

# CIS 233 – Systems Analysis

**Instructor: Pete Farrar**

**Phone:** 425-640-1330 x 7051 (*please don't use – contact me through Canvas message. Expect replies M-F within approx. 24 hours*).

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**Office Location/Hours:** N/A - by appt. only

**Quarter: Winter 2015**

**Section: S** (Hybrid)

**Location:** (Mountlake Terrace) MLT 210

**Meets:** Thursdays, 6:00 p.m. – 9:00 p.m.

**Credits:** 5

## COURSE DESCRIPTION

A practical approach to real world systems analysis and design. Includes the systems development life cycle, structured methodologies and project planning. A case study project is analyzed, requirements are written, and a systems design specification document is prepared. Prerequisite: Completion of at least 45 credits toward an ATA degree or CIS 116 and completion of at least one writing requirement or equivalent experience.

**REQUIRED TEXTBOOK:** (see Edmonds CC Bookstore: [www.edcc.edu/bookstore](http://www.edcc.edu/bookstore).)

- ❖ ***Systems Analysis and Design, 10<sup>th</sup> Ed.*** By Harry J. Rosenblatt, Copyright © 2014, ISBN: 13: 978-1-285-17134-0 (ISBN may differ from the bookstore)

**REQUIRED SUPPLIES/MATERIALS:** (A portable jump/thumb-drive is MANDATORY).

- ❖ **Microsoft Office 2013** – will need access to Word, Excel, and PowerPoint.
- ❖ **Microsoft Visio 2013** (can be obtained through the Microsoft DreamSpark program)
  - **EMAIL [carol.tompkins@email.edcc.edu](mailto:carol.tompkins@email.edcc.edu) with a copy of your schedule to get an account set up for access into the MS DreamSpark system.**
- ❖ **Notebook for keeping project notes.** This notebook must be separate from your regular class note taking materials (you will turn in as a lab for grading).
- ❖ **Computer Resources:** Computers are available in a wide variety of locations across campus. The campus also has a wireless network available for students. See ACS at [www.edcc.edu/acs/facilities.html](http://www.edcc.edu/acs/facilities.html) for a complete list of locations and resources, and see START at [www.edcc.edu/online/start](http://www.edcc.edu/online/start) for student technical assistance.

## COURSE MODE

This is an eLearning Enhanced Course. It is supplemented with an eLearning Canvas classroom website. Students can access the online classroom at <http://guides.instructure.com/>. For more information about eLearning classes, visit [www.edcc.edu/elearning](http://www.edcc.edu/elearning). For student technical support, contact **START** at [www.edcc.edu/online/start](http://www.edcc.edu/online/start) or 425.640.1101.

Successful completion of student responsibilities 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 for this class will act as a central repository of course assignments & quizzes, as well as material you will need during the course. You are responsible for checking this site regularly for announcements and other information.

**COLLEGE WIDE ABILITIES:** [www.edcc.edu/assessment/cwa.html](http://www.edcc.edu/assessment/cwa.html). See below CLOs for course alignment with College Wide Abilities and those that are addressed in this course.

## COURSE LEVEL LEARNING OBJECTIVES (CLOs)

Upon successful completion of this course, students should be able to:

1. Describe fundamental principles of database theory and design. [COMMUNICATE]
2. Research and analyze business data requirements. [REASON]
3. Identify high-level business rules for data modeling. [REASON]
4. Document high-level business rules for data modeling. [COMMUNICATE]
5. Create and refine conceptual and logical data models. [REASON]
6. Validate conceptual and logical data models. [COMMUNICATE]
7. Select unique identifiers and normalize the data model. [REASON]
8. Understand the role of SQL in the business and database contexts. [REASON]
9. Recognize the basic components and issues of database application design. [REASON]

**CERTIFICATE AND DEGREE (PROGRAM-LEVEL) LEARNING OUTCOMES (PLOS).** This course is part of a certificate or a degree, and assesses student achievement of these specific outcomes: Outcomes for Edmonds CC degrees and certificates can be found in the online college catalog at <http://catalog.edcc.edu> embedded within each degree or certificate. To find specific outcomes, click on the Degrees and Certificates link and select a program from the list.

### ACTIVITIES TO ACHIEVE OBJECTIVES

- ❖ Read textbook chapters and any supplemental materials provided.
- ❖ Regularly logon to Canvas and read announcements & review assignment documents.
- ❖ Participate in class lectures and other in-class activities.
- ❖ Apply your knowledge by completing lab assignments, practice quizzes, exams, & various comprehensive term projects.

### ASSIGNMENTS AND GRADING

The following are some ground-rules regarding course deliverables. Your course grade is determined by scores earned on the lab assignments, term project drafts/final deliverables, practice quizzes, exams, in-class activities, and class participation. Work is evaluated on accuracy, neatness, completeness, and effort shown to complete assignments according to instructions. In addition, submitting work ON TIME, quiz & exam scores, & participation in class discussion and activities. Course percent grade is calculated by dividing the total of your points earned by the total points available. Assignments/deliverables are not weighted in this course

- ❖ **Assignments:** will be submitted either through Canvas or in hard copy and will be due at the beginning of the class period unless otherwise specified.
  - **Late Deliverables:** There is ***NO grace period for late deliverables***, and they will be accepted only at the beginning of the next class period after the original due date. **Assignments will not be accepted more than one week after the original due date. 50% will be deducted** from the total assigned points for deliverables received after the original due date.
- ❖ **Lab Assignments:** most will be individual assignments, although at least two are team-related. Specific details will be provided through a separate document detailing the instructions to complete each lab assignment.
- ❖ **Practice quizzes:** the chapter review practice quizzes can be taken multiple times in order to practice for the exams. **The deadline for the last time to take these quizzes is the final due deadline of the exams.** Once the exams are over, the practice quizzes will no longer be available and you will forfeit those possible points.
- ❖ **Exams:** There will be **TWO (2) exams** during the quarter. **NO MAKE-UP EXAMS WILL BE GIVEN.** The exams will be taken online in Canvas. Although there is no official "final exam", *attendance for the class final exam meeting on Thursday, March 19<sup>th</sup> is mandatory, so plan to be in class.(see Project Presentations below)*
- ❖ **Term Projects: Two (2) team-based** research projects are assigned over the quarter. Each project will be written-up in a formal report style. They include the FEASIBILITY STUDY (Preliminary Investigation Report) & SYSTEM PROPOSAL (System Requirements Document). In addition, the Systems Proposal Document will be submitted in **draft form** in advance of the final due date to allow for instructor review and feedback. The final document is due on **Thursday, March 19<sup>th</sup>** (last class day). **LATE PROJECTS WILL NOT BE ACCEPTED.** Specific details will be provided through a separate document detailing the instructions to complete each project assignment.
- ❖ **Project Presentations:** On the *last two (2) class meetings*, teams will give an oral presentation of their two term projects to the rest of the class and other invited guests, incorporating a MS PowerPoint slide presentation and any other type of visual aid deemed appropriate. All team members must participate and present some portion of the presentation in order to earn their grade points for the presentation.
- ❖ **Team activities:** Each team will create a team contract that will be in effect through the duration of the course. This contract will specify team member responsibilities, rules, & possible exceptions for **individual participation** grading purposes. All participants will receive the same grade for the **content** portion of the activity or deliverable. However, if a team member chooses not to contribute to the activity or deliverable **according to the team contract**, they will receive **ZERO (0)** points for that deliverable or activity.

- ❖ **Attendance & Participation:** Points will be assigned based on the individual's class attendance record **AND** their participation in class work and team projects. 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.

## GRADING TABLE

Grade Points for Percentage of Points earned			Letter Grade Equivalency
4.0=95%	2.9=84%	1.8=73%	A = 4.0 - 3.8
3.9=94%	2.8=83%	1.7=72%	A- = 3.7 - 3.5
3.8=93%	2.7=82%	1.6=71%	B+ = 3.4 - 3.3
3.7=92%	2.6=81%	1.5=70%	B = 3.2 - 2.8
3.6=91%	2.5=80%	1.4=69%	B- = 2.7 - 2.5
3.5=90%	2.4=79%	1.4=68%	C+ = 2.4 - 2.3
3.4=89%	2.3=78%	1.4=67%	C = 2.2 - 2.0
3.3=88%	2.2=77%	1.3=66%	C- = 1.9 - 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 - 1.0
3.0=85%	1.9=74%	1.0=63% - 62%	F = 0.9 and below (<62%)

## PARTICIPATION POLICY

Students are expected to attend and participate in each class meeting. I believe that attendance is vital to your success in this class. It has been proven that students who attend every class session & participate in activities & discussions better position themselves to not only comprehend & master the course material, but also receive a higher overall course grade.

**INSTITUTIONAL WITHDRAWAL POLICY:** see <http://www.edcc.edu/es/withdrawal.html>

**POLICY ON V & I GRADES:** can be found on the Academic Requirements page. See <http://catalog.edcc.edu/content.php?catoid=26&navoid=8340>, under "Student Grades".

## ACADEMIC INTEGRITY POLICY

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://www.edcc.edu/syllabus/plagiarism-overview.html>

Discussing the course topics with your classmates is encouraged. Helping your classmates solve problems is also encouraged. However, all quizzes, exams, and most labs turned in for a grade must be completed independently by each student. No points will be awarded for individual activities and deliverables found to contain work directly copied from others. See "Assignments and Grading" section above for policy on team activities and deliverables.

## CLASSROOM CONDUCT

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.

- SMART/CELL PHONES & other hand-held communication devices **MUST BE TURNED OFF** while in the classroom.
- Please be on time. I will make every effort to start class on time and do not 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 and cannot be tolerated.
- **DO NOT SURF THE NET IN THIS CLASS!** If the computers become too big a distraction, I may ask that you turn them completely off until needed.

## **COURSE EXPECTATIONS**

**Students:** This course involves a high level of independent thinking and problem solving. Students can expect to do well in this class if they:

- Complete all assignments on time as scheduled
- Invest the time and effort necessary to produce quality work
- Demonstrate a professional/courteous attitude in interactions with classmates & instructor by following directions & refraining from abusive language in Canvas postings and messages
- Assume an active role in his/her own learning process
- Take responsibility for understanding what each assignment entails
- Independently learn necessary tools and seek out relevant resources
- \*NOTE: your instructor reserves the right to deduct class participation points during the quarter for activities or behaviors that detract from a productive classroom environment.

**Instructor:** His role is to guide students through the course materials, & he will do his best to:

- Plan relevant "real-world" learning activities to meet course objectives
- Clearly define expectations and deliverables
- Adjust the pace & schedule as needed to assure understanding and meet objectives
- Explain difficult concepts in a manner that allows students to understand them
- Give you meaningful feedback to help with your learning process
- Assign grades in a fair and consistent manner. REMEMBER – instructors do not "GIVE" grades – students "EARN" their grades!

**SERVICES FOR STUDENTS WITH DISABILITIES:** If you require an accommodation for a disability, contact, MLT 159, 425-640-1320, [ssdmail@edcc.edu](mailto:ssdmail@edcc.edu), <http://www.edcc.edu/ssd>.

## **ADDITIONAL STUDENT RESOURCES**

- Edmail information: <http://www.edcc.edu/edmail/default.html>
- Academic Calendar: <http://www.edcc.edu/calendar/academic.html>
- Advising: [www.edcc.edu/advising](http://www.edcc.edu/advising)
- Center for Student Engagement and Leadership: [www.edcc.edu/csel](http://www.edcc.edu/csel)
- College Policies and Procedures (Academic Catalog): <http://catalog.edcc.edu>
- Counseling and Resource Center: [www.edcc.edu/counseling](http://www.edcc.edu/counseling)
- Distance Learning Office: [www.edcc.edu/online](http://www.edcc.edu/online)
- Diversity Student Center: [www.edcc.edu/dsc](http://www.edcc.edu/dsc)
- eLearning Information: [www.edcc.edu/elearning](http://www.edcc.edu/elearning)
- Enrollment Services: [www.edcc.edu/es](http://www.edcc.edu/es)
- Events Calendar: <http://calendar.edcc.edu/academic.php>
- Learning Support Center: <http://www.edcc.edu/lsc/>
- Library, including online resources: [www.edcc.edu/library](http://www.edcc.edu/library)
- START (Student Technology Advice & Resource Team): [www.edcc.edu/online/start](http://www.edcc.edu/online/start)
- Student Printing Guidelines: [www.edcc.edu/acs/Printing](http://www.edcc.edu/acs/Printing)
- Student Rights, Freedoms, & Responsibilities: This document includes Guidelines for Student Conduct and information on disciplinary procedures.  
<http://catalog.edcc.edu/content.php?catoid=26&navoid=8031>
- Student Services: [www.edcc.edu/students](http://www.edcc.edu/students)
- Student Support Resources: [www.edcc.edu/support](http://www.edcc.edu/support)
- TRiO: [www.edcc.edu/trio](http://www.edcc.edu/trio)

## **EMERGENCY PREPAREDNESS:**

The Triton Alert System information is here: [www.edcc.edu/alert/triton](http://www.edcc.edu/alert/triton). This System will be used to send notifications regarding campus closures, emergency situations, or evacuation orders in the event of an emergency or inclement weather. Edmonds CC students and employees are automatically enrolled to receive Triton Alerts through their college email addresses. Sign up to receive text and voice messages on your mobile or home phones and/or additional email notifications to personal email addresses.

- Campus Closure Plan: For notification of college closure or delay start due to weather or other emergencies, visit <http://www.schoolreport.org> or call the college switchboard at 425-640-1459

**IMPORTANT DATES:**

For the last day to withdraw, final exam days, and registration openings for upcoming quarters, see [www.edcc.edu/calendar/academic.html](http://www.edcc.edu/calendar/academic.html)

**COURSE CALENDAR/SCHEDULE:**

See the companion .pdf document posted in the Canvas online classroom under the "Syllabus" link.

**DEPARTMENT CONTACT INFORMATION:**

- Program Manager: Carol Tompkins, 425-640-1902, [carol.tompkins@email.edcc.edu](mailto:carol.tompkins@email.edcc.edu)
- Department Co-chairpersons:
  - Steve Hailey, [shailey@email.edcc.edu](mailto:shailey@email.edcc.edu)
  - Bill Marshall, [bmarshall@email.edcc.edu](mailto: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 may opt to complete CIS 280 to meet this requirement, but keep in mind that CIS 280 currently is not offered summer quarter.