Business Processes and Information Systems
CIS375 | 3.0 Credit Hours | Fall 2017

Instructor: Kenneth Shemroske
Email: k.shemroske@usi.edu
Office Hours: (please make an appt. with me via email)
Phone: 812-228-5072
Office Number: BE2045

Course Description
This course is an in-depth study of the business information system development life cycle, emphasizing the investigation, systems analysis, and logical design phases. Analysis and design techniques are presented which are used to develop computer-based systems. Analysis and design of a variety of business information systems are covered and CASE technology is introduced.

Prerequisites: Prior to taking this course, you should have completed 60 hours of course work.

Course Learning Objectives
Upon completion of this course, you should be able to:
- Understand and be able to articulate the phases of the systems development life cycle (SDLC)
- Be able to identify, describe, and use tools relevant to all phases of the systems development life cycle.
- Provide an understanding of organizational concepts, which play a role in the success or failure of IS projects and identify methods and/or strategies for addressing those issues.

Communication Guidelines
- Netiquette
  All class communications and interactions with other students and the professor should follow common social standards for respect and courtesy. Learn about the USI Netiquette Guidelines for Online Students so that you can get the most out of your class.

- Communication Expectation
  There are several methods of communication, which you will find useful when you have questions or other communication needs concerning this course.
    - Individual Meeting: This is probably the most effective method of communication. This is a synchronous communication (meaning it goes both ways at the same time) and provides the richest understanding for both parties. Be sure to make arrangements (and follow up with them) via email or another verifiable method.
Email: I check emails periodically throughout the day. You can expect to get an email response within 24hrs, though many times they will be quicker. Due to FERPA compliance requirements, you must use your USI email for communications regarding this course.

Discussion Boards: There will be a general discussion board available on Blackboard for this course. This can be a very powerful tool in that you may get responses from me or you may find responses from your classmates. Since there is a greater number of people monitoring this communication (you and your classmates in addition to me) responses here may be the quickest. Further, the answer to your issue may already be posted in this environment.

Grades for your submissions will be posted in Blackboard as soon as I am able to complete evaluations of your work. In general, this will be 1 – 4 days after the submission due date.

Blackboard Course Site Overview
The Blackboard site for this course is set up in a way to make the deliverables of this course as straightforward as possible. You will see a ‘Start Here’ tab, which gives you access to all the preliminary information you will need to get started with the course. You will then see a ‘Modules’ tab. This tab will give you access to each of the course modules that make up the entirety of this course. Within each module folder will be the content and deliverables necessary to complete what is expected of you. The only thing missing from these modules is your text material. Please be sure to read the material in your text as this is where most of your information will be.

Finally, there is a ‘General Discussions’ tab. Please use this to post questions about the course in general. Since you share this space with your classmates, this is a good place to take advantage of or add to the posts of others.

Course Requirements

- Textbooks and/or Course Materials

- Technical Requirements
  - A Reliable Computer: a dedicated computer with an updated operating system. For this course, you will need access to a computer running a Microsoft Windows operating system. Preferably Windows 7 or later. If you are unable to provide one for yourself, but do have access to the USI campus for the duration of this course, you may use the lab computers in the business college or the library.
- **High-Speed Internet Connection**: (e.g. DSL or Cable). All USI online students are required to have a stable high-speed Internet connection. A wired Internet connection is recommended for online meeting, exams, and assignment submission.
- **Office 365** (USI login needed) & **Adobe Acrobat Reader** installed.
- **Supported Web Browser**: Firefox, Google Chrome, or Safari.

**Minimum Technical Skills**
To successfully navigate and perform in this course you should be able to:
- Use a MS Windows computer
- Install software on a MS Windows computer
- Navigate Blackboard
- Have a basic understanding of application development

**Assessments**
- Matching exercises – 20 points
- Specialty exercises – 50 points
- ‘Putting it together’ exercises – 100 points
- Exams – 200 points

**Grading Scale**

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**Course & University Policies**

**Late Assignment Policy**
**Late assignments are NOT accepted for any reason.** To keep things fair to everyone, you are all given the same amount of time to complete and submit assignments. Due to the accelerated nature of this course, deliverables will be due every few days. To be successful in your efforts with this course, it will be imperative that you keep pace with the schedule.

**Academic Integrity**
Students are expected to maintain complete honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of dishonesty including, but not limited to, plagiarism and/or cheating on an examination will be subject to disciplinary action. For more information, please visit [http://www.usi.edu/media/5599778/academic-integrity-policies-and-procedures-fall-2016.pdf](http://www.usi.edu/media/5599778/academic-integrity-policies-and-procedures-fall-2016.pdf).
Diversity Issues
The pursuit of an intellectually open setting for class discussions is one of the goals of the course. Students should feel free to articulate respectfully different perceptions of the social world; however, belittling, abusive, and discriminatory language will not be tolerated under any circumstances. For more information, please visit http://www.usi.edu/policies/handbook/civil-rights-sexual-misconduct.

Disability Statement
If you have a disability for which you may require academic accommodations for this class, please contact Disability Resources at 812-464-1961 or email Ronda Stone at rfstone@usi.edu as soon as possible. Students who are approved for accommodations by Disability Resources should request their accommodation letter be sent to their online instructors. Due to the nature of online courses, some accommodations approved for on campus courses may not apply. Please discuss this with Disability Resources to clarify as needed.

Students who receive an accommodation letter from Disability Resources are encouraged to discuss the provisions of those accommodations with their professors before or during the first week of the semester. If you will be in an internship, field, clinical, student teaching, or other off-campus setting this semester please note that approved academic accommodations may not apply. Please contact Disability Resources as soon as possible to discuss accommodations needed for access while in this setting. For more information, please visit the Disability Resources website at www.usi.edu/disabilities.

Class Withdrawal & Incomplete Policy
It is the student’s responsibility to officially drop/withdraw from any courses before the deadline. The university does not withdraw students from any classes. Please refer to the USI Academic Calendar (https://www.usi.edu/registrar/academic-calendar) for specific dates. For more information, please visit https://www.usi.edu/registrar/schedule-changes/

Under special circumstances, students may petition for an incomplete grade. However, it is up to the course instructor to decide if an incomplete will be granted. Students receiving an incomplete grade will need to complete all course requirements by the agreed deadline to avoid an “F” grade.

Title IX, Sexual Assault and Gender Violence Policy
USI does not tolerate acts of sexual misconduct, including sexual harassment and all forms of sexual violence. If you have experienced sexual misconduct, or know someone who has, the University can help. It is important to know that federal regulations and University policy require faculty to promptly report incidences of potential sexual misconduct known to them to the Title IX Coordinator to ensure that appropriate measures are taken and resources are made available. The University will work with you to protect your privacy by sharing information with only those who need to know to ensure we can respond and assist. If you are seeking help and would like to speak to someone confidentially, you can make an appointment with a counselor in the
University Counseling Center. Find more information about sexual violence, including campus and community resources at www.usi.edu/stopsexualassault

Technical Support

Help Desk Support
Since your professors are not trained as technology experts, they will not be able to assist you with your technical needs. Please contact the Help Desk at (812) 465-1080 or send an email to it@usi.edu for technical support. To learn more about the USI helpdesk, please visit http://www.usi.edu/it/help-desk

- Blackboard Support
  If you would like to speak to a support technician, you can call (812) 465-1080 during normal USI business hours (8am-4:30pm, Monday-Friday). Click on the following link for more FAQ about Blackboard http://www.usi.edu/it/blackboard-online-help/faq-for-students.

Privacy Policies & Accessibility Statements
For detailed information about the privacy policies and accessibility statements of the course technologies, please visit http://usi.edu/onlinelearning/students/support-services/

Academic Support Services

- The Writing Lab
  The Writers' Room serves as a resource for undergraduate writers by providing assistance from peer writing consultants, a comfortable writing environment, and reference materials. http://www.usi.edu/university-division/academic-skills/tutoring/writers-room

- How to Cite Sources (APA, MLA, Chicago, Turabian, etc.)
  http://usi.libguides.com/citingsources

- David L. Rice Library Assistance
  http://www.usi.edu/library/services-for-students

- Research Guides
  Research assistance, subject guides, and useful resources compiled by your friendly librarians.
  http://usi.libguides.com/

- Counseling Center
  The Counseling Center is open every Monday through Friday from 8:00 am to 4:30 pm. You’ll find the Counseling Center in the Orr Center, Room 1051; their phone number is 812/464-1867 http://www.usi.edu/counselingcenter/

- Disability, and ADA Support
  http://www.usi.edu/university-division/disabilities
• **Student Grievances**
  https://www.usi.edu/media/3402299/Grievance-and-Complaints-Procedures.pdf

• **Additional Student Resources**
The university provides a comprehensive range of support services and activities for students. Please refer to http://www.usi.edu/students/ for detailed information regarding academic advising, registration, financial aid, student affairs, counseling, career services, etc.

• **University Health Center**- The University Health Center is a full-service clinic offering medical services and health-related information to students, faculty, and staff. It is located in the lower level of the Health Professions Center and is open Monday through Friday, 8 am to 4:30 pm. Click on this link to learn more about the Health Services offered at USI, or to make an appointment, please call 812/465-1250. http://www.usi.edu/healthcenter.

• **Financial Aid Office**- Information about current or future financial aid (including the implications of withdrawal from courses) can be obtained from the University Financial Aid Office. The office open is every Monday through Friday from 8:00 am to 4:30 pm; phone 812/464-1767, or email them at finaid@usi.edu
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