CAPILANO UNIVERSITY

COURSE OUTLINE		
TERM: Spring 2026	**COURSE NO:** BCPT 330	
INSTRUCTOR:	**COURSE TITLE:** Business Systems Process Modelling, Analysis and Design	
OFFICE: **LOCAL:** **E-MAIL:** @capilanou.ca	**SECTION NO(S):**	**CREDITS:** 3.0
OFFICE HOURS:		
COURSE WEBSITE:		

Capilano University is named after Chief Joe Capilano (1854–1910), an important leader of the Sḵwx̱wú7mesh (Squamish) Nation of the Coast Salish Peoples. We respectfully acknowledge that our campuses are located on the unceded territories of the səlilwətaɬ (Tsleil-Waututh), shíshálh (Sechelt), Sḵwx̱wú7mesh (Squamish), and xʷməθkʷəy̓əm (Musqueam) Nations.

COURSE FORMAT
Three hours of class time, plus an additional hour delivered through on-line or other activities for a 15-week semester, which includes two weeks for final exams. May be offered online or in mixed mode format.

COURSE PREREQUISITES
30 credits of 100-level or higher coursework including BCPT 123 and BADM 201

CALENDAR DESCRIPTION
This course emphasizes hands-on, experiential learning. It presents a range of concepts, skills, tools, techniques and methodologies so students can become effective business systems analysts who can collaborate with information technology workers to create robust information systems for business. Students will learn the framework of the systems development life cycle (SDLC) model as it is used for identification and development of business requirements, business processes, analysis and design, as used in the construction, deployment and ongoing maintenance of complex information systems. The course will also investigate alternatives to acquiring software used to satisfy business goals, objectives and needs.

REQUIRED TEXTS AND/OR RESOURCES
Valacich, Joseph S. George, Joey F. Hoffer, Jeffrey A. Modern Systems Analysis and Design, Edition 10. ISBN-13: 9780138180447 | Published 2023 or similar.

COURSE STUDENT LEARNING OUTCOMES

On successful completion of this course, students will be able to do the following:
1. Develop clear and concise business requirement documents for system selection and planning, using a variety of techniques.
2. Provide automated support for the business process modelling and data modelling portions of the information systems development process using contemporary Computer Aided Software Engineering (CASE) tools.
3. Create Software Systems strategies and solutions, based on organizational constituent needs.
4. Evaluate the activities undertaken during the structured Systems Development Life Cycle (SDLC) approach to the implementation, operation and maintenance, of an Information System.

COURSE CONTENT

Week	Topic
1	The Systems Development Environment & Computer-Aided Software Engineering (CASE) Tools
	Introduction to Agile Methodologies for Business Systems Analysis and Design
2	The Sources of Software -Acquiring Business Software
	Introduction to Managing the Business Information Systems Project
3	Business Information Systems Planning, Selection and Prioritization within the Enterprise
4	Determining & Documenting Business Information System Requirements, using BSPMAD** UML*** software as HOE*
5	Structuring Business Information Systems Requirements Introduction to Unified Modeling Language (UML) Tool to document Business Requirements, using BSPMAD UML software as HOE
6	Structuring Business Information Systems Requirements – Level 0 - Conceptual Data Modeling, using BSPMAD UML software as HOE
7	Expanding the Conceptual Data Model – Levels 1 & 2 Data Models, using BSPMAD software as HOE Mid Term Exam
8	Business User role in Use Case Development & Object-Oriented Analysis and Design (OOAD)
	Develop a set of business user requirements models for: Use Cases, State Diagrams and Sequence Diagrams, using BSPMAD UML software as HOE
9	Business User inputs to User Interface Design - using *BSPMAD UML software* HOE
10	From Logical Business Process Models to Physical Database, using BSPMAD UML software as HOE
11	The role of the Business in Information Systems Implementation, Operation and Maintenance
12	Team Projects co-ordination
13	Team Project presentations
14-15	Final Exam Period: Final Assessment - Team Project Reports Submission

* HOE: As an approved experiential course, throughout the semester Analytics Software, are introduced using on-campus Computer Labs and Software Licenses, to give students hands-on experience with these industry tools. On-campus computer labs, with the relevant installed software, are necessary for the conduct of these HOEs. These HOE activities will often involve students supporting each other, in a conducive learning environment. Both the lecture and HOE sessions create opportunities for students to learn individually as well as collaborate in groups and learn from peers.

*** BSPMAD: Business Systems Process Modelling, Analysis and Design*
**** UML: Unified Modelling Language:* A general-purpose visual modeling language *intended to provide a standard way to visualize the design of a business system.*

EVALUATION PROFILE

Assessment	Weight	LO
Readiness Assurance Tests (I/T****) (minimum 3, maximum 5)	15% (10% I/5% T)	1,2,3
BSPMAD software use (as HOE) (I)	20%	1,2,3,4
Case Analyses (T) (minimum 3)	15%	1,2,3,4
Midterm Exam (I)	20%	1,2,3
Team Project (I/T)	30% (10% I/20% T)	1,2,3,4
Total	**100%**	

**** (I) is Individual and (T) is Team*

Readiness Assurance Tests: Reading Assurance Tests (RATs): The RATs will be completed individually and as groups during class time, using the eLearn online testing system and as scheduled in the course syllabus. Each test will cover a different set of topics, taken from your required textbook's given pre-readings. These RAT tests will be closed book. They are short, quick and exciting quizzes, which require that students read the assigned material in advance of the class, so they have an active, learner-centred experience.

BSPMAD Software Use, as Hands-On Exercises (HOE): As an approved experiential course, throughout the semester we introduce and use BSPMAD Software, using provided University Computer Labs and Software Licenses, to give students hands-on experience with industry software tools, to the point of intermediate level understanding. University Computer labs, with the relevant installed software, are necessary for the conduct of these HOEs. These HOE activities will often involve students supporting each other, in a conducive learning environment. Both the lecture and HOE sessions create opportunities for students to collaborate in groups and to learn from peers.

Case Analyses: Students will analyze and evaluate industry examples, completed throughout the course, to facilitate self-learning, increase depth of knowledge, and specialization in areas of the course study. These case study activities will allow students to critically analyze, evaluate and reflect on the BSPMAD landscape and assess the utility of the acquired knowledge, skills, and values in the learner's personal, academic, or professional trajectory.

Midterm Exam: There will be one mid-term exam during the semester. This mid-term exam will be closed book. The mid-exam is to be completed in class time, and will be scheduled in the Course syllabus by the instructor. See the policy below for information on missed exams.

Team Project: There will be one team project assignment during the semester. In small teams, students will address a BSPMAD object-oriented methodology for designing decision support systems (DSS), to include an analysis of computational needs at various levels of an organization, which defines the data objects of the DSS. Students will also provide a reflective summary with arguments/debates on why their critical analysis is relevant to a business manager and how it is useful to a team of systems analysts in the workplace. Students must also fill out a Peer Evaluation form, which requires each student to rate the participation of all the members in the group.

NOTE: Students will be placed into teams in the third week of class, once the add/drop period ends. The instructor will assign team members and place the Teams overview on eLearn. If students do not take an active part in the work of their respective Team, they will receive zero (0) marks for the Team assignment.

GRADING PROFILE

A+	=	90-100	B+	=	77-79	C+	=	67-69	D	=	50-59
A	=	85-89	B	=	73-76	C	=	63-66	F	=	0-49
A-	=	80-84	B-	=	70-72	C-	=	60-62			

Incomplete Grades
Grades of Incomplete "I" are assigned only in exceptional circumstances when a student requests extra time to complete their coursework. Such agreements are made only at the request of the student, who is responsible to determine from the instructor the outstanding requirements of the course.

Late Assignments
Assignments are due at the beginning of the class on the due date listed. If you anticipate handing in an assignment late, please consult with your instructor beforehand.

Missed Exams/Quizzes/Labs etc.
Make-up exams, quizzes and/or tests are given at the discretion of the instructor. They are generally given only in medical emergencies or severe personal crises. Some missed labs or other activities may not be able to be accommodated. Please consult with your instructor.
*** Accommodations can be made to honour community needs and traditional practices.

Attendance
Students are expected to attend all classes and associated activities.

English Usage
Students are expected to proofread all written work for any grammatical, spelling and stylistic errors. Instructors may deduct marks for incorrect grammar and spelling in written assignments.

Electronic Devices
Students may use electronic devices during class for note taking only.

On-line Communication
Outside of the classroom, instructors will (if necessary) communicate with students using either their official Capilano University email or eLearn; please check both regularly. Official communication between Capilano University and students is delivered to students' Capilano University email addresses only.

UNIVERSITY OPERATIONAL DETAILS

Tools for Success
Many services are available to support student success for Capilano University students. A central navigation point for all services can be found at: https://www.capilanou.ca/student-services/

Capilano University Security: download the CapU Safe Alert App

Policy Statement (S2009-06)
Capilano University has policies on Academic Appeals (including appeal of final grade), Student Conduct, Academic Integrity, Academic Probation and other educational issues. These and other policies are available on the University website.

Academic Integrity (S2017-05)
Any instance of academic dishonesty or breach of the standards of academic integrity is serious and students will be held accountable for their actions, whether acting alone or in a group. See policy and procedures S2017-05 Academic Integrity for more information:
https://www.capilanou.ca/about-capu/governance/policies/

Violations of academic integrity, including dishonesty in assignments, examinations, or other academic performances, are prohibited and will be handled in accordance with the Student Academic Integrity Procedures.

Academic dishonesty is any act that breaches one or more of the principles of academic integrity. Acts of academic dishonesty may include but are not limited to the following types:

Cheating: Using or providing unauthorized aids, assistance or materials while preparing or completing assessments, or when completing practical work (in clinical, practicum, or lab settings), including but not limited to the following:
- Copying or attempting to copy the work of another during an assessment;
- Communicating work to another student during an examination;
- Using unauthorized aids, notes, or electronic devices or means during an examination;
- Unauthorized possession of an assessment or answer key; and/or,
- Submitting of a substantially similar assessment by two or more students, except in the case where such submission is specifically authorized by the instructor.

Fraud: Creation or use of falsified documents.

Misuse or misrepresentation of sources: Presenting source material in such a way as to distort its original purpose or implication(s); misattributing words, ideas, etc. to someone other than the original source; misrepresenting or manipulating research findings or data; and/or suppressing aspects of findings or data in order to present conclusions in a light other than the research, taken as a whole, would support.

Plagiarism: Presenting or submitting, as one's own work, the research, words, ideas, artistic imagery, arguments, calculations, illustrations, or diagrams of another person or persons without explicit or accurate citation or credit.

Self-Plagiarism: Submitting one's own work for credit in more than one course without the permission of the instructors, or re-submitting work, in whole or in part, for which credit has already been granted without permission of the instructors.

Prohibited Conduct: The following are examples of other conduct specifically prohibited:
- Taking unauthorized possession of the work of another student (for example, intercepting and removing such work from a photocopier or printer, or collecting the graded work of another student from a stack of papers);
- Falsifying one's own and/or other students' attendance in a course;
- Impersonating or allowing the impersonation of an individual;
- Modifying a graded assessment then submitting it for re-grading; or,
- Assisting or attempting to assist another person to commit any breach of academic integrity.

Sexual Violence and Misconduct

All Members of the University Community have the right to work, teach and study in an environment that is free from all forms of sexual violence and misconduct. Policy B401 defines sexual assault as follows:

> Sexual assault is any form of sexual contact that occurs without ongoing and freely given consent, including the threat of sexual contact without consent. Sexual assault can be committed by a stranger, someone known to the survivor or an intimate partner.

Safety and security at the University are a priority and any form of sexual violence and misconduct will not be tolerated or condoned. The University expects all Students and Members of the University Community to abide by all laws and University policies, including B.401 Sexual Violence Policy and B.401.1 Sexual Violence Procedure (found on Policy page https://www.capilanou.ca/about-capu/governance/policies/)

Emergencies: Students are expected to familiarise themselves with the emergency policies where appropriate and the emergency procedures posted on the wall of the classroom.