SYLLABUS – CIS 234 Systems Design & Development

Instructor: Nancy Lashbrook
E-mail: Use Inbox on eLearning site (Canvas)
Best way to contact instructor: Send email via Canvas
Class Meets: Thursday, 6:00-9:00 PM

Quarter: Spring 2018
Class: S (Hybrid), 2164
Class Location: SNH-0124
Class Credits: 5

COURSE DESCRIPTION
Provides hands-on experience in systems design and implementation using a prototype approach. The prerequisite for this class is completion of CIS 233 Systems Analysis with minimum grade of 2.5 or equivalent experience.

REQUIRED TEXTBOOK – Edmonds CC Bookstore: www.edcc.edu/bookstore
- ☐ Systems Analysis and Design, 10th Edition, by Harry J. Rosenblatt, Copyright © 2014, ISBN: 13: 978-1-285-17134-0 (ISBN may differ at the bookstore)

REQUIRED MATERIALS
- ☐ Thumb or Flash drive
- ☐ Microsoft Office 2016 – Must have MS-Word, MS-Excel, and MS-PowerPoint
- ☐ Microsoft Visio 2016 – MS-Visio can be obtained thru the Microsoft Imagine program. Email carol.tompkins@email.edcc.edu to request account setup or renewal to the MS-Imagine system – Carol will need a copy of your schedule. If you have an account from a previous quarter, it must be renewed during the 1st week of this quarter.
- ☐ Access to a computer – Computers are available in a wide variety of locations across campus. The campus also has a wireless network available for students.
    - o Academic Computer Services (ACS) at http://students.edcc.edu/acs/facilities.html for a complete list of locations and resources.
    - o START at www.edcc.edu/online/start for student technical assistance.

COURSE MODE
This is a hybrid course. A hybrid course is a combination of traditional classroom activities as well as online instruction. Some classroom time is replaced by content and activities that take place in a managed online eLearning classroom. Visit www.edcc.edu/elearning for more information about taking a class a Hybrid course.

CANVAS
This class is supplemented with an eLearning class website called Canvas. Students can access the online classroom at http://edcc.instructure.com/. For student technical support, contact START at www.edcc.edu/online/start or 425-640-1101.

Successful completion in this class requires access to Canvas via an Internet browser. You are expected to login to the Canvas classroom at least 3 to 4 times per week. The Canvas classroom will act as a central repository of course assignments, quizzes, and other material you will need during the course. You are responsible for checking this site regularly for announcements and other information. Do not rely on the Canvas notification system.

CANVAS MODULES
This course is organized using Canvas Modules. One Module represents one class week. Each Module includes all the class material for the week including links to lecture and reference materials, assignment information, quizzes and exams.

COURSE-LEVEL LEARNING OBJECTIVES (CLOs)

CIS 234 is a continuation of CIS 233. Upon successful completion of CIS 234, students will be able to:

- ☐ Work in teams to define a project plan and perform systems lifecycle (SDLC) activities.
- ☐ Prepare and deliver formal written and oral status reports.
- ☐ Create a system design document, including database design, input and output design, process specifications, and user interface design standards.
- ☐ Apply user-centered design principles to create a prototype of the user interface design that meets documented requirements; prepare a formal demonstrate of this prototype.
- ☐ Develop a database application (prototype) that meets documented data and process specifications.
- ☐ Write and implement a test plan for validating system functionality against requirements.
- ☐ Write a user manual and training plan.
- ☐ Prepare a rollout and maintenance plan for project implementation.
- ☐ Perform a structured walk-through and demonstration of a complete working system.
- ☐ Perform final project wrap-up activities and compile documentation for all aspects of the systems design, development, and implementation phases of the SDLC.

PROGRAM-LEVEL (Certificate and Degree) LEARNING OUTCOMES (PLOs)

CIS 233 is used to assess student achievement to implement and apply the systems development lifecycle (SDLC) methods and tools to a given business problem in partial fulfillment of the following degrees and certificates:

- ❖ CIS – Associate of Technical Arts Degree
- ❖ CIS – Web Application and Cloud Developer Associate of Technical Arts Degree
- ❖ CIS – Business Systems Analyst Advanced Certificate
- ❖ CIS – Systems Development Certificate of Completion

ACTIVITIES TO ACHIEVE OUTCOMES

This is a 5-credit hour class. A rule-of-thumb for college classes is 2-hours per week of study for each credit hour, translating to 10-hours per week for a 5-credit class. This course involves a high level of independent thinking and problem solving. As a student, you can expect to do well in this class if you

- ☐ Regularly logon to Canvas to read announcements and review assignment documents.
- ☐ Take responsibility for understanding what each assignment entails – lack of understanding is not a valid excuse for poor or improper assignment submission.
- ☐ Read assigned textbook chapters and any supplemental materials provided.
- ☐ Apply your knowledge and professional discipline by completing all assignments, quizzes, exams, individual and team projects on time per course schedule.
- ☐ Assume an active role in your own learning process.
- ☐ Invest the time and effort necessary to produce quality work.
- ☐ Participate in class lectures, in-class activities, and team activities.
- ☐ Independently learn necessary tools and seek out relevant resources.
- ☐ Demonstrate a professional and courteous attitude in all class-related interactions.
- ☐ Refrain from abusive language in Canvas postings and messages.

ATTENDANCE

Students are expected to attend each class meeting. If you are unable to attend a class, or need to arrive early or leave late, make sure you inform the instructor before the beginning of class.

PARTICIPATION POLICY

Several assignments require team and/or class involvement. Your ability to fully succeed in this class depends, to some degree, on your willingness to participate and engage with your classmates.

SYLLABUS – CIS 234 Systems Design & Development

ASSIGNMENTS
Both independent and team activities will be assigned.

- ❖ All assignments are due per the assigned due date and time.
- ❖ Late Assignments will only be accepted per instructor agreement and discretion. Point or percent penalties may be applied against late assignments, per instructor discretion. Additionally, timely review and feedback on late assignments is not guaranteed.

QUIZZES AND EXAMS

- ❖ Quizzes. Several quizzes will be given throughout the quarter to test and reinforce knowledge obtained through class discussion, reading, and assignment. Once each quiz is closed, no time extension or make-up will be provided.
- ❖ Exams. There will be TWO (2) exams during the quarter. NO MAKE-UP EXAMS WILL BE GIVEN. Both exams will be taken in-class in SNH-124. The Final Exam, given Thursday, June 14 at 6-9PM. The Final Exam is mandatory and in-person.
  www.edcc.edu/calendar/exams.html

GRADING

Your Course Percent Grade is calculated by dividing Total Points Earned by Total Points Available. Total Points include points from all assignments, project deliverables, practice quizzes, exams, in-class activities, and in-class participation. Assignments and deliverables are not weighted in this course.

Course Percent Grade to related Grade Point			Letter Grade to Grade Points
95% = 4.0	94% = 3.9	93% = 3.8	A = 4.0 – 3.8
92% = 3.7	91% = 3.6	90% = 3.5	A- = 3.7 – 3.5
89% = 3.4	88% = 3.3	87% = 3.2	B+ = 3.4 – 3.3
86% = 3.1	85% = 3.0	84% = 2.9	B = 3.2 – 2.8
83% = 2.8	82% = 2.7	81% = 2.6	B- = 2.7 – 2.5
80% = 2.5	79% = 2.4	78% = 2.3	C+ = 2.4 – 2.3
77% = 2.2	76% = 2.1	75% = 2.0	C = 2.2 – 2.0
74% = 1.9	73% = 1.8	72% = 1.7	C- = 1.9 – 1.5
71% = 1.6	70% = 1.5	67-69% = 1.4	D+ = 1.4 – 1.2
66% = 1.3	65% = 1.2	64% = 1.1	D = 1.1 – 1.0
62-63% = 1.0	40-61% = 0.5	0-39% = 0	F = 0.9 – 0.0

Points are earned based on ON-TIME submission of work as well as evaluation of accuracy, neatness, completeness, and effort shown to complete assignments according to instructions. Your instructor reserves the right to deduct participation points for activities or behaviors that detract from a productive classroom environment. Low grades received on any assignment cannot be revised and resubmitted.

IMPORTANT DATES
For the last day to withdraw, final exam days, and registration openings for upcoming quarters, see www.edcc.edu/calendar/academic.html.

SYLLABUS – CIS 234 Systems Design & Development

INSTITUTIONAL WITHDRAWAL AND GRADING POLICIES
- ❖ Withdrawing from a class: http://www.edcc.edu/es/withdrawal.html
- ❖ V& I Grades: Academic Requirements under "Student Grades" at http://catalog.edcc.edu
- ❖ S, U, and N Grades: Academic Requirements under "Student Grades" at http://catalog.edcc.edu

STUDENT RIGHTS, FREEDOMS, AND RESPONSIBILITIES
Students are expected to conduct themselves in accordance with the Student Rights, Freedoms, and Responsibilities Policy. The goal of this policy is to improve the way Edmonds CC educates students in the values of personal responsibility, consideration for others, and mutual respect in the presence of difference and disagreement. Everyone (students and faculty) is expected to engage in courteous discourse per this policy for all communications: verbal and non-verbal, electronic and written.

STATEMENT ON ACADEMIC INTEGRITY
Edmonds CC students shall demonstrate Academic Integrity. I am expected to report all violations of **Academic Integrity (cheating and plagiarism) to the College. The College's database of such incidents** will be monitored by the Office of the Vice President for Student Services. Data will be maintained for three years. Evidence of repeat incidents will result in additional action by the Office of the Vice President for Student Services as governed by the Student Code of Conduct. In this class, cheating and plagiarism are completely unacceptable and will be dealt with seriously and on an individual basis. For the complete policy, see http://employees.edcc.edu/syllabus/plagiarism-overview.html.

Discussing and assisting classmates with course topics is encouraged. However, no points will be awarded for activities and deliverables found to contain work directly copied from others.

CLASSROOM CONDUCT
We all have an interest in our classroom being an effective, shared learning environment. To optimize our learning environment:
- ❖ Turn off all Smart/Cell phones and other devices that are not used for taking classroom notes.
- ❖ Be on time. Classroom activities will start promptly when class begins at 6pm.
- ❖ Return Promptly from Classroom Breaks. Class activities will start promptly after breaks.
- ❖ Avoid Side Conversations; they are disruptive, disrespectful and will not be tolerated.
- ❖ Avoid Side Activities; they are distracting, disrespectful and will not be tolerated. This includes surfing the Internet and any other non-class related activities.

STUDENT SERVICES: http://www.edcc.edu/students
- ❖ Useful Student Resources: www.edcc.edu/students
- ❖ Academic Calendar: www.edcc.edu/calendar/academic.html
- ❖ Advising: www.edcc.edu/advising
- ❖ Center for Student Engagement and Leadership: www.edcc.edu/csel
- ❖ College Policies and Procedures: http://catalog.edcc.edu
- ❖ Counseling and Resource Center: www.edcc.edu/counseling
- ❖ Diversity Student Center: www.edcc.edu/dsc
- ❖ eLearning Information: www.edcc.edu/elearning
- ❖ Enrollment Services: www.edcc.edu/es
- ❖ Library, including online resources: www.edcc.edu/library
- ❖ Student Printing Information: students.edcc.edu/acs/printing
- ❖ Student Support Resources: www.edcc.edu/support
- ❖ TRIO: www.edcc.edu/trio
- ❖ Title IX and Gender Discrimination: http://www.edcc.edu/titleix/what-is-titleix/definitions/gender-discrimination.html

SYLLABUS – CIS 234 Systems Design & Development

SERVICES FOR STUDENTS WITH DISABILITIES: www.edcc.edu/ssd
- ❖ If you require an accommodation for a disability, please contact Services for Students with Disabilities at MLT 159, 425-640-1320 or ssdmail@edcc.edu.

INSTRUCTOR'S ROLE
My role as the instructor is to assist you in your learning, and guide you through the course materials by
- ❖ Planning relevant learning activities to meet course objectives
- ❖ Clearly defining expectations and deliverables
- ❖ Adjusting the pace and schedule as needed to assure understanding
- ❖ Explaining difficult concepts in a manner that allows students to understand
- ❖ Giving you meaningful and timely feedback to help with your learning process
- ❖ Assign grades in a fair and consistent manner

I am available to meet with you outside of class upon arrangement. I will always communicate with you in a respectful manner.

COURSE CALENDAR
- ❖ The detailed Course Calendar can be viewed in Canvas.

DEPARTMENT CONTACT INFORMATION
Program Manager: Carol Tompkins, 425-640-1902, carol.tompkins@email.edcc.edu
Department Co-Chairs:
Steve Hailey   shailey@email.edcc.edu
Bill Marshall   bmarshall@email.edcc.edu

CIS DEGREE EXIT-PORTFOLIO REMINDER
If you are in any CIS 2-year degree program, you should keep at least 2-3 "showcase" assignments from at least 10 of your classes. This will allow you to complete satisfactorily your one-credit CIS 116 Exit Portfolio (Career Management) requirement during your last quarter. Some students complete CIS 280 to meet this requirement, but keep in mind that CIS 280 currently is not offered summer quarter.

EMERGENCY PREPAREDNESS
The Triton Alert System (www.edcc.edu/alert/triton) will be used to send notifications regarding campus closures, emergency situations, or evacuation orders in the event of an emergency or inclement weather. EDCC students and employees are automatically enrolled to receive Triton Alerts through their college email addresses. You can sign up to receive text and voice messages on your mobile or home phones and/or additional email notifications to personal email addresses.