

CIS 233 – Systems Analysis

Instructor: Richard Leickly

Phone: 425-640-1716

Email: Use Inbox on eLearning site (Canvas)

Office Location and Hours: Posted on Canvas

Best way to Contact Instructor: Email

Quarter: Winter 2016

Section: S (Hybrid) (2163)

Location: SNH 124

Meets: Thursdays, 6 PM – 9 PM

Credits: 5

COURSE DESCRIPTION

This course is a practical approach to real world systems analysis. It includes the systems development life cycle, structured methodologies and project planning. Students will analyze a case study, write requirements, and prepare a systems design specification.

Prerequisites for this class are the completion of at least 45 credits toward an ATA degree, or CIS 116 and the completion of at least one writing requirement or equivalent experience.

REQUIRED TEXTBOOK

- ***Systems Analysis and Design, Tenth edition*** By Harry J. Rosenblatt, 2014. ISBN-13: 9781285171340 (available from the EdCC bookstore: <http://edcc.bncollege.com/>)

REQUIRED MATERIALS

- **Thumb or flash-drive**
- **Microsoft Software:** Word, Excel, and PowerPoint (2013 versions)
 - **Microsoft Visio 2013:** This software can be obtained through the Microsoft DreamSpark program. To set up an account and to obtain software, send an email to Carol Tompkins with a copy of your schedule (carol.tompkins@email.edcc.edu). **If you have already set up an account in a previous quarter, you will need to get it renewed. Do this during the first week of the quarter**
- A **notebook** for keeping project notes. This notebook must be separate from your regular class note taking materials. The notebook is a deliverable that you will submit as part of your assessment
- **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
 - Academic Computer Services: See ACS at www.edcc.edu/acs/facilities.html for a complete list of locations and resources
 - See START at <http://www.edcc.edu/elearning/> 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**. For more information about taking a class a hybrid course, visit www.edcc.edu/eLearning.

CANVAS

This course has a **managed online eLearning classroom** called *Canvas*. Students can access the online classroom at <http://guides.instructure.com/>. For more information about eLearning classes, visit www.edcc.edu/elearning. For student technical support, go to www.edcc.edu/online/start or 425-640-1101.

Successfully meeting your responsibilities in this class requires access to Canvas via an Internet browser. You are expected to login to the Canvas classroom *daily*. The Canvas classroom for this class will act as a repository for course assignments and quizzes, as well as 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.

COURSE-LEVEL LEARNING OBJECTIVES (CLOs)

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

1. Describe the phases of a systems development lifecycle
2. Use root-cause analysis techniques to define the scope of a system problem
3. Use industry-standard modeling methods to examine and diagram the components of a system
4. Identify and write functional requirements for a system
5. Research and compare possible solution options to meet system requirements
6. Evaluate and rate feasibility of potential options
7. Propose a solution that would meet defined requirements

CERTIFICATE AND PROGRAM-LEVEL LEARNING OUTCOMES

This course is part of a certificate or a degree and assesses student achievement of these specific outcomes:

Outcomes for Edmonds Community College degrees and certificates can be found in the online college catalog (<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

- Come to class
- Read the textbook chapters and any supplemental materials provided
- Read the announcements and review assignment documents posted to Canvas
- Participate in the class
- Apply your knowledge by working seriously and conscientiously on lab assignments, practice quizzes, exams, and various comprehensive term projects

ASSIGNMENTS AND GRADING

Your course grade is determined by scores earned on the lab assignments, term project drafts and final deliverables, practice quizzes, exams, in-class activities, and class participation. Work is evaluated on accuracy, neatness, completeness, and on the effort shown to complete assignments according to the instructions. It is important to submit your work on time. Participation in class discussion and activities is expected. Your percentage grade will be calculated by dividing the total of your points earned by the total points available.

LATE POLICY

The word, *deliverable*, refers to anything that you are expected to complete for the class. **Make sure that you carefully check the date and the time that the deliverable is due. Do not assume. Do not confuse the *due date* (and time) with the *available until date* (and time).**

- You will be submit deliverables either through Canvas or as hard copy. Assignments will be due at the beginning of the class period unless otherwise specified. Uploaded assignments must be in Microsoft Word document format unless stated otherwise

Late Deliverables: There is NO grace period for late assignments and they will be accepted only at the beginning of the next class period after the original due date. The penalty for these will be a 50% reduction in the earned points. **Deliverables will not be accepted at all more than one week after the original due date (and time)**

TYPES OF DELIVERABLES

- **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 (Practice Review Quizzes):** There is a graded, 10-point quiz for each chapter. These are intended to help you to master the material. The chapter review practice quizzes can be taken multiple times in order to practice for the exams. Your highest score for each quiz will count toward your grade. The quizzes for chapters 1-3 will help to prepare you for Exam 1. The quizzes for chapters 4-6 will help to prepare you for Exam 2. **Quizzes 1-3 can be taken at any time until they close at 6:00 PM on the due date for Exam 1. Quizzes 4-7 can be taken at any time until they close at 6:00 PM on the due date for Exam 2**
- **Exams:** There will be **two midterm exams**.
 - The exams will be taken online in Canvas
 - No final exam is *planned*. For a hybrid class, final exam day is the last day of class. Attendance on final exam day is mandatory whether or not there is a final exam
 - **There will not be any make-up exams**
- **Projects: Two team-based** research projects are assigned over the quarter. Each project will be written-up in a formal report style. Projects are:
 - **FEASIBILITY STUDY** (or Preliminary Investigation Report)
 - **SYSTEM PROPOSAL** (or System Requirements Document)
 - In addition to the final document, the System Requirements document must 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 the final meeting day
 - Specifics will be provided through a separate document. The document will detail the instructions for completing the assignment
 - **LATE PROJECTS WILL NOT BE ACCEPTED**
 - **Project Presentations:** On the last two 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 aids of your choice. **All team members must participate and present some portion of the presentation in order to earn their grade points for the presentation**
 - **Team activities:** As part of an assignment, each team will create a contract. This contract

will specify team member responsibilities, rules, and 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 specified in their team's contract, they would receive zero points for that deliverable or activity**

ATTENDANCE AND PARTICIPATION

Points will be assigned based on your class attendance record and on your 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 classmates. I do not provide written copies of my lecture or personal 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 each class meeting.

INSTITUTIONAL WITHDRAWAL, AND OTHER, POLICIES

- Withdrawing from a class: <http://www.edcc.edu/es/withdrawal.html>
- Policy on V and I Grades: These can be found in the online college catalog (<http://catalog.edcc.edu>) on the Academic Requirements page, under Student Grades
- Policy on S, U, and N Grades: These can be found in the online college catalog (<http://catalog.edcc.edu>) on the Academic Requirements page, under Student Grades

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://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.

CLASSROOM CONDUCT

Classrooms are shared environments where each individual is there in order to hear all of the information presented

- Turn off phones and other mobile communication devices
- Be on time
- Avoid side discussions with your neighbors unless instructed to do so. They are highly distracting
- Do not surf the Internet during class time. Do not write emails or work on your assignments during lecture. You may think that you can successfully pay attention to both the instructor and to what you are reading on your screen. Your success at this will likely be poor. Not everything the instructor says is written down. If the computers become a distraction, I may ask that you turn them completely off until needed. Students miss important information presented in class because they are not giving the class 100% of their attention

COURSE EXPECTATIONS

This is a five-credit hour class. A recommended rule-of-thumb for college classes is 2 hours per week of study for each credit hour.

My expectations of you: 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 by following directions and refraining from disrespectful language in Canvas postings and in interactions your classmates and your instructor.
- Take an active role in their own learning process
- Take responsibility for understanding what each assignment entails
- Independently learn necessary tools and seek out relevant resources
- Participate constructively and creatively. Your instructor reserves the right to deduct class points during the quarter for students who engage in activities or behaviors that indicate a lack of interest, are detrimental to their team, or detract from a productive classroom environment

Your expectations of me: The instructor's role is to guide students by:

- Planning relevant learning activities to meet course objectives
- Defining expectations and deliverables
- Adjusting the pace of the schedule as needed to facilitate understanding and to meet objectives
- Explaining difficult concepts in a manner that allows students to understand them
- Providing meaningful feedback to help with your learning process
- Assigning grades in a fair and consistent manner

SERVICES FOR STUDENTS WITH DISABILITIES

If you require an accommodation, call 425-640-1320, (ssdmail@edcc.edu, <http://www.edcc.edu/ssd>).

STUDENT SERVICES INFORMATION INFORMATION

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
- **Learning Support Center (Tutoring):** www.edcc.edu/lsc
- **Library**, including online resources: www.edcc.edu/library
- **Services for Students with Disabilities :**www.edcc.edu/ssd
- **Student Printing Guidelines:** www.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>

EMERGENCY PREPAREDNESS

The Triton Alert System information is here: www.edcc.edu/alert/triton. This System will be used to send notifications regarding campus closures, emergencies, 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

COURSE CALENDAR

See the document, *Schedule*, posted in Canvas under the *Syllabus* link. For a hybrid class, final exam day is the last day of class. Attendance on final exam day is mandatory

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