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.

Course Requirements

- Textbooks and/or Course Materials
  - This is available as a bundle from the USI bookstore. The bundle includes a discount. It is unlikely that you would be able to buy a used copy of the book and the Mindtap access separate for less money, but you are welcome to try. A copy of this book will be necessary when you take the senior project course. It is strongly suggested that you keep the book at least until that time, but the concepts and tools in this book will prove to be useful throughout your career. It will be beneficial to keep it handy.

- 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.

**Proctorio for taking Exams**
- Online exams and quizzes within this course require online proctoring. Therefore, you will be required to have a webcam (USB or internal) with a microphone when taking an exam or quiz. You will have to use Google Chrome web browser and download **Proctorio Extension**. Please have your Student ID or Government Issued Photo ID ready to show at the start of the exam.

- Students are strictly responsible for ensuring that they take all exams using a reliable computer and high-speed internet connection.

- Find a private, quiet, and comfortable location to take your exam. Depending on the settings of your exam, you may be asked to do a room scan; turning your web camera to look at the room. Please note, recordings from any private residence must be done with the permission of all persons residing in the residence. You must ensure that any recordings do not invade any third-party privacy rights and accept all responsibility and liability for violations of any third-party privacy concerns.

- Another alternative, with permission from your instructor, you may take exams offered by a live proctor. For more information on live proctoring, please see **Online Learning Exam Proctoring**.

- **Setup information will be provided prior to taking the proctored exam. You do not need to schedule exams ahead of time, simply go into Blackboard and take the exam.**

- **For remote proctoring, you must have:**
  - Webcam w/ Microphone
  - **Google Chrome & Download Proctorio Extension**
  - Student or Government Photo ID
  - Reliable Internet Connection
  - Quiet, private location
  - Be prepared to scan room w/ camera

- **Proctorio offers 24/7 support**
  - Call: (480) 428-4089 or (866) 948-9248
  - Email: support@proctorio.com
  - Chat through Proctorio Extension

**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

**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.

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’ menu item, which gives you access to all the preliminary information you will need to get started with the course.

You will also see a menu item for ‘Mindtap’. This takes you to online content (e-book) for this course.

Assessments

- VoiceThread videos – 5 point each
- Matching Exercises – 20 points each
- Integrated Knowledge Exercises – 150 points each
- Exams – 250 points each – there will be 2 exams

Grading Scale

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<thead>
<tr>
<th>Percentage</th>
<th>A</th>
<th>B+</th>
<th>B</th>
<th>C+</th>
<th>C</th>
<th>D+</th>
<th>D</th>
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<tbody>
<tr>
<td>90-100%</td>
<td>86-89.9%</td>
<td>80-85.9%</td>
<td>76-79.9%</td>
<td>70-75.9%</td>
<td>66-69.9%</td>
<td>60-65.9%</td>
<td>Below</td>
<td>60%</td>
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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](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](http://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](https://www.usi.edu/registrar/academic-calendar)) for specific dates. For more information, please visit [https://www.usi.edu/registrar/schedule-changes/](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](http://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](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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<thead>
<tr>
<th>Class Days</th>
<th>Deliverables</th>
<th>Content</th>
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<tbody>
<tr>
<td>June 10 - June 16</td>
<td>* VoiceThread videos</td>
<td>Phase 1 - Systems Planning (chapters 1-3)</td>
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<td>* Chapter Matching Exercises</td>
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<td>* Phase 1 - IKE</td>
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<tr>
<td>June 17 - June 23</td>
<td>* VoiceThread videos</td>
<td>Phase 2 - Systems Analysis (chapters 4,5,7)</td>
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<td>* Chapter Matching Exercises</td>
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<tr>
<td></td>
<td>* Phase 2 IKE</td>
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<tr>
<td>June 24 - June 25</td>
<td>Mid Term Exam - You will have 48 hours to take this exam. You will be allowed only one attempt. Please be sure to schedule your time appropriately.</td>
<td>First two phases of the SDLC</td>
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<tr>
<td>June 24 - June 30</td>
<td>* VoiceThread videos</td>
<td>Phase 3 - Systems Design (chapters 8 &amp; 10, video on Data design)</td>
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<td>* Chapter Matching Exercises</td>
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<td>* Phase 3 IKE</td>
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<td>July 1 - July 5</td>
<td>* VoiceThread videos</td>
<td>Phase 4 - Systems Implementation (chapter 11)</td>
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<td>* Chapter Matching Exercise</td>
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<td>* Phase 4 IKE</td>
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<tr>
<td>July 6 - July 10</td>
<td>* VoiceThread videos</td>
<td>Phase 5 - Systems Support and Security (Chapter 12)</td>
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<td>* Chapter Matching Exercise</td>
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<td>* Phase 5 IKE</td>
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<tr>
<td>July 11 - 12</td>
<td>Final Exam - You will have 48 hours to take this exam. You will be allowed only one attempt. Please be sure to schedule your time appropriately.</td>
<td>Final three phases of the SDLC</td>
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