

University of North Texas  
G. Brint Ryan College of Business  
Information Technology and Decision Sciences  
BCIS 4610 Analysis of Business Information Systems

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*Subject to Change*

## Course Information

BCIS 4610-001 Analysis of Business Information Systems Fall 2022  
Class Meetings will be in-person BLB 270

## Instructor Contact

Instructor: Sara Memarian Esfahani  
Office location: Zoom Meeting  
**Zoom Meeting ID: 753 755 4422**  
Office hours: Wednesday and Thursdays only by appointment  
Email: Use the Inbox in Canvas (MUST include BCIS 4610 in the Subject Line)  
Normally, I will reply to an email within 24 to 48 hours  
To ensure a quick response over the weekends, please email me no later than Friday mornings  
Occasionally I will be unable to respond within that time frame, but will inform the class in advance

## Communication Expectations

The most convenient way to communicate with the instructor is through the Inbox in Canvas. Download the mobile app for your convenience.

### Discussion Board Communication

Please post general course or assignment questions to the General Course Questions & Answers Discussion Topic. For your convenience, you may read online communication tips at: <https://clear.unt.edu/online-communication-tips>  
Students are encouraged to respond to their fellow classmates' questions. I will read all discussion postings and add comments/suggestions/questions as necessary to keep the discussion on topic. Specific topic instructions on discussions are provided in the forums when needed.

### Canvas Notifications:

Receive instant notifications about course events, such as submissions, discussion messages, and announcements through canvas. Assignments and all deliverables will be graded and returned no later than one week after the due date.

## About the Professor/Instructor

Welcome to BCIS 4610 Analysis of Business Information Systems. I am Sara Memarian Esfahani, the instructor for this course. I am excited to have you in this course and look forward to learning more about you and your academic career goals while at UNT. Together we will explore a variety of topics within information technology and we will journey through this course together to do great things.

## Course Description

The course offers an integrated perspective of the problems in today's Information Systems (IS) environment with a concentration on contemporary design methodologies and considerations unique to users of computers and IS. Topics include current systems analysis, modular design, development and implementation, documentation, project planning, task definition, and other systems analysis topics. The course emphasizes a structured approach to the analysis and design of information systems.

## Course Structure

This course is a F2F course that lasts 16 weeks (1 semester).

### Course Pre-requisites and/or Other Restrictions

BCIS 3610 or equivalent; 2.7 UNT GPA (2.7 transfer GPA if no courses taken at UNT); a grade of C or better in each previously taken BCIS course, or consent of department.

### Course Objectives

Upon successful completion of this course, you are expected to:

- Become familiar with the foundations of organizational business processes and how they are supported by information systems;
- Become familiar with the existing approaches to systems analysis and design;
- Learn how to use a variety of tools and techniques for analyzing business problems and designing information systems;
- Gain hands-on experience in designing an information system;
- Gain exposure to modeling tools;
- Learn how to successfully plan and manage an IS project;
- Learn how to effectively communicate with potential IS users and other stakeholders.

### Course Topics

1. Course Overview and Introduction
2. System Development Environment
3. Managing IS Projects
4. Object-Oriented System Development
5. Initiating and Planning Systems Development Projects
6. Determining Systems Requirements
7. Structuring Systems Process Requirements
8. Structuring Systems Data Requirements
9. Designing Databases
10. Designing Forms and Reports
11. Designing Interfaces and Dialogues
12. System Implementation
13. Maintaining Information Systems

## Required Materials

- Valacich, Joseph S. and George, Joey F. Modern Systems Analysis and Design, 9th ed., Prentice Hall, 2020 (ISBN 978-0-13-517275-9) (Required)
- Additional, optional books may be announced in class as needed.

## Hardware & Software Requirements for course

- Personal Computer (PC)
- Lockdown Browser and Respondus Monitor
  - A working Webcam for Respondus Monitor (no exceptions). This camera may be on your laptop or an external camera. A working webcam is required to take all exams and some quizzes. This is non-negotiable.
  - Exams require the use of Respondus Lockdown Browser and Monitor. Therefore you need to download Lockdown browser software (Links to an external site.)
  - Canvas. The course uses Canvas for communication between the instructor and students and among students.

Getting Help for BCIS 4610 Course:

### **Technical Assistance**

Part of working in the canvas environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT, we have a Student Help Desk that you can contact for help with Canvas or other technical issues.

**UIT Help Desk:** <http://www.unt.edu/helpdesk/index.htm>

**Email:** [helpdesk@unt.edu](mailto:helpdesk@unt.edu)

**Phone:** 940-565-2324

**In Person:** Sage Hall, Room 130 – Check winter schedule hours

**Walk-In Availability:** 8am-9pm Check winter schedule hours

**Telephone Availability:** Check winter schedule hours

- Sunday: noon-midnight
- Monday-Thursday: 8am-midnight
- Friday: 8am-8pm
- Saturday: 9am-5pm

**Laptop Checkout:** 8am-7pm Check winter schedule hours

**For additional support:** Visit [Canvas Technical Help](https://community.canvaslms.com/docs/DOC-10554-4212710328)  
<https://community.canvaslms.com/docs/DOC-10554-4212710328>

### **Student Support Services**

- [Registrar](https://registrar.unt.edu/registration) (<https://registrar.unt.edu/registration>)
- [Financial Aid](https://financialaid.unt.edu/) (<https://financialaid.unt.edu/>)
- [Student Legal Services](https://studentaffairs.unt.edu/student-legal-services) (<https://studentaffairs.unt.edu/student-legal-services>)
- [Career Center](https://studentaffairs.unt.edu/career-center) (<https://studentaffairs.unt.edu/career-center>)
- [Multicultural Center](https://edo.unt.edu/multicultural-center) (<https://edo.unt.edu/multicultural-center>)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (<https://studentaffairs.unt.edu/counseling-and-testing-services>)
- [Student Affairs Care Team](https://studentaffairs.unt.edu/care) (<https://studentaffairs.unt.edu/care>)
- [Student Health and Wellness Center](https://studentaffairs.unt.edu/student-health-and-wellness-center) (<https://studentaffairs.unt.edu/student-health-and-wellness-center>)
- [Pride Alliance](https://edo.unt.edu/pridealliance) (<https://edo.unt.edu/pridealliance>)

### **Academic Support Services**

- [Academic Resource Center](https://clear.unt.edu/canvas/student-resources) (<https://clear.unt.edu/canvas/student-resources>)
- [Academic Success Center](https://success.unt.edu/asc) (<https://success.unt.edu/asc>)
- [UNT Libraries](https://library.unt.edu/) (<https://library.unt.edu/>)
- [Writing Lab](http://writingcenter.unt.edu/) (<http://writingcenter.unt.edu/>)
- [MathLab](https://math.unt.edu/mathlab) (<https://math.unt.edu/mathlab>)

### **Students with Disabilities:**

"The G. Brint Ryan College of Business in cooperation with UNT and the Office of Disability Accommodation, complies with the Americans with Disabilities by making reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one's specific course needs. Students may request accommodations at any time; however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the ODA website at [disability.unt.edu](http://disability.unt.edu)."

### **Tutoring Services**

ITDS online tutoring is available this semester (see canvas for details)

Zoom sessions will be available (see canvas for details)

## COURSE REQUIREMENTS AND GRADING:

Your grade will be determined on the basis of your performance on the activities identified below. No make-up for exams, simulations, or homework will be given. No “extra work” will be assigned to individuals as a replacement for, or in addition to, these components. All points will show up in Canvas. Be sure to review the grading schema below to determine your letter grade.

**Individual Assignments:** Up to five assignments will be given throughout the semester on topics covered in class. Most of the assignments will require the use of software such as Oracle, Microsoft Access and Microsoft Project. Details on the assignments will be provided in class.

Unless otherwise instructed, all assignments are due by the end of the due date. No assignments will be accepted after the due date.

**Team Projects:** Each student will participate in a systems analysis and design project as a team member. The objective of the project is to give students hands-on experience of analyzing and designing a computer-based IS application following a structured systems development methodology and using a CASE tool such as Oracle Designer.

**Team:** Each team will consist of up to six members. It is the responsibility of individual students to find colleagues to work with as a team. Once a team is formed, each member has obligation to stay and function as a productive team member until the completion of the project. Any disputes, conflicts, and problems within a team must first be resolved among the members.

Each team will elect a team leader who will be responsible for coordinating various project tasks and communicating with the instructor. You may also elect or assign different titles to team members, reflecting different duties and specializations. The performance of a team will always be graded as a single unit. However, individual members will receive an adjusted grade at the end of the semester, which reflects the level of contribution as assessed by peers.

**Case:** Each team will select a case to be analyzed for its problem, propose a solution, and develop an application following the SDLC approach.

### Milestone Reports (100 points):

At the end of each important phases of the project, each team will prepare and submit a report that documents all relevant information as specified in the project case.

Milestone	Title	Chapters	Due	Points
1	System Proposal	1-5	Oct 14	50
2	System Requirement Analysis	6-7	Nov 18	50
3	System Design	9-12	Incorporated into the final report	
4	System Implementation and Maintenance	13-14		

### Presentation and Demonstration (50 points):

At the conclusion of the project, each team will make a presentation to demonstrate the system and discuss any relevant issues. The objective of these presentations is to deliver the finished system that meets the needs of the user.

Prepare and record your project presentation in Zoom. Submit your presentation recording to the assignment site in Canvas.

### Final Report (100 points):

Final report collects and organizes all documents prepared and used throughout all phases of the project. The following is a list of minimum requirements for the report:

- Table of contents
- Executive summary
- Page number on each page (except the cover page)
- All reports and documents collected or produced during the project
- All support diagrams and printout

### Peer Evaluation (50 points)

All members of the team will receive the same grade for the presentation and the report. At the end of the project (after the report has been submitted), the team members will anonymously evaluate each other on their levels of contribution to the project. The result of this evaluation will determine the points each member will receive for the peer evaluation part of the project grade.

In your evaluation, consider the following (but not limited to):

- Did the member complete assigned tasks in a timely manner?
- Did the member complete the tasks correctly and in a professional manner?
- Did the member attend all meetings?
- Did the member actively participate and make valuable contribution during the meetings?
- Did the member encourage others to do well as a team?

Provide your evaluation in Canvas – Peer Evaluation (Team Project) in the Assignments section.

### Report Requirements (All Reports)

- All report assignments are due by the end of the due date unless otherwise instructed. No assignment will be accepted after the due date.
- All reports prepared in Word should include a cover page with the following information:
  - ✓ Team name
  - ✓ Names of team members
  - ✓ Title (e.g., Milestone 3 Modeling the System's Data)
  - ✓ Class and section (i.e., BCIS 4610-001)
  - ✓ Due date
- All pages except the cover sheet must be numbered

**EXAMS:** There will be two exams during the semester. You will be tested on all material assigned or taught in this course which includes software projects, quizzes, videos, etc. Respondus Lockdown Browser & Monitor is required to take all exams which require a webcam feature. Instructions are posted on canvas.

### CLASS QUIZZES, ATTENDANCE, AND PARTICIPATION

Regular and punctual attendance for the full class period is expected. Attendance will be recorded. You must attend the entire class to avoid being recorded absent. Any student whose absences exceed the equivalent of two weeks of the class without proper notice may be dropped by the instructor with a WF for nonattendance.

You are expected to come to class prepared. That means you will need to read the assigned chapters and other materials before coming to class and be fully prepared to actively engage in discuss with the class. A quiz will be given in each class in order to assess your preparedness.

If you find that there is no grade recorded for submitted work, or if you want to dispute a grade, you must send your instructor an email about the problem NO LATER THAN 2 DAYS after the submission date. Beyond that date, we will no longer deal with this type of problem.

**GRADE CRITERIA:** All course work is always due at 11:59 p.m., unless otherwise noted. If you have not finished your Excel project, submit whatever you have completed. You will earn credit for what you complete.

Assignments (Subject to change)	Points Possible (Approx.)
Individual Assignments	100
Class Quizzes, Attendance, and Participation	200
Team Project	300
Exam 1	200
Exam 2	200
<b>Total Points Possible with no extra credit</b>	<b>1000</b>

Total Points (%)	Letter Grade
900 & above	A
800 - 899	B
700 - 799	C
600 - 699	D
599 & below	F

The due dates for the excel training and projects using MindTap using are assigned in this syllabus. These form a significant part of the course grade and must be completed by the due date to receive full credit as well as bonus points (two extra credit points per excel training module and four extra credit points per excel project for completion by due date).

### **EMERGENCY EVACUATION PROCEDURES FOR BUSINESS LEADERSHIP BUILDING:**

For those students who find themselves on campus in the Business Leadership Building, the following evacuation procedure are provided:

**Severe Weather** In the event of severe weather, all building occupants should immediately seek shelter in the designated shelter-in-place area in the building. If unable to safely move to the designated shelter-in-place area, seek shelter in a windowless interior room or hallway on the lowest floor of the building. All building occupants should take shelter in rooms 055, 077, 090, and the restrooms on the basement level. In rooms 170, 155, and the restrooms on the first floor.

**Bomb Threat/Fire** In the event of a bomb threat or fire in the building, all building occupants should immediately evacuate the building using the nearest exit. Once outside, proceed to the designated assembly area. If unable to safely move to the designated assembly area, contact one or more members of your department or unit to let them know you are safe and inform them of your whereabouts. Persons with mobility impairments who are unable to safely exit the building should move to a designated area of refuge and await assistance from emergency responders. All building occupants should immediately evacuate the building and proceed to the south side of Crumley Hall in the grassy area, west of parking lot 24.

### **Ethical Behaviour and Academic Misconduct:**

This course adheres to the UNT policy on academic integrity and conduct. The policy can be found at <http://vpaa.unt.edu/academic-integrity.htm>. Read and acknowledge the statement on the next page. You will receive 2 pts, when you complete the **Statement of Understanding BCIS 2610 Policies & Procedures on CANVAS**.

### **Statement Below:**

### **ETHICAL ACADEMIC BEHAVIOR STATEMENT FOR ALL ITDS CLASSES**

The UNT College of Business and the ITDS Department expect their students to behave at all times in an ethical manner. There are at least two reasons for this. First, ethical behavior affirms the personal value and worth of the individual. Second, professionals in all fields (but particularly in information systems, accounting, and HR) frequently handle confidential information on behalf of their employers and clients. Thus, employers of UNT College of Business graduates expect ethical conduct from their employees because that behavior is crucial to the success of the organization. Academic dishonesty is a major violation of ethical behavior.

Students are expected to read (<https://policy.unt.edu/policy/06-003>) UNT's Student Standards of Academic Integrity which defines academic dishonesty and sets out the consequences for unethical academic behavior. Cheating and plagiarism are the most common types of academic dishonesty.

The UNT's Student Standards of Academic Integrity policy defines cheating as: The use of unauthorized assistance in an academic exercise, including but not limited to:

1. Use of any unauthorized assistance to take exams, tests, quizzes or other assessments;
2. Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments;
3. Acquisition, without permission, of tests, notes or other academic materials belonging to a faculty or staff member of the University;
4. Dual submission of a paper or project, or re-submission of a paper or project to a different class without express permission from the instructor;
5. Any other act designed to give a student an unfair advantage on an academic assignment.

The university's policy defines plagiarism as the "Use of another's thoughts or words without proper attribution in any academic exercise, regardless of the student's intent, including but not limited to:

1. The knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement or citation.
2. The knowing or negligent unacknowledged use of materials prepared by another person or by an agency engaged in selling term papers or other academic materials.

Examples of academic dishonesty in an ITDS class include: copying answers from another person's paper; using notes during an exam; copying computer code from another person's work; having someone else complete your assignments or take tests on your behalf; stealing code printouts, software, or exams; recycling assignments submitted by others in prior or current semesters as your own; and copying the words or ideas of others from books, articles, reports, presentations, etc. for use as your own thoughts without proper attribution (i.e., plagiarism). It does not matter whether you received permission from the owner of the copied work; claiming the material as your own is still academic dishonesty.

The ITDS Department believes it is very important to protect honest students from unfair competition with anyone trying to gain an advantage through academic dishonesty. Academic dishonesty is not tolerated in ITDS classes, and those who engage in such behavior are subject to sanctions as outlined in the UNT's policy and/or the course syllabus. You are strongly encouraged to read the policy carefully so that you are aware of what constitutes academic dishonesty and the consequences of this unethical behavior.

*Schedule (subject to change)*  
*Due by Fridayday 11:59 p.m. unless otherwise noted*

Week	Date	Topic / Reading	Note
Week 1	<b>Sep 1st</b>	Course Overview Microsoft Project	<ul style="list-style-type: none"> <li>Understanding the syllabus</li> </ul>
Week 2	9/8/22	Chapter 1- System Development Environment	<ul style="list-style-type: none"> <li>Project team formation</li> </ul>
Week 3	9/15/22	Chapter 3- Managing IS projects Chapter 3A- Object-oriented System Development	<ul style="list-style-type: none"> <li>Assignment 1 due September 16</li> </ul>
Week 4	9/22/22	Chapter 5- Initiating and Planning System Development Projects	<ul style="list-style-type: none"> <li>Chapter 1 and 3 quizzes</li> </ul>
<b>Week 5</b>	<b>9/29/22</b>	Chapter 6- Determining System Requirements <b>Team Project</b>	<ul style="list-style-type: none"> <li>Chapter 5 quiz</li> </ul>
Week 6	10/6/22	Chapter 7- Structuring System Process Requirements	<ul style="list-style-type: none"> <li>Milestone 1 due Friday October 14</li> </ul>
<b>Week 7</b>	<b>10/13/22</b>	<b>Midterm Exam</b> <b>(Chapters 1,3, 5, 6, 7)</b>	<ul style="list-style-type: none"> <li>Assignment 2 due Friday October 21</li> </ul>
Week 8	10/20/22	Chapter 8- Structuring System Data Requirements	
Week 9	10/27/22	Chapter 9- Designing Databases Microsoft Access	<ul style="list-style-type: none"> <li>Assignment 3 due November 4</li> <li>Chapter 8 quiz</li> </ul>
Week 10	11/3/22	Chapter 10- Designing Forms and Reports	<ul style="list-style-type: none"> <li>Milestone 2 due Friday, November 18</li> <li>Chapter 9 quiz</li> </ul>
Week 11	11/10/22	Chapter 11- Designing Interfaces and Dialogues	<ul style="list-style-type: none"> <li>Assignment 4 due Friday, November 25</li> <li>Chapter 10 quiz</li> </ul>
Week 12	11/17/22	Chapter 13- System Implementation	<ul style="list-style-type: none"> <li>Chapter 11 quiz</li> </ul>
Week 13	11/24/22	Thanksgiving- Holiday	
Week 14	12/1/22	Chapter 14- Maintaining Information Systems	<ul style="list-style-type: none"> <li>Chapter 13 quiz</li> </ul>
<b>Week 15</b>	<b>12/8/22</b>	Team Projects	<ul style="list-style-type: none"> <li>Presentation and Final Report due Friday, December 9</li> </ul>
Week 16	12/15/22	Final Exam	

## Code of Conduct and Ethics

Academic integrity must be exhibited in your academic work, methods and conduct. Course work for which you receive an individual grade must be your original, individual effort. If any evidence exists of copying, cheating, or any other forms of academic dishonesty on all, or part, of your graded course work, you (and any others involved) will be awarded a ZERO for that work. Sharing files also counts as academic dishonesty. A second incident will result in a grade of an "F" in this course and a recommendation for further action by the office of the Vice President for Student Development.

A few key points to remember:

I would like to point out some of the activities we have sanctioned (awarded "F" grade and sometimes even more, removed from dean's list, merit list etc.). I want to share this so that you know that we care integrity of the degree you receive from UNT.



1. In one of the semesters, some exams were conducted using Respondus lockdown browser and video monitoring. However, some students took advantage of a loophole and had help from resources outside the screen and camera. Our instructors viewed 120 hours of video recording and found a group of students involved in a coordinated plagiarism. All were sanctioned, with some losing even scholarships!
2. In one instance, a student outsourced all his assignments to a person outside this country. The assignments were flagged for abnormal activities and with the help of some technology providers we were able to trace the IP address. The student was sanctioned (awarded a “F” grade in the course)
3. In multiple instances, students have had to borrow a laptop from another student in the course and posted something as them because they had not logged out of Canvas. This is considered misconduct on the part of both students. DO NOT give another student access to your UNT accounts.

Almost exams and quizzes have multiple versions, and the numbers and options are different. So, if you use your peer – the chances of choosing the wrong answer is extremely high. In worst cases (it has happened in some instances), the student would have used the numbers and details

The instructor will post both UNOFFICIAL grade reports using Canvas.

### **COVID-19**

As we all know things can change at any minute. Please see the announcement section of canvas for up to date information and/or UNT’s web site.

### **How to Appeal a Grade**

If You Have a Problem or Want to Appeal a Grade UNT and ITDS have a process for that; and you must follow it – no short cuts allowed:

1. Discuss the problem with your section’s grader. If you are not satisfied, then
2. Discuss the problem with your section’s teacher. If you are not satisfied, then
3. Discuss the problem with the BCIS 2610 Course Coordinator, Dr. Donna Glenn. If you are not satisfied, then
4. Contact and discuss the problem with the ITDS Chair, then
5. Contact the UNT Center for Student Rights and Responsibilities.

**THREE BEFORE ME RULE:** If you have any issues or questions about assignments, class policies and schedules, etc. and want to speak with me (the Professor), please remember the three before me rule as stated in the next sentence. You must have attempted at least three options before you come to me. For example: TA, tutor, grader, etc. You must tell me what you tried and the results, including screen prints of errors or printed error messages.