**COURSE SYLLABUS**

**Applied Systems Analysis and Design**

ISM 3232

Online Instruction

View [How to Be a Successful Student](https://go.spcollege.edu/Addendum/) which provides details about success factors and links to the most current version of fluid information, such as the academic calendar.

**WELCOME**

Welcome to ISM 3232 online. If you have any questions about the course, email me or if you do not understand something email me. I am also available by appointment to meet face to face or via phone. I want all of you to have a positive experience, this can be accomplished by having an open line of communication. Most questions can be answered through the information provided within the course instructions. Please let me know how I can help, however, please DO NOT wait until the 11th hour to ask for help as this is guaranteed to add stress. This course contains 16 weeks’ worth of work to be completed in 8 weeks.

Thank you, Chrissy Risberg

**INSTRUCTOR**

**Instructor Name**: Chrissy Risberg

**Email:** [risberg.chrissy@mycourses.spcollege.edu](mailto:risberg.chrissy@mycourses.spcollege.edu)

**Phone**: 727-712-5815

**Office and Online Chat Hours:** (by appointment)

**Office Location:** Tarpon Springs LY 248 (by appointment)

**Instructor Web Page:** [http://webapps.spcollege.edu/instructors/id/risberg.chrissy](http://webapps.spcollege.edu/instructors/id/risberg.chrissy%C2%A0)

**ACADEMIC DEPARTMENT**

**Dean**: Jimmy Chang (Acting Dean)     
**Office Location:** Clearwater Campus -215B     
**Office Phone Number:** (727) 341-4305     
**Email:** [Chang.Jimmy@spcollege.edu](mailto:Chang.Jimmy@spcollege.edu)

**Website**

<http://go.spcollege.edu/ccit/>

**COURSE INFORMATION**

**Course Description**

This course covers a broad range of software topics as they apply to software management and systems analysis and design. Topics include, but are not limited to organizational requirements analysis, the process of systems development and design, systems development life cycle (SDLC), and optimization of technology payback. 47 contact hours.

**Course Goals**

[Approved Course Outline](http://curricunet.com/stpetersburg/reports/course_outline_html.cfm?courses_id=8829)

1. In this course students will examine the foundation of Systems Development.  
2. In this course students will analyze methods for identifying and selecting projects.  
3. In this course students will analyze system requirements to create system processes and data requirements.  
4. In this course students will evaluate design options to equate to a system design.   
5. In this course students will discuss the implementation and maintenance aspects of the system.

**Course Objectives**

[Approved Course Outline](http://curricunet.com/stpetersburg/reports/course_outline_html.cfm?courses_id=8829)

**Prerequisites**

Admission to: TMGT-BAS

**Availability of Course Content**

Viewable on the Friday before the course officially begins.

**REQUIRED TEXTBOOK & OTHER RESOURCE INFORMATION**

Modern Systems Analysis and Design, Joseph S. Valacich and Joey F. George

Publisher Information: Pearson, 2020, 9th Edition

First Day/Vital Source ISBN 9780135172841 (Purchase and activate by following the instructions in the First Day Module)

Pearson+                        ISBN 9780135791578

View the [Textbook](https://go.spcollege.edu/textbooks/) site.

View the [Learning Resources](http://www.spcollege.edu/current-students/learning-resources) site.

**LEARNER SUPPORT**

Answers to questions regarding accommodations may be found at the [Accessibility Services](https://go.spcollege.edu/Accessibility/) site. If you are in need of accommodations, please contact a campus [Accessibility Services Coordinator](https://go.spcollege.edu/Contact-AccessibilityServices/). If you need a Sign Language Interpreter, complete the form at [web.spcollege.edu/survey/664](https://web.spcollege.edu/survey/664).

View the [Learning Resources](http://www.spcollege.edu/current-students/learning-resources) site.

View the [Learning Center Tutoring Schedules](http://spcollege.libguides.com/c.php?g=609501&p=4230937).

View the [Student Services](https://go.spcollege.edu/services/) site.

**IMPORTANT DATES**

**Course Dates:** Enter course beginning and ending dates here OR View the [Academic Calendar](https://go.spcollege.edu/calendar/).

**Drop Date:** Enter Drop date here OR View the [Academic Calendar](https://go.spcollege.edu/calendar/).

**Withdrawal Date:** Enter Withdrawal date here OR View the [Academic Calendar](https://go.spcollege.edu/calendar/).

**Financial Aid Dates:** View the [Financial Aid Dates](https://go.spcollege.edu/fadates/).

**DISCIPLINE-SPECIFIC INFORMATION**

**Technology Specifications for CCIT Courses**

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| --- | --- | --- |
| **Computer Hardware**  **Specifications** | **Minimum** | **Recommended** |
| Processor | Intel Core i5 2.4 GHz or equivalent | Intel Core i7 2.8 GHz or higher |
| Memory (RAM) | 4 GB | 8 GB or higher |
| Network Interface (True High Speed Broadband Internet Connection) | Download Bandwidth of 25 mb/s | Download Bandwidth of 100 mb/s or higher |
| Disk Storage | Adequate free space for storage of class files as needed | |

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| --- | --- |
| **Computer Software**  **Specifications** | **Recommended** |
| Operating System | Windows 10 or later with latest updates |
| Internet Browser | Chrome or Firefox with latest updates |
| Microsoft Office | Current version (available to current students at no cost) |

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| --- |
| **Additional Notes:**     1. Mac laptops and desktops are acceptable as long as they meet all requirements above. The Safari browser is not generally acceptable for working with many of the external environments used in CCIT classes. 2. Students MUST use a fully functioning computer to complete course assignments. DO NOT attempt to use mobile phones or tablets for that purpose. Although Chromebook laptops may work in many cases, they are NOT recommended. 3. Students must have access to required materials including necessary technology from the first day of class. |

**ATTENDANCE**

View the college-wide attendance policy included in [How to Be a Successful Student](https://go.spcollege.edu/Addendum/).

The policy notes that each instructor is to exercise professional judgment and define "active participation" in class (and therefore "attendance"), and publish that definition in each syllabus. For this class, attendance will be taken for the first two weeks of the class to determine if you have been actively participating in the class.    
You need to complete the following to be considered to be actively participating in the class:   
Week 1 assignments   
Week 2 assignments

If you are not actively participating for the first two weeks, you will be withdrawn from the class with a "W". You will also be denied access to the course in MyCourses. At the 60% point of the class, attendance will be taken for the third time to determine that you have been actively participating. This will be determined by the following: Completion of least 70% of work assigned to date. If you are considered not actively participating in the course at the 60% point, you will be withdrawn with a "WF". Students are required to withdraw themselves on or before the 60% point in the course to receive a grade of "W". The final date for voluntary withdrawal is published in the academic calendar. This date varies for dynamically dated, express, and modmester courses. NOTE - Your instructor will not be able to withdraw you from the class. It is your responsibility. If a student wishes to withdraw after the 60% point they will receive a "WF" grade.

**GRADING**

\*\*Grading will be based on a point system (Total Points Possible = 685). The assignment point breakdown can be found in the Schedule of Assignments.

\*\*Subject to change with notification\*\*

**How to check your Grades and review feedback:**

* [Checking Your Grades](http://mycoursessupport.spcollege.edu/checking-your-grades)
* [Reviewing Dropbox Submissions](http://mycoursessupport.spcollege.edu/reviewing-a-dropbox-submission)
* [Checking Discussion Grades and Feedback](http://mycoursessupport.spcollege.edu/checking-discussion-grades-feedback)
* [Reviewing Quiz Submissions](http://mycoursessupport.spcollege.edu/reviewing-a-quiz)

**Grading Scale**

A = 90-100%

B = 80-89%

C = 70-79%

D = 60-69%

F = 0-59%

**ASSIGNMENTS**

It is the student's responsibility to follow the schedule of class assignments.

1. If there are problems with the completion of the assignment by the appointed date, the student must discuss the matter with the instructor **PRIOR** to the due date. Note: PRIOR includes all days up to the due date but does not include the actual due date unless discussed with your instructor. See each module for specific due dates.
2. It is the student's responsibility to follow the schedule of class assignments.
3. Late work will not be accepted, graded, or reviewed unless permission is granted PRIOR to assignment due dates. In the event an emergency occurs, please contact me regarding college policy for submitting documentation.

**STUDENTS' EXPECTATIONS AND INSTRUCTOR'S EXPECTATIONS**

**STUDENTS’ EXPECTATIONS**

If there are problems with the completion of the assignment by the appointed date, the student must discuss the matter with the instructor Prior to the due date.

It is the student’s responsibility to follow the schedule of class assignments.

Late work will not be accepted, graded, or reviewed unless permission is granted Prior to assignment due dates. In the event an emergency occurs, please contact your instructor regarding college policy for submitting documentation.

You will need access to a computer with minimum suggested technology requirements for this class. All SPC campus libraries and Learning Support Centers have computers that can be used to complete course assignments.

Also see Student Expectations found in the [Syllabus Addendum](http://go.spcollege.edu/addendum/)

[Hurricane Preparedness](https://spcemergency.wordpress.com/)

**INSTRUCTOR EXPECTATIONS**

I will provide meaningful activities to develop your System Analysis and Design skills.

I will be available to you if you have questions or concerns.

I will respond to emails within 48 hours. Unless clearly communicated differently.

I will respond thoughtfully and critically to your comments, questions, and written assignments.

I will evaluate your coursework in a timely manner and will communicate to you when you should expect your grade on a particular assignment.

**Participation, Conduct, and Netiquette**

SPC has outlined expectations for student behavior and interaction for online discussions, email, and other forms of communication. View the Student Expectations in [How to Be a Successful Student](https://go.spcollege.edu/Addendum/).

**Equal Access/Equal Opportunity:**[**https://www.spcollege.edu/friends-partners/about/compliance-statements/equal-access-equal-opportunity**](https://www.spcollege.edu/friends-partners/about/compliance-statements/equal-access-equal-opportunity)

**Academic Honesty**

View the [Academic Honesty Policy](https://go.spcollege.edu/AcademicHonesty/).

**Copyright**

Copyrighted material within this course, or posted on this course website, is used in compliance with United States Copyright Law. Under that law you may use the material for educational purposes related to the learning outcomes of this course. You may not further download, copy, alter, or distribute the material unless in accordance with copyright law or with permission of the copyright holder. For more information on copyright visit: [Copyright.gov](http://www.copyright.gov).

**STUDENT SURVEY OF INSTRUCTION**

The Student Survey of Instruction is administered in courses each semester. It is designed to improve the quality of instruction at St. Petersburg College. All student responses are confidential and anonymous and will be used solely for the purpose of performance improvement.

**TECHNOLOGY**

**Minimum Technology Requirements**

View the [Technical Requirements for MyCourses](https://mycoursessupport.spcollege.edu/technical-requirements-for-mycourses).

SPC offers Microsoft Office software to current students at no additional cost. The software is available for both Windows and Mac computers. View the [How to Download Microsoft Office 2016](https://mycoursessupport.spcollege.edu/download-office-2016) tutorial.

**Minimum Technical Skills**

Specify the minimum technical skills expected of the learner: general and course-specific learners must have to succeed in the course.

Students should know how to navigate the course and use the course tools. Dropbox-style assignments may require attachments in either Microsoft Word (.doc or .docx) or Rich Text Format (.rtf), so that they can be properly evaluated. If an attachment cannot be opened by the instructor, students will be required to re-format and re-submit an assignment so that it can be evaluated and returned with feedback.

MyCourses tutorials are available to students new to this LMS and are located at the beginning of the course. Most features on MyCourses are accessible on mobile devices, although it is recommended that you use a computer for quizzes, tests, and essay assignments.

Tablets such as Chromebooks are not able to run the needed software to complete the Project/Visio assignments within this course.

You may visit [SPC Campus Learning Support Commons and Libraries](https://spcollege.libguides.com/studentsneedtoknow) to utilize college computers with the needed software. Please contact your desired campus prior to your visit to make sure they have the needed software loaded on an available computer.

**Technical Support**

Technical support is available via the [Technical Support Desk Call Center](https://mycoursessupport.spcollege.edu/technical-support-desk-call-center).

**Accessibility of Technology**

* [MyCourses (Brightspace by Desire2Learn) Accessibility](https://www.d2l.com/accessibility/)
* [Turnitin Accessibility](http://turnitin.com/en_us/about-us/accessibility)
* [Google (YouTube) Accessibility](https://www.google.com/accessibility/)
* [Ensemble Accessibility](https://help.ensemblevideo.com/hc/en-us/articles/360000211806-Accessibility-Solutions)

**Privacy**

* [MyCourses (Brightspace by Desire2Learn) Privacy](https://www.d2l.com/legal/privacy/)
* [Turnitin Privacy](http://turnitin.com/en_us/about-us/privacy)
* [YouTube Privacy](https://www.youtube.com/static?template=privacy_guidelines)
* [Ensemble Privacy](http://www.ensemblevideo.com/company/policy.aspx)

**Instructional Continuity Plan**

To be prepared in the event of weather or other emergency disruptions, review the [Emergency Preparedness Procedures for Students](https://mycoursessupport.spcollege.edu/emergency-preparedness-procedures-for-students).

**SPC’s Student Assistance Program (SAP):** As an SPC student it's vital that you know Titans Care. You can access resources through SPC’s Student Assistance Program (SAP) (<https://www.spcollege.edu/current-students/student-affairs/student-support-resources/student-assistance-programs>[)](https://www.spcollege.edu/current-students/student-affairs/student-support-resources/student-assistance-programs), a collaborative resource for students with mental health or general life issues. SAP provides help and education in suicide prevention, mental health, substance abuse awareness, and more. It is SPC’s belief that supporting mental wellness is everyone’s charge and that one loss as a result of substance abuse, mental illness, or suicide is one too many. If you or a loved one are considering suicide, please call the National Suicide Prevention Lifeline at 1-800-273-8255.

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