Syllabus
Updated 9/26/19

Instructor Reserves the Right to Change the Syllabus without Notice

<table>
<thead>
<tr>
<th>Course Information</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course: MIS 330</td>
<td>Name: Brian Ngac</td>
</tr>
<tr>
<td>Section/Semester: 001 (Fall 2019)</td>
<td>Email: <a href="mailto:bngac@gmu.edu">bngac@gmu.edu</a></td>
</tr>
<tr>
<td>Date/Time: Wednesday 7:30PM – 10PM</td>
<td>Office: Enterprise Hall</td>
</tr>
<tr>
<td>Location: Enterprise Hall 277</td>
<td>Office Hours: By Appointment</td>
</tr>
</tbody>
</table>

GTA POC: Sreeja Vedere | svedere@masonlive.gmu.edu |

Course Description
Understanding systems analysis and design methods is a necessary skill for contemporary business analysts, managers, software engineers and system users. Provides students with the foundations for effectively using modern systems analysis and design tools and methodologies for developing modern software and applications. Topics include systems planning and feasibility analysis, requirements analysis, economics, systems design and project management.

Course Objectives
- Understand the systems analysis and design process
- Identify and model basic business processes and requirements
- Design database structures based on business requirements
- Conceptualize and design basic user interfaces for communicating with systems
- Identify necessary stages and tools of software development for a given system design
- Plan implementation and support strategies for a given system
- Take part and satisfactorily perform in a systems analysis and design project team in a real world setting

Course Prerequisites/Co-requisites
- MIS 310 with a C or better

Textbook for the class
Textbook Title: Systems Analysis and Design
Author: Alan Dennis, Barbara Haley Wixom, and Roberta M. Roth
ISBN: 9781119637462
Notes: Textbooks is a Wiley Custom Edition for GMU’s MIS 330

Required Materials/Software/Hardware
- All ISOM Students are required to bring their own laptops to every class
  - Please ensure your laptop has sufficient power before you come to class.
  - Recommend at least 256GB storage space and 8GB RAM
- Microsoft Visio (through Microsoft Imagine) or Lucid Charts (online)
- Microsoft SQL Server 2014
- Word Processing and Presentation Software (MS Office / Google Docs)
- Lockdown Browser
Course Grading, Examinations, & Grades Composition

Students must be officially registered in this course to receive a grade. It is the sole responsibility of the student to verify their own registration status. Specifically, you will not receive a grade if your name does not appear on the official class list. (Don’t wait until the end of the semester to be surprised.) Registration related questions should be directed to either the Office of Student Services at School of Business or the Registrar’s Office. Grading for the course will be based on total points earned by the end of the course. Final course letter grade assignments will be as follows:

<table>
<thead>
<tr>
<th>Grading Scale</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>&gt; 97</td>
</tr>
<tr>
<td>B+</td>
<td>87 – 89</td>
</tr>
<tr>
<td>C+</td>
<td>77 – 79</td>
</tr>
<tr>
<td>D</td>
<td>60 – 69</td>
</tr>
<tr>
<td>A</td>
<td>93 – 97</td>
</tr>
<tr>
<td>B</td>
<td>83 – 86</td>
</tr>
<tr>
<td>C</td>
<td>73 – 76</td>
</tr>
<tr>
<td>F</td>
<td>&lt; 60</td>
</tr>
<tr>
<td>A-</td>
<td>90 – 92</td>
</tr>
<tr>
<td>B-</td>
<td>80 – 82</td>
</tr>
<tr>
<td>C-</td>
<td>70 – 72</td>
</tr>
</tbody>
</table>

Grades Breakdown:

<table>
<thead>
<tr>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Papers (2 @ 5% each)</td>
</tr>
<tr>
<td>Group Project</td>
</tr>
<tr>
<td>Midterm Exam</td>
</tr>
<tr>
<td>Final Exam</td>
</tr>
<tr>
<td>Total</td>
</tr>
</tbody>
</table>

Papers (10%)
- Paper 1 – The Analyst and Your Career (5%)
- Paper 2 – How New Technologies are Making an Impact on Businesses (5%)

Group Project (50%)
See “Group Project Requirements” document on blackboard for guidance.

Midterm Exam (20%)
The exam is closed book and delivered through blackboard’s Lockdown Browser during class time.

Final Exam (20%)
The exam is closed book and delivered through blackboard’s Lockdown Browser during class time.
Schedule - **NOTE: The instructor reserves the right to adjust the schedule.**

<table>
<thead>
<tr>
<th>Week / Date</th>
<th>Course Content</th>
<th>Group Project</th>
<th>Assignment</th>
</tr>
</thead>
</table>
| Week 1 8/28 | Course Introduction  
             Project Discussion | | |
| Week 2 9/4  | Systems Analysis & Development | | |
| Week 3 9/11 | Project Selection & Management  
             Group Formations  
             Determine Industry, Problem Process, and Solution Goal | |  • Paper 1 Draft Due 9/17  
          • Teaming Agreement Due 9/17 |
| Week 4 9/18 | Requirements Gathering & Analysis; Use Cases  
             Inputs & Outputs for Requirements of old and new systems | | |
| Week 5 9/25 | Process Modeling  
             AS-IS Process Modeling | |  • Paper 1 Final Due 10/1 |
| Week 6 10/2 | Quantification | Quantification |  • Team Member 1 Deliverable Due 10/8 |
| Week 7 10/9 | | |  **Midterm Exam @ 7:45PM** |
| Week 8 10/16 | **Online Class**  
             (Work on Paper 2) | |  • Paper 2 Draft Due 10/22 |
| Week 9 10/23 | Process Improvement  
             TO-BE Process Modeling & Compelling Case for Change | |  • Team Member 2 Deliverable Due 10/29 |
| Week 10 10/30 | Challenges, Risks, & Mitigation | |  • Team Member 3 Deliverable Due 11/5 |
| Week 11 11/6 | Moving into Design Architecture & UI Design  
             Solution Designing / Prototyping | |  • Paper 2 Final Due 11/12 |
| Week 12 11/13 | Testing  
             Test Plans & Testing Use Cases | |  • Team Member 4 Deliverable Due 11/19 |
| Week 13 11/20 | Implementation & System Transition  
             Rollout Planning | |  • Team Member 5 Deliverable Due 11/26 |
| 11/27 | **THANKSGIVING BREAK** | | |
| Week 14 12/4 | Group Project Presentations | |  • Peer Review Due 12/3  
          • Final Presentation with Gantt Chart Due 12/4 |
| 12/11 | **Final Exam @ 7:45PM** | | |
Instructor Policies

- **Communications with the Instructor:** I prefer email to bngac@gmu.edu, and will respond within 2 business days. If you do not hear a response from me within that timeframe, please resend your email. *All emails should have in the subject line: Course Number, Section, and title of the question.* Please use your GMU email to communicate with me.

- **Office Hours:** My office hours are by appointment, so please send me an email, with a suggested time and I’ll confirm if I’m free.

- **Attendance:** This is your responsibility. If you miss lectures, then you will miss valuable content. If you miss a quiz or exam, you cannot make it up, and will take a zero for the task. If you have an emergency and cannot make the class, please email me beforehand, and be prepared to have proof of your emergency.

- **Late Assignments:** I do not accept late assignments, because all assignments are turned in electronically and their due dates are listed here in the syllabus. Excused late assignments require proof and notification ahead of time.

- **Corrupt/Wrong Assignment Submissions:** It is your job as the student to ensure that you submit the correct assignment / readable assignment for me to grade. If I cannot read the assignment for any reason or you submit the wrong assignment, you will get an automatic zero.

- **Cheating & Plagiarism:** This will not be tolerated and will result in you receiving a zero for the assignment / exam. Furthermore, the ISOM Chair and School of Business Dean may be involved when cheating & plagiarism is suspected or caught.

- **Electronics:** You are welcome to bring in your electronics to use, but if it becomes a distraction to me, or the people around you, you will be asked to turn them off.

**College Policies**

### Academic Integrity and Honor Code

The Honor Code is an integral part of university life. Students are responsible, therefore, for understanding the code’s provisions. In the spirit of the code, a student’s word is a declaration of good faith acceptable as truth in all academic matters. Cheating and attempted cheating, plagiarism, lying, and stealing of academic work and related materials constitute Honor Code violations. To maintain an academic community according to these standards, students and faculty must report all alleged violations to the Honor Committee. Any student who has knowledge of, but does not report, a violation may be accused of lying under the Honor Code. Please refer to [http://honorcode.gmu.edu](http://honorcode.gmu.edu) for further details. When in doubt (of any kind), please ask the instructor for guidance and clarification.

---

**School of Business Recommendations for Honor Code Violations**

**Approved May 2016**

<table>
<thead>
<tr>
<th>Type of Violation</th>
<th>UG-Freshman Students</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Plagiarism</strong></td>
<td></td>
</tr>
<tr>
<td>1. Failure to cite/attribute sources</td>
<td>A 10% reduction in the final course grade; referral to the Writing Center; and Academic Integrity Seminar completion</td>
</tr>
<tr>
<td>2. Representing someone else’s work as the student’s own (e.g., copying and pasting)</td>
<td>An F in the class; referral to the Writing Center; and Academic Integrity Seminar completion</td>
</tr>
<tr>
<td><strong>Cheating</strong></td>
<td></td>
</tr>
<tr>
<td>1. On a minor assignment (e.g., homework, quizzes)</td>
<td>A 10% reduction in the final course grade; and Academic Integrity Seminar completion</td>
</tr>
<tr>
<td>2. Cheating on a major assignment or exam, submitting course work from another course as original work</td>
<td>An F in the class; and Academic Integrity Seminar completion</td>
</tr>
<tr>
<td>Type of Violation</td>
<td>First Offense</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Lying (e.g., providing fraudulent excuse documents, falsifying data)</td>
<td>An F in the class; and Academic Integrity Seminar completion</td>
</tr>
<tr>
<td>Egregious Violation (e.g., stealing an exam; submitting coursework from another class as original work across multiple courses; lying to an employer about academic performance, false identification or posing as another, in person or online)</td>
<td>An F in the class; and Academic Integrity Seminar completion; termination from the School of Business; and at least one semester suspension</td>
</tr>
<tr>
<td>Plagiarism</td>
<td></td>
</tr>
<tr>
<td>1. Failure to cite/attribute sources</td>
<td>An F in the class; referral to Writing Center; and Academic Integrity Seminar completion</td>
</tr>
<tr>
<td>2. Representing someone else’s work as the student’s own (e.g., copying and pasting)</td>
<td>An F in the class; and Academic Integrity Seminar completion</td>
</tr>
<tr>
<td>Cheating</td>
<td></td>
</tr>
<tr>
<td>1. On a minor assignment (e.g., homework, quizzes)</td>
<td>An F in the class; and Academic Integrity Seminar completion</td>
</tr>
<tr>
<td>2. Cheating on a major assignment or exam, submitting course work from another course as original work</td>
<td>An F in the class; and Academic Integrity Seminar completion, and at least one semester suspension</td>
</tr>
<tr>
<td>Lying (e.g., providing fraudulent excuse documents, falsifying data)</td>
<td>An F in the class; and Academic Integrity Seminar completion, and at least one semester suspension</td>
</tr>
<tr>
<td>Egregious Violation (e.g., stealing an exam; submitting coursework from another class as original work across multiple courses; lying to an employer about academic performance, false identification or posing as another, in person or online)</td>
<td>An F in the class, Academic Integrity Seminar completion; termination from the School of Business; and at least one semester suspension</td>
</tr>
</tbody>
</table>
Disability Accommodations
If you are a student with a disability and you require academic accommodations, please see me and contact the Office of Disability Services (ODS) at (703) 993-2474 (http://ods.gmu.edu/), at the beginning of the semester. All academic accommodations due to disability must be arranged through the ODS and should be made during the first two weeks of the semester.

Campus Notifications
Students are encouraged to subscribe to the Mason Alert system to receive notifications of campus emergencies, closings, and other situations that could affect class activities. Each classroom has a poster explaining actions to be taken in different types of crisis. Further information on emergency procedures is available at the Campus Emergency Response Team Web site. In the event of an emergency, students are encouraged to dial 911.

Other Resources
Mason provides many useful resources for students. The following resources may be particularly useful:

- The Writing Center
- The Academic Advising Center
- The University Libraries
- Counseling and Psychological Services
- Student Support & Advocacy Center (ssac.gmu.edu)
- University Career Services
- Learning Services (learningservices.gmu.edu)
  - Learning How to Learn
  - Note Taking During Class
  - Reading Strategies
  - Motivation & Goal Setting
  - Exam Strategies
  - Memory Strategies
  - Focus & Sleep Better
  - And More!

See http://www.gmu.edu/resources/students/ for a complete listing of Mason resources for students.

Important Dates
Fall 2019 Academic Calendar: https://registrar.gmu.edu/fall-2019/