

## Computer Systems and Analysis Syllabus

CIS2321 Section #1985

Session Fall 2017

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[View the Syllabus Addendum](#), which provides the most current version of fluid information, such as the academic calendar.

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### **WELCOME**

Welcome to CIS 2321. It is my pleasure to work with you during this 8 weeks. We will cover a lot of material and it is important for you to review this syllabus, the course material and get started on time. You may work ahead. However, late assignments will not be graded.

For your convenience, I am available via email within 24 hours except holidays. I usually respond in the morning, afternoon and early evening. I have offices both at the Downtown and at the Gibbs Campus locations. Please contact me via email should you wish to meet as I frequently have meetings at various campus locations.

Don't forget that there are computers and assistance in the Learning Support Commons. Do not hesitate to contact me should you have questions.

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### **INSTRUCTOR**

**Name:** Professor Sandra Beck

**Email:** Beck.Sandra@spcollege.edu

**Phone:** 727.398.8472

**Office and Online Chat Hours:** Email for appointment

**Office Location:** Downtown – 454 and Gibbs 127A

**Instructor Web Page:** <http://web.spcollege.edu/instructors/id/2050/>

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## ACADEMIC DEPARTMENT

**DEAN:** Dr. Sharon Setterlind

**Office Location:** TE 116C, St Pete/Gibbs Campus

**Office Phone Number:** (727) 341-4724

**Email:** [setterlind.sharon@spcollege.edu](mailto:setterlind.sharon@spcollege.edu)

## WEBSITE

**URL:** <http://www.spcollege.edu/ccit/>

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## COURSE INFORMATION

This course provides the student with ways to understand and apply fundamentals of systems analysis to the development of information systems used in business, government or nonprofit environments. Both individual and team approaches are taken to analyze systems projects utilizing current information systems applications. The student will become familiar with a range of techniques for systems analysis. The student will be made aware of the importance of developing good human relations skills and the need to understand and deal with the social and political culture in organizations in the course of system analysis and design. It is recommended that this course be taken during the last session prior to graduation.

### Course Goals

1. The student will demonstrate knowledge of the social and political aspects of organizations, the nature and behavior of organizational culture and the various human relations and communications skills necessary to effectively seek out and capture background system information by:
  - a. Discussing social and political aspects of organizations and the nature and behavior of organizational culture.
  - b. Participating individually or in a team of students to study various problems assigned by the instructor. The student members of each team are responsible for written studies and verbal presentation of projects assigned by the instructor.
  - c. Investigating virtual or real businesses and/or organizations, and gathering information on data and processes used.

2. The student will demonstrate knowledge of traditional and emerging approaches to systems development and associated analysis tools by:
  - a. Discussing and defining the following approaches to systems development:
    1. SDLC, Iterative, and Prototyping.
    2. Joint Application Development (JAD), Rapid Application Development (RAD), and Agile Development.
    3. Object-Oriented Analysis and Design, and Unified Modeling Language.
  - b. Discussing and utilizing the following diagram techniques:
    1. Data flow diagrams (DFDs).
    2. Entity Relationship Diagrams (ERDs).
    3. Use Case, State, Sequence, and Activity Diagrams.
    4. Logic Modeling with Decision Trees and Decision Tables.
  - c. Discussing and utilizing the following systems analysis tools:
    1. User Interface layout and design.
    2. Questionnaires.
    3. Individual and group interview techniques.
    4. Feasibility studies.
    5. Logical and physical database design.
3. The student will demonstrate knowledge of the Systems Development Life Cycle (SDLC) and its role in developing a system by understanding and using a comprehensive process for developing a system study which will include:
  - a. Problem Definition.
  - b. Project Identification and Selection.
  - c. Project Planning.
  - d. Data Collection and Analysis.
  - e. Analysis of Systems Alternatives.
  - f. Determination of Feasibility.
  - g. Systems Design.
4. The student will demonstrate knowledge of Computer Assisted Systems Engineering (CASE) tools, their general components, and use in analysis and design by:
  - a. Discussing the advantages and disadvantages of CASE and various factors involved in the selection of CASE tools.
  - b. Discussing the components of CASE, including upper CASE, lower CASE and cross life-cycle CASE.

- c. Discussing the use of form and report generators, the Repository and Data Dictionary.
- d. Discussing how CASE can enhance the traditional Systems Development Life Cycle.

### **Prerequisites:**

Prerequisite: CGS 1100 or Prerequisite: COP 1000.

Students may work ahead but not behind in this course. Late assignments will not be accepted, reviewed or graded.

This is an 8-week course. You are assigned the same amount of work as a 16-week course in half the time.

Please be prepared to spend at least 10 hours per week completing assignments for this course.

### **Due Dates**

- Assignments are due each **Sunday no later than 11:55 pm except Discussion Post (see below).**
- All due dates are posted in MyCourses in the Assignment Checklist.
- **The assignments for the last unit must be handed in on time in order to count toward your final grade – no exceptions.**
- **\*Discussion Board Postings must be handed in on time. Late discussions will not be accepted or graded. For a chance at maximum points, make your first post is on Wednesday no later than 11:55 pm (No exceptions.)**
- For Quizzes and Drop Boxes:
  - **Late assignments will not be accepted, reviewed or graded.**
  - If you have formal, documented proof of an emergency as per the college policy you should notify your instructor prior to the assignment due date for consideration.
- Assignments are graded within one week of the due date.

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## **REQUIRED TEXTBOOK & OTHER RESOURCE INFORMATION**

**Required Textbook: Systems Analysis & Design + MindTap Bundle (You need the MindTap Bundle) by Cengage**

Publisher Information: Cengage

ISBN Number: 9781337309721

**Bookstore: Barnes and Noble (BN) website**

**Library: [www.spcollege.edu/libraries](http://www.spcollege.edu/libraries)**

**Bookstore:** [www.spcollege.edu/textbooks](http://www.spcollege.edu/textbooks)

**Library:** [www.spcollege.edu/libraries](http://www.spcollege.edu/libraries)

## **Learner Support**

**Accessibility:** [www.spcollege.edu/dr](http://www.spcollege.edu/dr)

**Academic Support Services:** [www.spcollege.edu/support](http://www.spcollege.edu/support)

**On-Campus Support:** [www.spcollege.edu/tutoring/#tab=2](http://www.spcollege.edu/tutoring/#tab=2)

**Online Support:** [www.spcollege.edu/tutoring/#tab=3](http://www.spcollege.edu/tutoring/#tab=3)

**Student Services and Resources:** [www.spcollege.edu/services](http://www.spcollege.edu/services)

## **IMPORTANT DATES**

**Course Dates:** 08/15/2017 – 10/6/2017 See your MySPC course schedule

**Drop Date:** 8/18/2017 - See [Academic Calendar](#)

**Withdrawal Date:** 9/14/2017 - See [Academic Calendar](#)

**Financial Aid Dates:** [www.spcollege.edu/pages/dynamic.aspx?id=800](http://www.spcollege.edu/pages/dynamic.aspx?id=800)

## **ATTENDANCE**

**The College-wide attendance policy is included in the Syllabus Addendum:**

[www.spcollege.edu/addendum/#attend](http://www.spcollege.edu/addendum/#attend)

**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.**

Attendance will be taken for the first two weeks of the class to determine if you have been actively participating in the class. 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 on MyCourses.

**You need to complete the follow to be considered actively participating in the class:**

1. Unit 1 minimum, Sign Welcome Agreement and complete 70% of Module 1 assignments.
2. A minimum of 70% of Module 2 assignments.
3. At the 60% point of the class, attendance will be taken for the third time to determine that you have been actively participating. If you are considered not actively participating in the course at the 60% point, you will be withdrawn with a "WF".

**This will be determined by the following:**

1. **Completion of least 70% of work assigned to date.**

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.

\*\*If a student is dropped from a course and continues to work on tasks residing in resource materials housed outside of the MyCourses environment such as MyITLab, the student will not be considered an active class participant.

## GRADING

Each unit contains a variety of assignments including quizzes and practical application of skill. Each assignment has an assigned point value and that value is listed in the assignment checklist and within the course content.

Assignments	Points
Mod 1	
Discussion 1	20
TurnItIn	10
Textbook Essay Part A Communication Tools	20
Welcome Agreement	10
Mod 2	
Chapter 1 Quiz	30
Chapter 1 DropBox 'Critical Thinking Challenge'	40
Chapter 2 Quiz	30
Chapter 2 DropBox 'Critical Thinking Challenge'	40

<b>Mod 3</b>		
Mod 3 Discussion		20
Chapter 3 Quiz		30
Chapter 3 DropBox 'Critical Thinking Challenge'		40
Chapter 4 Quiz		30
Mod 3 Personal Trainer Drop Box		40
<b>Mod 4</b>		
Chapter 5 Quiz		30
Chapter 5 DropBox 'Critical Thinking Challenge'		40
Chapter 6 Quiz		30
Chapter 6 DropBox 'Critical Thinking Challenge'		40
<b>Mod 5</b>		
Module 5 Discussion		20
Chapter 7 Quiz		30
Chapter 7 DropBox 'Critical Thinking Challenge'		40
Chapter 8 Quiz		30
Chapter 8 DropBox 'Critical Thinking Challenge'		40
<b>Mod 6</b>		
Chapter 9 Quiz		30
Chapter 9 DropBox 'Critical Thinking Challenge'		40
Chapter 10 Quiz		30
Chapter 10 DropBox 'Critical Thinking Challenge'		40
<b>Mod 7</b>		
Module 7 Discussion		20
Chapter 11 Quiz		30
Chapter 11 DropBox 'Critical Thinking Challenge'		40
Chapter 12 Quiz		30
<b>Total</b>		<b>940</b>

(See Assignment Checklist for detailed breakdown)

<b>Grade</b>	<b>Total Points = 940</b>	<b>Percentage</b>
A	846 – 940	>90%
B	752 – 845	80% – 89%
C	658 – 751	70% - 79%
D	564 – 657	60% - 69%
F	Less than 563	<59%

How to calculate your grades.

Maximum possible points ÷ Points received = Your grade

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

## ASSIGNMENTS

See Assignment Checklist

## STUDENTS' EXPECTATIONS

- Obtain Course Materials no later than Wednesday of week 1.
- If there are problems with completion of the assignment by the appointed date, the student must discuss the matter with the instructor PRIOR to the due date. See the Assignment Checklist for specific due dates. There are only a few exceptions to the late assignment policy.
- 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. **Technological issues do not constitute an emergency**, i.e. the Internet went down or my computer didn't work.
- You may need access to Microsoft Word, Access, PowerPoint, and/or Excel 2013 for this class as well as access to Microsoft Visio and Microsoft Project. All SPC campus libraries have Microsoft Office loaded on their computers.
- If may wish to download Microsoft Visio and Microsoft Project from the college if you are a CCIT student.

For the best scores:

- Check MyCourses e-mail and Discussion Board postings 4-5 days per week.
- Check assignment grades in MyCourses every week.
- Use MyCourses e-mail to communicate with the instructor.
- For chance at a top score on Drop Box Assignments:
  - Submit it on-time according to the Assignment Checklist.
  - Use the correct file name
  - Have minimal grammar errors
  - Cite and reference textbook quotes and paraphrases
  - Use quotes sparingly
  - **Do not write answers that are verbatim from the textbook.**
  - Add more support for your answer by including a reference to a reputable website or peer-reviewed journal article.

Also see Student Expectations found in the [Syllabus Addendum](#)

## INSTRUCTOR EXPECTATIONS

- I will provide meaningful activities to develop your technical and software skills.
- I will be available to you if you have questions or concerns.
- I will respond to emails within 24 hours. If at any time I anticipate a delay in my 24 hour turnaround time, I will indicate so in an email prior to my absence. Holidays are always an exception.
- 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. Grades are usually posted within 7 days of the due date (note the date submitted).
- As the field of computer and information technology is vast and constantly changing, I will be your fellow learner.

### Online Student Participation and Conduct

Guidelines: [www.spcollege.edu/addendum/#onlineguide](http://www.spcollege.edu/addendum/#onlineguide)

Academic Honesty: [www.spcollege.edu/academichonesty](http://www.spcollege.edu/academichonesty)

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**Netiquette:** Also see Student Expectations found in the [Syllabus Addendum](#)

- Electronic communication (email, discussion forums, etc.) is how you share ideas with other participants in this course. Online environments can separate the person from the ideas received in this course. Remember, like you, someone is on the other side of an email or discussion posting. Communicate with fellow participants as you would in a face-to-face course.
- Your coursework is more than learning facts; you are preparing for a career. You are learning to interact with your fellow course participants as you would in your future professional life. Your conduct in this course should reflect this. Your communication should follow standard rules for grammar and spelling (unless in an online chat) and be clear, concise and intelligent.
- People have the right to disagree with you. However, disagreement should never be personal. Online discussions are a means to share ideas and practice the skill of persuasion. Persuasive speech cannot be achieved with hurtful, hateful or inappropriate language. Review your posts before you publish and reread them for unintended meanings.
- Cultural influences can influence communication in terms of phrasing and word choice. The lack of visual and auditory clues may affect meaning, as well. Before jumping to conclusions, ask for clarification.

## 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.

**Technical Support:** [www.spcollege.edu/helpdesk](http://www.spcollege.edu/helpdesk)

### Accessibility of Technologies:

MyCourses (Brightspace by D2L) Accessibility  
Statement: [www.brightspace.com/about/accessibility](http://www.brightspace.com/about/accessibility)

Privacy: MyCourses (Brightspace by D2L) Privacy  
Statement: [www.brightspace.com/legal/privacy](http://www.brightspace.com/legal/privacy)

Accessibility of Technologies:

MyCourses (Brightspace by D2L) Accessibility  
Statement: [www.brightspace.com/about/accessibility](http://www.brightspace.com/about/accessibility)

Privacy:

MyCourses (Brightspace by D2L) Privacy  
Statement: [www.brightspace.com/legal/privacy](http://www.brightspace.com/legal/privacy)

Technical Support: [www.spcollege.edu/helpdesk](http://www.spcollege.edu/helpdesk)

## TURNITIN

The instructor of this course may require use of Turnitin.com as a tool to promote learning. The tool flags similarity and mechanical issues in written work that merit review. Use of the service enables students and faculty to identify areas that can be strengthened through improved paraphrasing, integration of sources, or proper citation. Submitted papers remain as source documents in the Turnitin database solely for the purpose of detecting originality. Students retain full copyright to their works. Review the [Turnitin Usage Agreement](#). Students who do not wish to submit work through Turnitin must notify their instructor via course email within the first seven days of the course. In lieu of Turnitin use, faculty may require a student to submit copies of sources, preliminary drafts, a research journal, or an annotated bibliography.

View the [Reviewing a TurnItIn/Originality Report](#) tutorial.

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## TECHNOLOGY

### Minimum Technology Requirements

View the [Technical Requirements for MyCourses](#).

View the [Technical Requirements for MyITLab](#).

### 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.

### Accessibility of Technology

- [MyCourses \(Brightspace by Desire2Learn\) Accessibility](#)
- [Turnitin Accessibility](#)
- [Adobe Accessibility](#)
- [Microsoft Accessibility](#)

### Privacy

- [MyCourses \(Brightspace by Desire2Learn\) Privacy](#)
- [Turnitin Privacy](#)
- [Adobe Privacy](#)
- [Microsoft Privacy](#)

## Technical Support

Technical support is available via the [Technical Support Desk Call Center](#).

# INSTRUCTIONAL CONTINUITY PLAN - EMERGENCY PREPAREDNESS POLICY

The St. Petersburg College website at [www.spcollege.edu](http://www.spcollege.edu) is the official source of college information regarding the status of the institution. Other important information will be communicated via SPC Alert, local media outlets, and the college toll-free phone number 866-822-3978. All decisions concerning the discontinuation of college functions, cancellation of classes, or cessation of operations rest with the President or his/her designee. The College realizes that it is possible for a significant natural disaster to compromise SPC campus facilities sufficiently to disrupt the delivery of classes on campus/campuses for an extended period of time, and is planning ways our operations can continue following such an emergency.

So, in the event that a hurricane or other natural disaster causes significant damage to St. Petersburg College facilities, you may be provided the opportunity to complete your course work online. Following the event, please visit the college website for an announcement of the College's plan to resume operations.

Further, in the event of such a disaster, the instructor will continue using the Learning Management System (LMS) of MyCourses for continuation of all required learning and instructional activities in this course, including the issuing of graded online assignments and expectation of student completion of those graded assignments.

Therefore, in order to keep up with all activities in this course during and after a natural disaster, please plan to continue this course by maintaining online access to MyCourses in lieu of meeting in a classroom - possibly through duration of the course's regularly scheduled end date. We will finish this course in MyCourses, as directed by your instructor online, and your instructor will use all graded assignments - both online and formerly on-campus - to assess and issue your final letter grade for this course, as normally planned, despite occurrence of the natural disaster.