



## **INFO 3234 001 - BUSINESS INFORMATION SYSTEMS ANALYSIS AND DESIGN**

**Fall 2023**

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**Office Hours: MW 10:00-11:00, Tuesday 1:30-2:15 & Thursday 4:00-5:00**

*My preferred method of contact is by email. I will try to respond to all emailed questions within 24-48 hours.*

### **Course Overview**

This course is intended for business students who are likely to be involved in the systems development process in a variety of roles. These roles include systems analyst, systems designer, programmer, systems auditor, and systems support person.

The primary objective of this course is to provide a thorough understanding of technical and managerial issues that are important in the context of business systems development. Examples of technical issues include data, process, and object modeling. Examples of managerial issues include evaluation, selection and management of information systems projects. Teamwork is becoming increasingly important in systems development. The course will also examine teamwork in the context of business systems.

Students will acquire significant hands-on experience with the use of tools used by business systems analysts

### **Course Description (UNCC Catalog)**

INFO 3234. Business Information Systems Analysis and Design. (3) Examination of business information systems from the perspective of the systems analyst to provide an understanding of concepts, processes and techniques as they are applied to the systems development life cycle. Emphasis on the use of structured and object-oriented techniques to manage the complexities involved in the analysis phase of systems development.

Restriction(s): Management Information Systems major or minor, or permission of department.

Pre- or Corequisite(s): INFO 3233

### **Course Materials**

#### REQUIRED BOOKS AND ARTICLES

J.A. Hoffer, J.F. George, and J.S. Valacich. Modern Systems Analysis and Design, Ninth Edition, Prentice Hall, ISBN: 9780135172841

*This course is part of the campus' course material delivery program. The digital required materials for this course have been integrated with Canvas and can be found in the **Course Materials** link in your Canvas course. Please sign into Canvas to access your course and course materials*

### **Read the Complete Syllabus**

Please read the entire syllabus carefully before continuing in this course. These policies and expectations are intended to create a productive learning atmosphere for all students. Unless you are prepared to abide by these policies and expectations, you risk losing the opportunity to participate further in the course.

### **Grading**

	Assignment	Points
Projects	Project 1	100
	Project 2	100
	Project 3	100
	Project 4	100
	Project 5	100
Exams	Exam 1	150
	Exam 2	150
	Exam 3	150
	Attendance & Participation	50
Total		1000

Final grades will be based on the following scale:

A >899

B-800-899

C-700-799

D-600-699

F <600

NOTE: For group projects all members receive the same grade but will be altered for individual students based on peer reviews or absences. Class participation grade is based on attendance and active participation in classroom discussion.


## **Classroom Conduct**

I will conduct this class in an atmosphere of mutual respect. I encourage your active participation in class discussions. Each of us may have strongly differing opinions on the various topics of class discussions. The conflict of ideas is encouraged and welcome. The orderly questioning of the ideas of others, including mine, is similarly welcome. However, I will exercise my responsibility to manage the discussions so that ideas and argument can proceed in an orderly fashion. You should expect that if your conduct during class discussions seriously disrupts the atmosphere of mutual respect I expect in this class, you will not be permitted to participate further.

## **Attendance Policy**

Students are expected to attend all classes and participate in discussions. I take attendance via the Canvas App, surveys, sign out sheets and checking ID (or class provided barcode). Be ready for any method.

**NOTE:** Any attempt to participate in class surveys while not physically in class is an academic integrity violation.

Any absences that are asked to be excused must go through [Student Affairs](https://sass.charlotte.edu/services/absence-verification)  (<https://sass.charlotte.edu/services/absence-verification>).

Unauthorized absence from exams will result in a zero for the exam. Any exam absence must be approved a minimum of 24 business hours prior to the exam date/time.

Unauthorized absence from presentations will result in a zero for the presentation portion of the grade.

Attendance and participation are expected since they are part of ACTIVE LEARNING. Attendance may be taken RANDOMLY IN CLASSES AND at any point during the class (beginning, middle, and end). Tardiness or early departure are disruptive since they affect others in the class and are, of course, discouraged and will be reflected in the attendance grade as absences. Absence from a class session also implies zero participation for that session.

Absences from class may be excused by the instructor for such extreme circumstances but must be approved through Student Affairs prior to the absence.

Every student is expected to study the textbook and other posted materials (notes, solutions, etc.) prior to each class session. Students must be prepared to answer questions on the “current” topic.

Keep the instructor informed about your absences and any issues regarding class participation, well in time. 50% of the class participation grade will reflect your attendance in the class while the remaining 50% will be subjectively based on positive class engagement and participation.

Students will be held responsible for any material covered, announcements made, assignments passed out, and any other type of work that they may miss during any absence from class.

Students are expected to study the textbook and other posted materials (notes, presentations, etc.) prior to each respective session and be ready to intelligently contribute to active class discussions and answer questions related to the current topics.

## **COMPUTER LAB USE**

The lab assistants working in the student labs are only expected to perform administrative duties and render basic help in the use of hardware and software. Any consultation beyond this will be construed as cheating.

## **STUDENT CONDUCT**

1. All students expected to comply with the UNCC code of Student Academic Integrity, Code of Student Responsibility, and all University Policies governing student conduct. Please see:

<http://integrity.uncc.edu/> ↗ (<http://integrity.uncc.edu/>)

2. Cheating on exams, plagiarism of papers, projects, or any other type of dishonesty will be reported to the appropriate authorities for further disciplinary action.

3. Students are responsible for keeping backup copies of assignments that are turned in.

4. Every member of a group is expected to contribute to group projects. Students will be expected to turn in evaluation of individual performance of group members. Written exams are likely to contain questions regarding the projects in order to test individual contribution. In addition, the instructor reserves the right to ask selected students to take an oral examination regarding their contribution to projects. The instructor may ask for periodic progress reports on projects.

## **DISABILITY**

If you have a disability that qualifies you for academic accommodations, please provide a letter of accommodation from the Office of Disability Services during the first week of class. For more information regarding accommodations, please contact the Office of Disability Services at 704.687.4355 or stop by their office in 230 Fretwell.

## **DIVERSITY**

The Belk College of Business strives to create an inclusive academic climate in which the dignity of all individuals is respected and maintained. Therefore, we celebrate diversity that includes, but is not limited to ability/disability, age, culture, ethnicity, gender, language, race, religion, sexual orientation, and socio-economic status.

## **Incomplete Grade Policy**

Receiving a grade of incomplete ("I") is not based solely on a student's failure to complete work or as a means of raising his/her grade by doing additional work after the grade report time. An incomplete grade can be given only when a student has a serious medical problem or other extenuating circumstance that legitimately prevents completion of required work by the due date. In any case, for a student to receive an 'I' grade, the student's work to date should be passing, he/she must have completed a significant portion of the course, and the student must provide proper written proof (e.g., a doctor's note) of the extenuating circumstances.

## **Assignments Policy**

Students will complete individual learning assignments by the due date posted on Canvas. Late assignments will not be accepted after the due date and will receive a grade of zero (0). Completed assignments cannot be

reopened and assignment due dates cannot be extended for individual students. You are given ample time work on these assignments **do not wait** until the deadline to work on them or submit them.

You must complete each assignment on your own. Any sharing between students will be considered a violation of the Academic Integrity Code and will result at a minimum in a grade of zero for the assignment with a possibility for further disciplinary action.

Group Projects must be submitted by the deadline or a group grade of zero is recorded.

### **Course Changes Policy**

The instructor reserves the right to make any necessary changes to the course content, schedule, and policies.

### **Grades Appeals Policy**

If you believe that the grade you received on an assignment or an exam was in error or unfair, you can appeal to the instructor in writing within 4 calendar days after the grades are posted. The appeal should clearly state the reasons why you believe the grade to be unfair or the nature of the error. Overdue appeals will not be considered.

### **Electronic Devices in Class**

The use of cell phones, smart phones, or other mobile communication devices is disruptive, and is therefore prohibited during class sessions and exam periods unless being used as a part of Poll Everywhere or at the instructor's discretion. Except in emergencies, those using such devices must leave the session for the remainder of the online class period and the class participation grade will be impacted.

### **Laptop Policy**

All students in 3000 courses are required to have their own personal laptop computer which should adhere to the minimum requirements as per the laptop policy. It is the student's responsibility to have the proper software installed for all exam and project tasks.

### **Miscellaneous**

- The instructor reserves the right to change the course outline, and the course schedule.
- Assignments that are submitted late will receive a reduced grade or zero.
- There will be no extra credit offered for any individual student during the course.

### **Webcam Use in the Classroom**

This course may require you to use a webcam for class sessions and/or assessments. Classes and assessments may be conducted using Zoom or other technology selected by your instructor which may use your computer's webcam or other technologies to communicate, monitor, and/or record classes, class activities, and assessments.

Assessments may also be conducted using proctoring software, which may listen to you, monitor your computer screen, view you and your surroundings, and record (including visual and audio recordings) all activity during the proctoring process. Please contact your instructor if you are unable to comply or have any questions or concerns.

## **University Policies and Notices:**

## **Academic Integrity**

All students are required to read and abide by the Code of Student Academic Integrity. Violations of the Code of Student Academic Integrity, including plagiarism, will result in disciplinary action as provided in the Code. Students are expected to submit their own work, either as individuals or contributors to a group assignment. Definitions and examples of plagiarism and other violations are set forth in the Code. The Code is available from the Dean of Students Office or online at: <http://legal.uncc.edu/policies/up-407> (<http://legal.uncc.edu/policies/up-407>). Faculty may ask students to produce identification at examinations and may require students to demonstrate that graded assignments completed outside of class are their own work.

## **Non-Discrimination**

All students and the instructor are expected to engage with each other respectfully. Unwelcome conduct directed toward another person based upon that person's actual or perceived race, actual or perceived gender, color, religion, age, national origin, ethnicity, disability, or veteran status, or for any other reason, may constitute a violation of University Policy 406, The Code of Student Responsibility. Any student suspected of engaging in such conduct will be referred to the Office of Student Conduct.

## **Religious Accommodation**

Students who, acting in accordance with this Policy, miss classes, examinations or other assignments because of a religious practice or belief must be provided with a reasonable alternative opportunity to complete such academic responsibilities. It is the obligation of students to provide faculty with reasonable notice of the dates of religious observances on which they will be absent by submitting a [Request for Religious Accommodation Form](https://legal.uncc.edu/sites/legal.uncc.edu/files/media/UP409-ReligiousAccommodationForStudents.pdf) (<https://legal.uncc.edu/sites/legal.uncc.edu/files/media/UP409-ReligiousAccommodationForStudents.pdf>) to their instructor prior to the census date for enrollment for a given semester. The census date for each semester (typically the tenth day of instruction) can be found in [UNC Charlotte's academic calendar](https://registrar.uncc.edu/calendars-schedules/current-month-academic-calendar) (<https://registrar.uncc.edu/calendars-schedules/current-month-academic-calendar>).

## **Student Grievances**

**Student Grievances** Students enrolled in courses at the University of North Carolina at Charlotte who would like to file a complaint regarding their experience may do the following: 1. Refer to the UNC Charlotte Student Grievance Procedure. Students may also contact UNC Charlotte's regional accrediting agency, the Southern Association of Colleges and Schools Commission on Colleges. 2. Students residing outside of North Carolina while attending UNC Charlotte may file a complaint in their state of residence. As required by federal regulations, students are directed to the list of resources here, compiled and updated by the State Higher Education Executive Officers.

## **Withdrawals**

Students are expected to complete all courses for which they are registered at the close of the add/drop period. If you are concerned about your ability to succeed in this course, it is important to make an appointment to speak with me as soon as possible. The University policy on withdrawal allows students only a limited number of opportunities available to withdraw from courses. It is important for you to understand the financial and academic consequences that may result from course withdrawal.

## Incompletes

The grade of I is assigned at the discretion of the instructor when a student who is otherwise passing has not, due to circumstances beyond his/her control, completed all the work in the course. The missing work must be completed by the deadline specified by the instructor, and no later than 12 months. If the I is not removed during the specified time, a grade of F, U, or N, as appropriate is automatically assigned. The grade of I cannot be removed by enrolling again in the same course, and students should not re-enroll in a course in which they have been assigned the grade of I. University policy addressing Incompletes.

## FERPA Notification

In establishing [University Policy 402, Student Education Records \(https://legal.uncc.edu/policies/up-402\)](https://legal.uncc.edu/policies/up-402), UNC Charlotte adheres to a policy of compliance with the [Family Educational Rights and Privacy Act of \(https://www.law.cornell.edu/uscode/text/20/1232g\)](https://www.law.cornell.edu/uscode/text/20/1232g) 1974 (<https://www.law.cornell.edu/uscode/text/20/1232g>), also known as FERPA, a federal law that affords students the following rights with respect to their education records. For details, see the [FERPA Annual \(https://legal.uncc.edu/legal-topics/ferpa-family-educational-rights-and-privacy-act/ferpa-annual-notification\)](https://legal.uncc.edu/legal-topics/ferpa-family-educational-rights-and-privacy-act/ferpa-annual-notification) Notification (<https://legal.uncc.edu/legal-topics/ferpa-family-educational-rights-and-privacy-act/ferpa-annual-notification>) posted on the Office of Legal Affairs website. All questions concerning this FERPA Annual Notification may be directed to the attention of the [Office of the \(https://registrar.uncc.edu/\)](https://registrar.uncc.edu/) Registrar (<https://registrar.uncc.edu/>).

## Student Support

### Disability Support Services:






Students in this course seeking accommodations to disabilities must first consult with the Office of Disability Services and follow the instructions of that office for obtaining accommodations.

The Office of Disability Services works with current undergraduate and graduate students along with prospective students to ensure equal access to UNC Charlotte's campus and educational programs.

All services are dependent upon verification of eligibility. Once approved for services, students receive accommodations which are based upon the nature of an individual's disability and documented needs. Students are strongly encouraged to register or check-in for their accommodations with a Disability Services counselor as soon as they have registered for classes. Accommodations are not retro-active and will not begin until the student notifies his or her faculty by providing the Letter of Accommodation.

Please visit the Office of Disability Services at for additional resources, email questions to [disability@uncc.edu](mailto:disability@uncc.edu), (<mailto:disability@uncc.edu>) or call 704-687-0040 (tty/v) for more information.

## Course Summary:

Date	Details	Due
Thu Jul 15, 2021	 <a href="https://uncc.instructure.com/courses/199697/assignments/1932809">UPLOAD YOUR DATA FLOW DIAGRAM</a> <a href="https://uncc.instructure.com/courses/199697/assignments/1932809">(https://uncc.instructure.com/courses/199697/assignments/1932809)</a>	due by 11:20am
Mon Jul 17, 2023	 <a href="https://uncc.instructure.com/courses/199697/assignments/1932799">EXAM1- Requires Respondus LockDown Browser - RAM</a> <a href="https://uncc.instructure.com/courses/199697/assignments/1932799">(https://uncc.instructure.com/courses/199697/assignments/1932799)</a>	due by 11:15am
Thu Aug 10, 2023	 <a href="https://uncc.instructure.com/courses/199697/assignments/1932802">Assignment: Upload TABLEAU ASSIGNMENT (25 POINTS EXTRA CREDIT)</a> <a href="https://uncc.instructure.com/courses/199697/assignments/1932802">(https://uncc.instructure.com/courses/199697/assignments/1932802)</a>	due by 11:59pm
Sat Sep 9, 2023	 <a href="https://uncc.instructure.com/courses/199697/assignments/1932804">Project 1 - Career</a> <a href="https://uncc.instructure.com/courses/199697/assignments/1932804">(https://uncc.instructure.com/courses/199697/assignments/1932804)</a>	due by 11:59pm
Tue Sep 19, 2023	 <a href="https://uncc.instructure.com/courses/199697/assignments/1932801">INFO 3234 Exam 1- Requires Respondus LockDown Browser</a> <a href="https://uncc.instructure.com/courses/199697/assignments/1932801">(https://uncc.instructure.com/courses/199697/assignments/1932801)</a>	due by 3:30pm
Sat Sep 23, 2023	 <a href="https://uncc.instructure.com/courses/199697/assignments/1932805">Project 2 - Visio</a> <a href="https://uncc.instructure.com/courses/199697/assignments/1932805">(https://uncc.instructure.com/courses/199697/assignments/1932805)</a>	due by 11:59pm
Mon Oct 9, 2023	 <a href="https://uncc.instructure.com/courses/199697/assignments/1932806">Project 3 - Feasibility (Group)</a> <a href="https://uncc.instructure.com/courses/199697/assignments/1932806">(https://uncc.instructure.com/courses/199697/assignments/1932806)</a>	due by 11:59pm
Thu Oct 19, 2023	 <a href="https://uncc.instructure.com/courses/199697/assignments/1932800">Exam 2</a> <a href="https://uncc.instructure.com/courses/199697/assignments/1932800">(https://uncc.instructure.com/courses/199697/assignments/1932800)</a>	due by 3:30pm
Thu Nov 9, 2023	 <a href="https://uncc.instructure.com/courses/199697/assignments/1932807">Project 4 - DFD &amp; ERD (Group)</a> <a href="https://uncc.instructure.com/courses/199697/assignments/1932807">(https://uncc.instructure.com/courses/199697/assignments/1932807)</a>	due by 11:59pm
Sat Dec 2, 2023	 <a href="https://uncc.instructure.com/courses/199697/assignments/1932808">Project 5 - Project Management &amp; MS Project</a> <a href="https://uncc.instructure.com/courses/199697/assignments/1932808">(https://uncc.instructure.com/courses/199697/assignments/1932808)</a>	due by 11:59pm
	 <a href="https://uncc.instructure.com/courses/199697/assignments/1932803">Attendance/Participation</a> <a href="https://uncc.instructure.com/courses/199697/assignments/1932803">(https://uncc.instructure.com/courses/199697/assignments/1932803)</a>	