The University of Texas at El Paso
College of Business & Public Administration

CIS 3350
Business Systems Analysis & Design
Spring 2007

Course Syllabus

Instructor Information

<table>
<thead>
<tr>
<th>Instructor:</th>
<th>Dr. Jimmie L. Joseph</th>
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<tbody>
<tr>
<td>Office:</td>
<td>213 College of Business</td>
</tr>
<tr>
<td>Phone</td>
<td>(915) 747-7472</td>
</tr>
<tr>
<td>e-Mail</td>
<td><a href="mailto:jljoseph@utep.edu">jljoseph@utep.edu</a></td>
</tr>
<tr>
<td>Web Page</td>
<td><a href="http://utminers.utep.edu/jljoseph">http://utminers.utep.edu/jljoseph</a></td>
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</tbody>
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Office Hours:

<table>
<thead>
<tr>
<th></th>
<th>T</th>
<th>12:30 P. M.</th>
<th>1:30 P. M</th>
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<tbody>
<tr>
<td></td>
<td>T</td>
<td>3:00 P. M.</td>
<td>4:00 P. M</td>
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<td>T</td>
<td>5:00 P. M.</td>
<td>6:00 P. M</td>
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<td>T</td>
<td>7:20 P. M.</td>
<td>8:20 P. M</td>
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<td>W</td>
<td>5:00 P. M.</td>
<td>6:00 P. M</td>
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<td>W</td>
<td>8:50 P. M.</td>
<td>9:50 P. M</td>
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You can click here to see New Class Information: last Updated 01-15-07
**Course Rationale & Objectives**

The rapid acceleration in the integration of information technology into nearly all areas of business has resulted in a growing need for personnel who understand the business aspects of information technology (IT). As a result, companies are seeking Information Technology graduates who understand IT, business processes, interactions between users and computers, and the complex relationships within firms which can impact/be impacted by IT.

This course is an introduction to the core concepts and tools of IT: Analysis and Design. We seek to ensure that all IT students have a basis for the examination of the use of IT within firms, the impacts of IT on firms, and the factors which can impede the successful design, development and implementation of IT business systems which they will encounter during their pursuit of a degree. This will be done through textbook readings, classroom seminar discussions, group discussions, individual and group homework assignments and projects.

At the end of the course, students should understand the basic function of an information processing system, how to acquire and analyze the information necessary in designing a system, and the tools of designing systems which can impact a firm or an industry. Students will also understand the advantages and disadvantages of various choices and courses of action involving hardware, software, flexible systems, data retention, ethical conduct and systems implementation.


The [course layout](#) page diagrams which chapters will be covered in a given week. You can click on the hypertext link for a chapter to download the class notes to be used in class for that chapter. Slides will be available by the Friday prior to class.

The [Assignments Due](#) page will detail which assignments are due, and on what date.

<table>
<thead>
<tr>
<th>Suggested Class Preparation:</th>
<th>To gain the maximum from the class it is Highly Suggested that students read the chapter before class (there may be Quizzes), and review the PowerPoint Slides.</th>
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<tbody>
<tr>
<td><strong>Grading:</strong></td>
<td>The grading for the course will include scores from quizzes, homework, projects, class participation and exams. Standard UTEP conversion from total course percentage to letter grades will apply (no curve), with the instructor reserving the option of using +/- designations on final course grades, if appropriate. Scoring will be in the following percentages:</td>
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| Projects (if there is no project, the 20% will be added to homework) | 20 |
| Other Homework                                                        | 10 |
| Professional Behavior                                                 | 10 |
| Exams & Quizzes                                                       | 60 |
Academic Integrity

The University of Texas at El Paso prides itself on its standards of academic excellence. In all matters of intellectual pursuit, UTEP faculty and students must strive to achieve based on the quality of the work produced by the individual. In the classroom and in all other academic activities, students are expected to uphold the highest standards of academic integrity. Any form of scholastic dishonesty is an affront to the pursuit of knowledge and jeopardizes the quality of the degree awarded to all graduates of UTEP.

Any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, any act designed to give unfair advantage to a student or the attempt to commit such acts. Proven violations of the detailed regulations, as printed in the Handbook of Operating Procedures (HOP) and available in the office of the Dean of Students, may result in sanctions ranging from disciplinary probation, to failing grades on the work in question, to failing grades in the course, to suspension or dismissal, among others.

Students with Disabilities:

Reasonable accommodations are provided for students with disabilities. Students should self-identify (and provide a letter from Disability Services) to me as early in the semester as possible, preferably during office hours.

If you believe you may have a disability that requires accommodations, contact the Disabled Student Services Office at 747-5148, go to room 306 E. Union, or email: dss@utep.edu.

Course Drop Deadline:

The course drop deadline for this semester is March 23, 2007. After this date, faculty may assign a grade of "W"or "F", at the faculty member's discretion.

Student Responsibility:

Individual students must operate with integrity in their dealings with faculty and other students; engage the learning materials with appropriate attention and dedication; maintain their engagement when challenged by difficult learning activities; contribute to the learning of others; and perform to standards set by the faculty.

Exam Format

The exam format may be essay, short answer, multiple choice, or a combination of the above. Students are required to obtain examination booklets (Blue Books) or Blank Scantron forms to record examinations answers, unless otherwise directed in the exam. After grading, exams will be returned to students for review, but Must be returned to the instructor at the end of the review sessions. Exams not returned will be entered into the grading sheet as a 0 (zero) for the exam, and Honor Code proceeding may be initiated.

Computer Responsibilities

Students are required to obtain at least three (3) 3.5" 1.4MB diskettes for course and lab use. A backup of all work is to be maintained on a separate disk at all times. Lost work will not be an acceptable excuse for being unprepared.

When turning in an assignment on diskette, students are to bring an additional copy of the assignment on a separate diskette, so that it may be projected and discussed in class.

All assignments are to be submitted in both hardcopy (printed) and softcopy (electronic) formats, observing the following protocols:
1. The student's name is to be printed on the disk.

2. The student name is to appear (typed) on the printed output.

3. Both the disk and printed output are to be placed in a 9"X12" envelope (other sizes are not acceptable) and the output should not be folded.

4. The 9X12 envelope should have the student name and class date and time centered on the front (in the location where 'send-to' address would appear). Spare (at least 2 extra) envelopes should be purchased, in case an assignment is not returned in a given week.

Points will be deducted for VIRUSES on disks turned in to the instructor!

Assignments

All assignments are to be typed and double spaced, unless otherwise expressly stated by the instructor. All assignments are due at the START of class (ie., by the time the instructor asks for questions relating to the readings or the prior week's lecture). Assignments turned in late will receive a maximum score of 0, unless arrangements have been agreed upon by the instructor.

Spelling and Grammar, syntax and diction count on ALL Assignments!

There is no upper limit on the number of points that can be deducted for incorrect or improper grammar, spelling and syntax. Thus, an assignment can receive a negative score (a score below zero).

Grades

Information regarding grades, past assignments and all other grading information is available during Office Hours Only! Grading information will be provided in person to the individual whose grades are being reviewed, and only with the presentation of valid photo ID.

Spelling and Grammar, syntax and diction count on ALL Assignments!

Electronics

During class and exam time, all pagers, cell phones and other electronic communication and noise making devices are to be turned off, unless given express and explicit permission by the instructor. Answering cell phones, pagers, or other outside communications during class or exam time is disruptive to the class, and will result in the offender being given a failing grade for the course (an "f"), as well as being asked to immediately leave the classroom.

In extenuating circumstances, the instructor may give permission for a student to retain access to communications devices during class time. If extenuating circumstances require that a student be accessible via an electronic device, it must be set to silently alert the student to an incoming message. If a silent mode is not available on the device, it may not be used.

Expectations

All work is expected to be ready on the date assigned. If an extraordinary circumstance has caused you to be unprepared, you may contact me at home or at school to explain the problem. If I am unavailable, leave a message and follow up to ensure that it was received. I will attempt to be reasonable in determining the penalty for not being prepared, however, I feel that as adults it is your responsibility to accomplish the tasks set before you and I will not excuse problems resulting from avoidable circumstances. Classroom or Lab presentations will only be scheduled once, and no makeup will be given.

No make-ups will be given for in-class quizzes!
Regardless of class attendance, you are responsible for all material covered. The nature of this course requires your attendance, preparation and participation: adjust your performance accordingly.

I have read and understand the syllabus, grading, assignments, instructor expectations and the requirements for this class.

Name (print) _______________________________ Date __________

Signature: _____________________________________________________________