagrams**, helping students model business processes and workflows. The second **assignment** involves designing **entity relationship diagrams (ERDs)** and writing **user stories** to define system requirements from both data and user perspectives. The third **assignment** covers **user interface design** as well as introduces students to **low-code application development**, enabling them to apply usability principles to create sample user interfaces and translate analysis and design work into functional applications. Further details for each assignment will be provided in class and on UM Learn.

Assignments submitted after the due date will be accepted with a **late penalty of 20% per day**. It is each student's responsibility to ensure assignments are submitted before the deadline. Work-in-progress files may be uploaded to UM Learn; however, **only the most recent version submitted before the deadline will be graded**.

All assignment submissions must be uploaded to UM Learn via the designated assignment folder and must follow the specific instructions provided. If the wrong file is submitted and not corrected promptly, the assignment may receive a grade of zero. It is the student's responsibility to ensure the correct document is submitted on time.

Midterm Exam

Value: 20% of the final grade.

The midterm exam assesses students' understanding of the concepts covered in the assigned readings and weekly lectures. The exam will be **closed-book, non-cumulative, and individually evaluated**.

The **midterm exam** will be held in **Week 7** and will cover material from the **first six weeks** of the course.

Participation

Value: 15% of the final grade, consisting of participation during weeks 1 - 10 worth 10%, and participation during weeks 11 - 13 worth 5%.

Participation (Weeks 1 – 10)

It is very important that you come to each class prepared. Students will be assigned a participation score for their engagement in class discussions related to the material presented by the instructor during Weeks 1 through 10. In-class participation is assessed based on both the quality and quantity of your contributions, with a stronger emphasis on quality. **Marks are not awarded for attendance alone.** Contributions are evaluated using the following three-point scale:

1. Physically present but not actively engaged
2. Some contribution
3. Strong contribution

Opportunities for participation include asking questions, responding to questions posed by the instructor or classmates, making relevant comments, and reflecting on ongoing discussions. To contribute, raise your hand and wait to be acknowledged. The instructor will strive to give all students equal opportunities to participate, but it is your responsibility to indicate your interest by raising your hand.

Name cards will be used to track participation. You must have a name card or log in (if a class was held virtually) with your full first and last name (as shown on UM Learn) clearly visible for each class.

Participation (Weeks 11 –13)

During Weeks 11 - 13, student participation will be assessed in terms of contributions when term projects are presented by student groups. This could take many forms, including asking questions, responding to questions, or making relevant comments.

Students will be evaluated on their participation in each of these weeks according to the following 10-point grade scale:

- 0 for being absent;
- 4 for being present but not avidly listening, doing other work, arriving late, leaving early etc.;
- 6 for being present and listening;
- 8 for being present, listening, asking good questions / making good observations;
- 10 for being present, listening, asking great questions / making great observations.

During Weeks 11 - 13, students will also fill out a peer-evaluation form for each presentation made and will submit these forms via UM Learn immediately after each class. These forms will be used in combination with the above to determine an overall student's participation mark for each week.

Term Project

Value: 30% of a student's final grade. This is divided into three parts: i) one project group check-in worth 2% of a student's final grade, occur in Weeks 8; ii) the in-class presentation worth 13% of a student's final grade; iii) the final report worth 15% of a student's final grade.

Students, working in small groups will develop systems analysis and design plans for an electronic business (e-business) initiative. The idea behind the e-business initiative could be "new to the world" and/or an improvement over an existing way of doing something.

Most students will solely use secondary information sources for their projects (e.g., journal articles, industry reports, government statistical databases, Web search); however, students are encouraged to conduct their own research with human participants (e.g., surveys, interviews) to collect and analyze information for their project reports. If the latter, students must adhere to the policies outlined in the "Research Using Human Participants" section below.

All students in a group will receive the same grade for their term project work (both the written report and in-class presentation). If there are problems with group dynamics, distribution of work across team

members, response from “absentee team members,” etc., please notify the instructor as soon as possible. The instructor will take steps to help resolve problems, which may include reorganization of the group into smaller teams and/or a redistribution of the final marks across the group.

During Week #2, students will identify their e-Business ideas and form their groups. More details about the term project and the requirements for both the **written report** and **in-class presentation** will be given in Week #7 and posted on UM Learn.

In Week 8, during class time, the instructor will meet with each group for a project check-in to review and evaluate the work completed to date. Students should be prepared to present any progress made on the project and to respond to questions about their work. No formal submission is required for the group check-in; however, all group members are expected to demonstrate active engagement.

Students are required to submit their final group presentation slides and written project reports via UM Learn only. **Only one member of each group** must upload the documents on behalf of the group. Presentation slides must be submitted in Microsoft PowerPoint (.pptx) format **at least 24 hours** prior to the group’s scheduled presentation date. Written reports must be submitted in either Microsoft Word (.docx) or Adobe Acrobat PDF (.pdf) format by the due date specified in the course schedule.

Late penalty: similar to assignments, project documents submitted after the due date will be accepted with a late penalty of **20% per day**. It is each group’s responsibility to ensure project documents are submitted before the deadline. Work-in-progress files may be uploaded to UM Learn; however, only the most recent version submitted before the deadline will be graded.

Research Using Human Participants

Graduate and undergraduate students conducting Research with human Participants must comply with the [Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans – TCPS 2 \(2022\)](#) and this [The Ethics of Research Involving Humans Procedure](#). It is the responsibility of the student to ensure they have an Advisor supervising their Research, who must sponsor the Protocol submission. Students must receive approval from their Advisor (and committee where appropriate) before submitting their Protocol to the appropriate Research Ethics Boards (REB).

Course-based student projects which involve human Participants recruited from outside of the classroom setting must be reviewed and approved by the appropriate REB of record or Coursework Research Review Committee (CRRC) before the project begins. Failure to comply with relevant policies is a research misconduct matter. Contact these boards for further information about your requirements and the application process. You can find guidelines of Research Ethics and Compliance at University of Manitoba at: <https://umanitoba.ca/research/opportunities-support/ethics-compliance>

Components and Weights

Your final grade will be based on the following:

Component	Description	Due Date	Weight
Individual Assignment			35%
Assignment 1	Creating UML activity diagrams	Sept 18 at 9:00 AM	10%
Assignment 2	Developing entity relationship diagrams and user stories	Oct 2 at 11:59 AM	10%

Assignment 3	User Interface Design and Low-code application development	Nov 6 at 9:00 PM	15%
Exam			20%
Midterm exam	Multiple choice and short answer questions based on content covered so far in the course. Exact content to be covered will be announced in class and posted on UM Learn.	Week 7	20%
Group Work			30%
Term Project	Project group Check-In	Week 8	2%
	Presentation	Weeks 11, 12, & 13	13%
	Report	Dec 9 at 9:00 PM	15%
Participation			15%
Weeks 1 – 10	Based on contributions during class time.	Weekly	10%
Weeks 11 - 13	Based on contributions when projects are presented and completion of peer-evaluation forms	Weekly	5%
Total			100%

Feedback and Grading:

This course primarily uses **summative assessments**, including hands-on assignments, a midterm exam, term project, and participation activities. Each of these is graded and contributes to the final course grade. However, opportunities for **formative feedback** are integrated into the learning process to support student development. During in-class discussions and hands-on activities, students receive informal, real-time feedback that helps them gauge their understanding and improve their performance on graded tasks. Additionally, feedback on the first assignment is provided in time for students to apply it to subsequent assignments. This structure ensures that students have opportunities to reflect on their progress, clarify misunderstandings, and adjust their approach throughout the course.

At the end of the course your overall percentage grade will be converted to your letter grade in accordance with the following conversion scheme.

Marks	Letter grade
95 and above	A+
86 – 94.99	A
80 – 85.99	B+
72 – 79.99	B
65 – 71.99	C+
60 – 64.99	C
50 – 59.99	D
Below 50	F

Note: In the event of a skewed distribution of course grades, the marks for the class may be curved up or down as necessary (the weighting of each component will remain unchanged).

ELECTRONIC DEVICE POLICY

You may use a laptop, tablet, or smartphone during class **only** for course-related activities. Please keep all devices silent mode to avoid distracting others.

Electronic devices are **not allowed during exams** unless explicitly authorized. All devices must be turned off and stored away (e.g., in a backpack). Possession of any electronic devices, such as a phone, smartwatch, smart glasses, calculator, dictionary, or translator, during an exam will result in **debarment from the examination** and a mark of **zero**.

OUT OF CLASS COMMUNICATION

Students are encouraged and welcome to contact the instructor or TAs directly for questions, concerns, or feedback, as outlined in the “Communication and Feedback” section. At the same time, **UM Learn** will serve as the main hub for all out-of-class communication and course-related activities. All course materials, including the syllabus, lecture slides, and handouts, will be posted on UM Learn. **All assignments and term project deliverables must be submitted through UM Learn.** Grades for assignments, term project, and midterm exam will be returned via UM Learn. Any updates to course content, changes in deadlines, or general announcements will be communicated **exclusively** through UM Learn. Please ensure that your **UM Learn notifications are enabled** to stay informed throughout the term.

REFERENCING STYLE FOR WRITTEN WORK

If your assignment requires the use of external sources, you are expected to use the APA (7th edition) referencing style for all in-text citations and reference lists, unless otherwise specified. Proper citation is essential for academic integrity and to acknowledge the work of others. If you are unfamiliar with APA style, please consult the University of Manitoba Libraries’ citation guide at <http://libguides.lib.umanitoba.ca/citationmanagers/referencemanagers>.

CLASS SCHEDULE

This schedule is subject to change at the discretion of the instructor and/or based on the learning needs of the students. Such changes are discussed in the class and/or through UM Learn, and the revised outline will be provided on UM Learn.

Week	Date	Topic	Chapters/Assignments
Week 1	Sept 3-7	<ul style="list-style-type: none"> • Course Introduction 	
Week 2	Sept 8-14	<ul style="list-style-type: none"> • Introduction to System Analysis and Design in an Age of Options • Initial Visioning and Business Analysis 	Chapters 1 & 2 Group Selection for Term Project Starts Assignment #1 Release: Sept 12 at 7:00 PM Due: Sept 18 at 9:00 AM



Week 3	Sept 15-21	<ul style="list-style-type: none"> • UML activity diagram discussion • Conceptual Data Modeling 	Chapter 3
Week 4	Sept 22-28	<ul style="list-style-type: none"> • User Stories and UI Models • Use Case Narratives and Functional Testing 	Chapter 4 & 5 Assignment #2 Release: Sept 25 at 7:00 PM Due: Oct 2 at 9:00 AM
Week 5	Sept 29-Oct 5	<ul style="list-style-type: none"> • Designing the User Experience and User Interfaces 	Chapters 6
Week 6	Oct 6-12	<ul style="list-style-type: none"> • System Cost Estimation • Business Benefits Estimation and Cost/Benefit Analysis 	Chapters 8 & 9
Week 7	Oct 13-19	<ul style="list-style-type: none"> • Chapters Review • Midterm Exam 	Midterm – Oct 16 during class time
Week 8	Oct 20-26	<ul style="list-style-type: none"> • Project Approach Selection • Up-Front Project and Release Planning • Group Check-In 1 	Chapters 10 & 12 Assignment #3 Release: Oct 23 at 7:00 PM Due: Nov 6 at 9:00 PM
Week 9	Oct 27-Nov 2	<ul style="list-style-type: none"> • System Architecture • Technical Design of Data and Logic I 	Chapters 13 & 14
Week 10	Nov 3-9	<ul style="list-style-type: none"> • Technical Design of Data and Logic II • Deployment 	Chapters 14 & 16
Nov 10-14		Fall Break	
Week 11	Nov 17-23	<ul style="list-style-type: none"> • Guest Speaker • Term Project Presentation 	
Week 12	Nov 24-30	<ul style="list-style-type: none"> • Term Project Presentation 	
Week 13	Dec 1-7	<ul style="list-style-type: none"> • Term Project Presentation 	
Exam Period	Dec 9–20		Project Report Due: Dec 9 at 9:00 PM

Holidays and Closures

Holidays and Closures

Orange Shirt Day: Sept. 30, 2025

Thanksgiving Day: Oct 13, 2025

Remembrance Day: Nov. 11, 2025

IMPORTANT DATES AND DEADLINES

Assignment and test dates are provided in the course schedule and will also be posted on UM Learn. Any changes will be announced in class and reflected on UM Learn accordingly.

Note: Assignments, term project presentations and reports, and exam will be marked within two weeks after they have been submitted. All students will receive feedback equal to a minimum of 20% of the final grade regarding their progress prior to the final date by which a student may cancel the course without failure by default.

The voluntary withdrawal date in Fall 2025 (Sept-Dec) is Nov 18th.

A list of all important dates and deadlines at the University of Manitoba can be [found here](#).

ACADEMIC HONESTY

Academic integrity is critical to the reputation of the Asper School of Business and for the degrees we award. As the Faculty that helps create business and government leaders, we have a special obligation to ensure that our ethical standards are beyond reproach. Therefore, the Asper School takes academic misconduct very seriously and does what it takes to uphold the highest academic integrity standards. You can find information on what constitutes academic misconduct on the University of Manitoba's [Academic Integrity webpage](#). It is your responsibility to educate yourself on what's acceptable and what's not. Ignorance is no excuse. When in doubt, talk to your instructor.

Examples of academic misconduct include, but are not limited to:

- using the exact words from a published or unpublished source without quotation marks and without referencing that source both in-text and in the Bibliography
- reproducing a table, graph, or diagram, in whole or in part, without referencing the source
- paraphrasing someone else's words without referencing the source both in-text and in the Bibliography
- using a paper (or parts of it) that was submitted in one course for an assignment in another course, without discussion with both the instructors involved
- getting your assignment done by someone else, either for payment or otherwise
- using material available on file-sharing sites such as Course Hero, Chegg, etc. Uploading material to such sites also constitutes academic misconduct depending on what is shared.
- copying the answers of another student in any exam or assignment
- providing exam answers or assignments to other students via any medium or obtaining them from other students or websites
- taking any unauthorized materials into an examination (crib notes), regardless of whether those are used during the exam
- recording exam questions using any method, regardless of whether those are shared with others

- sharing exam questions with those who are yet to take the exam, including future students or attempting to sell exam questions
- impersonating another student or getting another person to impersonate you for the purpose of attendance, earning class participation marks, submitting academic work, or writing an exam
- changing any part of test answers after that test has been graded and returned

Group Projects and Group Work

Many courses at the Asper School require group projects. All group members should exercise special care to ensure that the group project is free from plagiarism. Should a violation occur, group members are jointly accountable unless the violation can be attributed to specific individuals.

Some courses, while not requiring group projects, encourage students to work together in groups before submitting individual assignments. If it's unclear whether it is allowed, students are encouraged to seek clarification from the instructor to avoid violating the academic integrity policy.

In the Asper School of Business, all suspected cases of academic misconduct in undergraduate courses are reported to the Dean's office and follow the approved [disciplinary process](#).

See following table for typical penalties for academic misconduct in Asper School.

TYPICAL PENALTIES FOR ACADEMIC MISCONDUCT IN THE ASPER SCHOOL

If the student is from another Faculty and the academic misconduct is committed in an Asper course, the student's Faculty could match or add penalties beyond the Asper School's.

F-DISC on transcript indicates the F is for disciplinary reasons.

ACADEMIC MISCONDUCT	PENALTY
Cheating on exam (copying from or providing answers to another student)	F-DISC in course Suspension from taking Asper courses for 1 year Notation of academic misconduct in transcript
Sharing exam questions electronically during exam	F-DISC in course Suspension from taking Asper courses for 1 year Notation of academic misconduct on transcript
Possession of unauthorized material during exam (e.g., cheat notes)	F-DISC in course Suspension from taking Asper courses for 1 year Notation of academic misconduct on transcript
Altering answer on returned exam and asking for re-grading	F-DISC in course Suspension from taking Asper courses for 1 year Notation of academic misconduct on transcript
Plagiarism on assignment	F-DISC in course Suspension from taking Asper courses for 1 year Notation of academic misconduct on transcript
Submitting paper bought online	F-DISC in course Suspension from taking Asper courses for 1 year Notation of academic misconduct on transcript

Inappropriate Collaboration (collaborating with individuals not explicitly authorized by instructor)	F-DISC in course Suspension from taking Asper courses for 1 year Notation of academic misconduct on transcript
Group member had knowledge of inappropriate collaboration or plagiarism and played along	F-DISC in course Notation of academic misconduct on transcript
Signing Attendance Sheet for classmate	F-DISC in course Notation of academic misconduct on transcript
Attempting to sell exam	F-DISC in course Suspension from taking Asper courses for 18 months. Notation of academic misconduct on transcript

It is important to note that at Asper if you have an active disciplinary notation on your transcript, regardless of which faculty is responsible for it being there, you will not be able to continue/participate in:

- **the Co-op program**
- **executive positions in the CSA or other STAGS**
- **exchange program**
- **external case competitions**
- **or represent the School externally in any way.**

EXPERIENTIAL LEARNING OPPORTUNITIES

Stu Clark Centre for Entrepreneurship	
Exchange	

[Co-op](#)



SPIRITUAL CARE AND MULTI-FAITH CENTRE

Academic accommodation for religious, Indigenous or spiritual observances [multi-faith calendar](#).

The [Spiritual Care and Multi-Faith Centre \(SCMC\)](#) supports students as they navigate through the highs and lows of academic life, helping to piece together and make sense of the troubling, confusing, and exciting parts that make up their lives.

Spiritual health services are available to all, whether you identify as spiritual, atheist, religious or agnostic. We recognize, affirm and work with your existing values and beliefs.

STUDENT SERVICES AND SUPPORTS

The University of Manitoba provides many different services that can enhance learning and provide support for a variety of academic and personal concerns. You are encouraged to visit the below websites to learn more about these services and supports.

If at any time you feel that your personal safety is in jeopardy, you can contact Security Services for a variety of supports.

Empower Me (free for U of M students) 1-844-741-6389

Klinic Crisis Line (24hrs) 204-786-8686 or 1-888-322-3019

Emergency Contact

- 555 from any university phone or #555 from MTS or Rogers Wireless
- 204-474-9341 from all other phones
- Any emergency phone on campus

Non-Emergency Contact

- Safewalk/Fort Garry Campus: 204-474-9312

Winnipeg Police Services

Contact this service if you feel concern for your safety, or if you would like to make a report of criminal behavior.

- Winnipeg Police (emergency line) 911
- Winnipeg Police (non-emergency line) 204-986-6222

More Resources

Concern	Link
Reporting discriminatory behavior by another university member	Speak Up
Tech-related issues with UM Learn or videoconferencing	Information Services & Technology
Admission, Registration, Tuition Fees, Important Dates, Final Exams, Graduation, and Transcripts	Registrar's Office
Academic policies & procedures, regulations, Faculty-specific information, degree and major requirements	Academic Calendar
Help with research needs such as books, journals, sources of data, how to cite, and writing	Library Resources
Tutors, workshops, and resources to help you improve your learning, writing, time management, and test-taking skills	Writing and Learning Support
Support and advocacy for students with disabilities to help them in their academic work and progress	Student Accessibility Services
Copyright-related questions and resources to help you avoid plagiarism or intellectual property violations	Copyright Office
Student discipline bylaws, policies and procedures on academic integrity and misconduct, appeal procedures	Academic Integrity
Policies & procedures with respect to student discipline or misconduct, including academic integrity violations	Student Discipline
Students' rights & responsibilities, policies & procedures, and support services for academic or discipline concerns	Student Advocacy
Medical services for any physical or mental health issues	University Health Service
Information on health topics, including physical/mental health, alcohol/substance use harms, and sexual assault	Health and Wellness
Mental health, including anxiety, stress, depression, help with relationships or other life concerns, crisis services, and counselling.	Student Counselling Centre
Support services available for help regarding any aspect of student and campus life, especially safety issues	Student Support Case Management
Resources available on campus, for environmental, mental, physical, socio-cultural, and spiritual well-being	Live Well @ UofM

Help with any concerns of harassment, discrimination, or sexual assault	<u>Respectful Work and Learning Environment</u>
Concerns involving violence or threats, protocols for reporting, and how the university addresses them	<u>Violent or Threatening Behaviour</u>

UM Student Supports	
<u>Sexual Violence Resource Centre</u>	
<u>Student Advocacy and Case Management</u>	
<u>Student Accessibility Services</u>	
<u>Health and Wellness Centre</u>	

[Spiritual Care and Multi-Faith Centre](#)



[University Health Services](#)



Quick links

[Responsibilities of Academic Staff with Regard to Students \(ROASS\)](#)

[Final Examinations and Final Grades Policy](#)

[Self-Declaration Policy for Students](#)

[Asper Final Exam Deferral](#)

[Student Discipline Bylaw \(Academic and Non Academic Misconducts\)](#)