Syllabus

Instructor: Beth Farley

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Office Location: LYNN 218. Please contact me for meetings by appointment.

Office Hours: My published office hours during Spring Quarter will be held in the following locations:

Fridays, 10:00 – 12:00 pm, LYNN 218

Quarter: **Spring 2012**

Course: CIS 235

Location: SNH 124

Meeting Time: Fridays, 2:50 pm to 5:50 pm.

Credits: 5

Contents

COURSE DESCRIPTION

Advanced course in business modeling methods that will provide students an understanding of various tools and techniques used by analysts. Topics include UML, CASE tools, conceptual design, and physical implementation. Enterprise Systems Analysis will be introduced. Prerequisite: CIS 250 and 233 with minimum grades of 2.5 or equivalent experience.

COURSE OBJECTIVES

This course will prepare students to be able to do the following:

- **Roles and Purpose of Business System Requirements Modeling**
  - Describe the roles of formal data and process modeling approaches for discovering and validating business information systems requirements.
  - Discuss the various perspectives and aspects of an enterprise's information systems architecture that need to be considered when analyzing business requirements.
  - Use models to recognize common data design patterns and process archetypes.
- **Modeling Tools and Methods**
  - Recognize and describe the components of various types of models used by systems analysts.
  - Choose appropriate modeling methods and tools for specific analysis situations.
  - Use computer-assisted systems engineering (CASE) and/or other diagramming tools to create models.
  - Recognize and employ industry-standard diagramming notations when creating models.
- **Requirements Facilitation**
  - Plan and lead a facilitated joint application design (JAD) session, demonstrating the use of a modeling method.

REQUIRED TEXTBOOKS There are no required textbooks for this class. Readings will be assigned from the Internet and Books 24x7, available from the EdCC Library website.

RECOMMENDED SUPPLIES

Microsoft Visio (can be obtained from Misty Cline, CIS Program Assistant)

> ***EMAIL*** mcline@edcc.edu **with a copy of your schedule to get into the MSDNAA system**

COURSE DELIVERABLES

Course deliverables are intended to:

1) provide hands-on practice
2) encourage you to seek related knowledge on your own
3) assess your understanding of the concepts covered in this course.

Individual Assignments (50%)

Modeling Assignments-Case Study One (25%)

Modeling Assignments Case Study 2 (25%): There will be hands-on modeling projects throughout the quarter. These will be graded based on specified criteria. In these projects, you will apply different modeling methods to document requirements. You will have the opportunity to try a variety of modeling approaches and receive feedback from peers as well as the instructor.

Team Assignments (50%)

Lab Projects (30%): Labs are learning activities assigned throughout the quarter, and will consist of either hands-on exercises or research activities. Some activities will be completed in class, while others will be completed outside of class. These assignments are intended to be opportunities for you to practice certain skills, so you will receive points for simply completing or participating in the activities. Findings will be presented orally to the class and evaluated by other classmates. You will also be expected to actively participate during other teams' presentations. Specific instructions for each project will be provided.

Term Project (20%): There is **one (1) final team-based** project. Each team will choose a modeling method to research in-depth and will lead the rest of the class through a facilitated "JAD" modeling session using that method. The final project presentations and documentation will be due no later than **Saturday, June 12th** (the last class day). This project will be written-up in a formal report style and also presented in a physical demonstration that will be evaluated according to specified criteria designed to assess the course objectives.

Instructor's Discretion: **Attendance/Instructor Discretion (5%):** Based on Individual class attendance record **AND** participation in class discussions, model review and other activities including creation of questions for the exam pool and contribution to the class Business Analysis Toolkit Wiki. If you miss a class, it is YOUR responsibility to get the lecture or activity notes from one of your teammates. I do not provide written copies of my lecture or class activity notes.

Please note that a total of 95% of your grade can be earned based on completion of

assigned activities and deliverables that are evaluated according to specified criteria based on course objectives. This is by design (see "A Special Note About Grading" below). I reserve **up to 5%** of the possible points to be awarded at "instructor discretion." These discretionary points are applied at the end of the quarter for active team participation, exemplary individual work or extra credit, and are based on my subjective observations throughout the quarter. Please note that **Extra credit** may or may not be offered – I reserve the right to decide on the meritocracy of extra credit on a class-by-class or individual basis.

The following are some ground-rules regarding deliverables:

Deliverables will be submitted on the class Google Site (as specified) and will typically be due by the beginning of the class session on Friday afternoon so it can be discussed in class.

Late Deliverables: Deliverables received after the specified due date will be accepted only at the discretion of the instructor. I cannot guarantee that you will receive instructor comments or feedback on any deliverable received late. Up to **50% may be deducted** from the total assigned points for late deliverables.

Team activities: All participants will receive the same grade for the ***content*** portion of th e activity. ***Points for participation will be awarded on an individual basis.*** However, if a
team member chooses not to contribute to the activity or deliverable at all, they will receive **ZERO (0)** points for that deliverable or activity.

Assignments and Grading

Grading will be weighted based on the assignment categories below. Your final grade is calculated by dividing your total points *earned* by the total *possible* points for each category to get your *percentage earned* by category. The result is multiplied by the weight for that category to get a *weighted score* for the category. These are added to total up to 100%. Your *total weighted percentage earned* (total of weighted scores for all categories) will equate to a grade on the grading table that follows.

Category	**Weight** **% of Grade**
Modeling Assignments 1 (Individual)	25%
Modeling Assignments (Individual)	25%
Lab Projects (Team)	30%
Term Project (Team)	20%
Participation/Instructor Discretion	5%
Total	**100%**

***** I reserve the right to change deliverables and breakdown of percentages listed above, and will notify the class accordingly.

Grading Tables

Grade Points for Percentage of Points earned			Letter Grade Equivalency
4.0=95%	2.9=84%	1.8=73%	A = 4.0 - 3.9
3.9=94%	2.8=83%	1.7=72%	A- = 3.8 - 3.5
3.8=93%	2.7=82%	1.6=71%	B+ = 3.4 - 3.2
3.7=92%	2.6=81%	1.5=70%	B = 3.1 - 2.9
3.6=91%	2.5=80%	1.4=69%	B- = 2.8 - 2.5
3.5=90%	2.4=79%	1.4=68%	C+ = 2.4 - 2.2
3.4=89%	2.3=78%	1.4=67%	C = 2.1 - 1.9
3.3=88%	2.2=77%	1.3=66%	C- = 1.8 - 1.5
3.2=87%	2.1=76%	1.2=65%	D+ = 1.4 - 1.2
3.1=86%	2.0=75%	1.1=64%	D = 1.1 - 0.9
3.0=85%	1.9=74%	1.0=63%	D- = 0.8 - 0.7

A Special Note About Grading

My grading philosophy may be slightly different than you have encountered in other courses. I am assessing the <u>quality</u> of your work (from an employer's point of view), not just your effort or ability to complete the work. The following describes my expectations for each grade, and how you will be evaluated:

4.0 = Exemplary (Above and beyond). A 4.0 indicates that a student consistently produced exemplary work of perfect or near-perfect quality on <u>all</u> deliverables, attended class sessions and was an active participant in class activities. The student not only demonstrated understanding of material, but also stretched his or her learning experiences beyond what was covered in class, either by doing research or helping other students. I would be proud to show off this student's work to other instructors or employers or write a recommendation letter on the student's behalf.

3.5 – 3.9 = Excellent. (This is still an "A" grade!) Most deliverables were perfect or near perfect, but perhaps could have been a little more polished to be exemplary. May have missed some points due to late deliverables, a low exam score, attendance, etc. It demonstrates high quality work and a strong understanding of the material presented during the quarter.

3.0 – 3.4 = Good. (Strong "B" grade.) Most deliverables were very good, but the quality was not consistent, or needed more attention to quality and detail to be excellent. Met all of the objectives of the class, and demonstrated a solid understanding of the material. May have missed some points due to late deliverables, missing or low quiz scores, attendance,

etc.

2.0 – 2.9 = Average. Met all of the objectives of the class, but no more. Demonstrated understanding of most of the material, but may have missed some important concepts. Missed a fair number of points due to lack of participation in team activities, late or missing deliverables, etc., or the student's deliverables did not demonstrate evidence of a solid understanding of the course material.

Below 2.0 = Below Average Work. Did not meet expectations or objectives of the class. Did not demonstrate understanding of the material or missed a significant amount of points due to lack of participation in team activities, late deliverables, missing or low quiz scores, attendance, etc.

NOTE*:* I do not consider "I" (Incomplete) or "V" (Instructor Withdrawal) grades acceptable, and will consider granting them only under *extraordinarily unique and extenuating circumstances*.

BASIC EDUCATION REQUIREMENTS (COLLEGE WIDE ABILITIES)

This course supports the College-wide standards and general education requirements. While achieving the course objectives above, you will be applying and developing the following basic competencies:

Communicate and interact respectfully through critical and imaginative expression

Act responsibly, both individually and collaboratively, within changing environments

Reason clearly using varied analytic and creative approaches

Explore critically and creatively the diversity of cultures, ethics, values, and ways of thinking across communities

CLASS POLICIES

ATTENDANCE POLICIES

Students are expected to attend each class meeting. Up to 5% of your final grade may be based upon attendance and participation in class (or online). I believe that *attendance is vital to your success in this class*. It has been proven that students who attend every class session better position themselves to not only comprehend and master the course material, but also receive a higher overall course grade.

ACCESS TO COURSE MATERIALS

An online classroom will be set up on the Web for this class and will be a central repository of the course assignments and discussions, as well as material you will need during the course. You are responsible for checking this site regularly for announcements and other information. More information and instructions for setting up and accessing your Blackboard account will be provided during the first week of class.

Successful completion of student responsibilities in this class requires access to

BlackBoard and **Google Apps** via an Internet browser. You are expected to login to the online classroom *at least* 1 or more times per week. Instructions for access to Blackboard may be located online at the following address: http://online.edcc.edu/study/Bb_login.html. Toll-free technical support (24/7 service) is available at http://blackboard.edcc.edu (click on the HELP button).

You will also be expected to have an **EdMail Account** to access Google Apps. Instructions for access to the Google Apps site will be provided in class. If you do not have an EdMail Account, you can get more information about how to get one at http://www.edcc.edu/edmail/

CLASSROOM CONDUCT IN THE LABS

Classrooms are shared environments where each individual pays dearly to hear all of the information presented. A few courtesies are required for everyone to have a quality experience.

- PLEASE TURN CELL PHONES and PAGERS *OFF* while in the classroom.
- Please be on time. I will make every effort to start class on time and don't believe students who make the effort to be on time should be penalized.
- Please avoid side discussions with your neighbors unless instructed to do so, as they are highly distracting for others around you.
- *If you surf the web during class, PLEASE MAKE IT RELEVANT* TO THE TOPICS BEING PRESENTED! I won't prohibit this, but if the computers become too big a distraction, I may ask that you turn them completely off until needed.

EXPECTATIONS

This course involves a high level of independent problem solving and analytical thinking. You can expect to spend at least 6 to 10 hours per week outside of class to complete reading and other activities. Class time will be spent in team activities, hands-on practice and discussion.

I expect you will:

- assume an **active role** in your own learning process
- take **responsibility** for understanding what each deliverable entails
- complete reading/discussion/assignment deliverables **on time** and be prepared for in-class discussion
- share information freely with others and **actively participate** in team projects
- not distract others (see *the Classroom Conduct section above*)

  ***NOTE: I reserve the right to DEDUCT class participation points during the quarter for activities or behaviors that detract from a productive classroom environment.

- deliver **high quality work** that is correctly spelled, neat, and readable
- i**ndependently learn** necessary tools and seek out relevant resources

My role is to be your guide through this material, and therefore you can expect that *I*

will do my best to:

- plan relevant "real-world" **learning activities** to meet course objectives
- clearly **define expectations** and deliverables
- adjust the **pace and schedule** as needed to assure understanding and meet objectives
- **explain difficult concepts** in a manner that allows you to understand them
- give you **meaningful feedback** to help with your learning process
- assign grades in a **fair and consistent** manner

POLICY ON CHEATING

Discussing the course topics with your classmates is encouraged. Helping your classmates solve problems is also encouraged. However, all quizzes, exams, and individual lab and project work turned in for a grade must be done independently unless otherwise specified for the assignment. No points will be awarded for individual deliverables found to contain work directly copied from others without attribution.

*****Plagiarism and/or cheating are totally unacceptable and will be dealt with severely and on an individual basis.*****

SPECIAL ACCOMMODATIONS

If you require an accommodation for a disability, please contact Services for Students with Disabilities, MLT 159, (425) 640-1320, ssdmail@edcc.edu

EMERGENCY CLOSURE

Because this is a weekend class, it's important that you check email, Blackboard and/or the class Google Site Announcements each week before coming to class on Friday afternoon. Whenever possible, emergency class cancellations will be posted by 7:30 am. In case of inclement weather, please access the following web site for information: http://www.schoolreport.org/ and or call this phone number: 425-640-1459.