



# CIST 2921 IT Analysis, Design & Project Mgmt

COURSE SYLLABUS

**HYBRID**

**SPRING Semester 2016**

TENTATIVE – SUBJECT TO CHANGE

**Semester:** Semester 2016 FY 201614  
**Course Title:** IT Analysis, Design, & Project Mgmt  
**Course Number:** CIST 2921  
**Credit Hours/ Minutes:** 4 / 5250  
**Class Location:** Rm 818 Med Tech Bldg Vidalia Campus  
**Class Meets:** Tues & Thurs 10:10 am – 11:50 am (60%)  
and Online (40%)  
**CRN:40052**

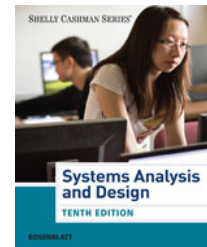
**Instructor:** Ms. Stephanie Moye  
**Office Phone:** 912-538-3161  
**Fax:** 912-538-3106  
**Office Hours:** 2:00 4:30 Monday – Thursday  
**Office Location:** 813  
**Email:** smoye@southeasterntech.edu  
**Preferred method of contact:** STC Owl Mail  
**Tutoring Hours:** Made by Appointment

**This course is taught in a hybrid format. Hybrid classes require students to complete a portion of the required contact hours traditionally by attending classes on campus while completing the remaining portion online at the student's convenience with respect to the instructor's requirements.**

**REQUIRED TEXTS:** Shelly & Rosenblatt, Systems Analysis and Design 10<sup>th</sup> edition, Course Technology, Massachusetts. (ISBN: 978-1-285-17134-0)

**REQUIRED SUPPLIES:** one 3 ring binder notebook, Numbered tab sheets for binder, loose-leaf paper, pens, pencils, and 1 Flash USB Drive, Computer with Internet Access.

**Note:** Although students can use their smart phones and tablets to access the online portion of their course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor GVTC provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to complete the online portion of the course.



**COURSE DESCRIPTION:** IT Analysis, Design, and Project Management will provides a review and application of systems life cycle development methodologies and project management.

**MAJOR COURSE COMPETENCIES/OUTLINE:** Systems planning, systems analysis, systems design, systems implementation, evaluation, and project management.

**PREREQUISITES:** CIST 1305

**GENERAL EDUCATION CORE COMPETENCIES:** STC has identified the following general education core competencies that graduates will attain:

- The ability to utilize standard written English.
- The ability to solve practical mathematical problems.
- The ability to read, analyze, and interpret information.

**All students pursuing a degree, a diploma, or a Technical Certificate of Credit with a General Education component will be required to pass the General Education Competency Exams prior to graduation.**

**HYBRID PROCEDURE:** Hybrid classes require students to complete a portion of the required contact hours traditionally by attending classes on campus while completing the remaining portion online at the student's convenience with respect to the instructor's requirements.

**STUDENT REQUIREMENTS (Hybrid):** Students are expected to complete all work shown on the attached assignment sheet. Students are also expected to complete all tests and comprehensive problems on the dates specified on the attached calendar. **Assignments will be saved via the Blackboard system.** Assignments are given with numerous days to complete; therefore **no assignment will be accepted late. After the due date a grade of zero will be given.** CIST program students must earn a minimum grade of C in this course. **Unannounced quizzes/assignments may be given. Students who miss an unannounced quiz or assignment will receive a grade of 0.**

**Discussion Board topics** must be appropriate to the class. Spelling and grammar are considered part of the grade. Posted content should fully answer the question. Short 1 to 2 sentence posts will not be sufficient. See Discussion Board rubric below. **Complete your initial post by Wednesday and all replies by the Monday due date.**

**EMAILS: Preferred method of communication should be through OWL MAIL.** Make sure that you always type your name and class in the subject line of every email you send me so I know which class you are in. **For example:** CIST2921 Moye

**CHECKING GRADES:** A grade book is made available in the BLACKBOARD course on the main page by clicking the MY GRADES link when students log in. This grade book is for students to review and is continuously updated throughout the semester. Students can view their grades at any time to see the individual grades for each assignment. The overall percentage averages should display in the grade book to help track course progress.

**SURFING THE WEB WHILE IN CLASS:** For each time a student is caught on Facebook or a site that is not approved by the instructor, student will be dismissed from class with an absence given for attendance.

**CELL PHONE USING IN CLASS:** Cell phone usage is not allowed in the classroom. Any student caught using a phone or answering a call during class will have a 5 point deduction on the next Exam/Test.

**SPECIAL NEEDS:** Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Jan Brantley, Room 1208 Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 912-538-3126, to coordinate reasonable accommodations.

**SPECIFIC ABSENCES:** Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

**PREGNANCY:** Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please advise me and make appropriate arrangements with the Special Needs Office. Swainsboro Campus: Jan Brantley Room 1208 (478) 289-2274 -- Vidalia Campus: Helen Thomas Room 108 (912) 538-3126.

**WITHDRAWAL PROCEDURE:** Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

There is no refund for partial reduction of hours. Withdrawals may affect students' eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

**Remember** - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

**WORK ETHICS:** The Technical College System of Georgia instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. Students will be required to take a work ethics exam as marked in the lesson plan. A grade of 70 or better is required to complete the work ethics requirements for this class. See Work Ethic Rubric below.

**CAPSTONE COURSE:** An integral part of a student's education as they move through a given program of study is the ability to transfer and apply knowledge to the workplace. As a key component of degree, diploma and select technical certificates, capstone courses have been identified which include any of the following: a specific exit exam, project, portfolio, or skills check-off, etc. measuring student knowledge. When students are able to pass the exit assessment,

they demonstrate they have retained knowledge throughout their program of study which will carry over to their chosen career. Students who do not pass the exit assessment will not be able to graduate and the capstone course will need to be repeated and passed along with the exit assessment.

In instances in which a student transfers from another college (having taken a course there-which is a capstone course here) into the same program at STC, they will need to complete STC's program exit assessment. This will be a requirement before credit for the course is given. In cases in which a student transfers from another college that has a capstone course for same program, the student will need to take the exit assessment for STC's designated capstone course. **Students who do not pass this assessment will not be able to graduate and the capstone course will need to be repeated and passed along with the exit assessment.**

**CASE CAPSTONE EXIT EXAM:** All Computer Support Specialist diploma and degree students are required to pass the Capstone Exam of CIST2921 at the end of the semester. **Students must score 70% or better on the Capstone Exam to successfully complete the course. Students scoring below 70 will be required to retake CIST2921.**

**CASE Milestone Project:** In each of the five milestone assignments, a realistic business scenario is presented, requiring students to complete tasks of varying difficulty.

**MAKEUP GUIDELINES:** Students are required to take all tests scheduled during the semester. Failure to take Tests/Exam(s), and assignments **will result in a grade of zero. There will be no makeup of assignments or EXAMS.** If Internet or browser failure occurs, contact instructor immediately. A decision will be made at that time if the assignment/exam will be reset. Instructor reserves the right to deduct points from the scores for exceeding the scheduled time limit on the assignment/exam. **Note: If student notifies instructor about problems because of technical issues after the due date or on the last day of the semester, the student will NOT be allowed to make-up the assignment. No exceptions!** **Assignments must be turned in on the assigned date and will not be accepted late, a grade of zero will be given. All assignments are due according to the lesson plan. The due dates are posted on the lesson plan. Weeks start on Tuesday and end on Monday with assignments due on Monday at midnight. See Lesson Plan. Makeups are not allowed for unannounced quizzes/assignments.**

**No Harm No Foul Policy:** It is the student's responsibility to drop courses during the first three days by completing a withdrawal form with a Counselor in Student Affairs. If a student comes to class during the first three days or any day during this time, the student will be dropped with no penalty **only if** they have completed the Withdrawal Form with Student Affairs by the close of business on the third business day of the quarter. (For **SPRING semester, that day will be January 13, 2016.**) **The student must formally withdraw from classes in order to receive the no harm-no foul benefit.**

**DROPPING COURSES BEFORE THE CLASS HAS BEGUN:** Students wishing to withdraw from one or all courses prior to the first day of class need to go to Banner Web and drop their classes. Please note that a registration access number will be needed as well as a student's ID number and PIN. If the registration access number is unknown, the student will need to contact the registrar.

**WITHDRAWING FROM A COURSE:** Students wishing to officially withdraw from course(s) after the drop/add period and prior to the 65% portion of the semester (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" is assigned when the student completes the withdrawal form from the course(s). After the 65% portion of the semester, the student has earned the right to a letter grade and will receive a grade for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" being assigned.

**ACADEMIC DISHONESTY POLICY:** The STC Academic Dishonesty Policy states All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the STC Catalog and Student Handbook.

#### **Procedure for Academic Misconduct**

The procedure for dealing with academic misconduct and dishonesty is as follows:

##### **--First Offense--**

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

##### **--Second Offense--**

Student is given a grade of "WF" for the course in which offense occurs. The instructor will notify the student's program

advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

**--Third Offense--**

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

**STATEMENT OF NON-DISCRIMINATION:** Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era or citizenship status, (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

**GRIEVANCE PROCEDURES:** Grievance procedures can be found in the Catalog and Handbook located on STC's website.

**ACCESS TO TECHNOLOGY:** Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the STC website at [www.southeasterntech.edu](http://www.southeasterntech.edu).

| Grading Policy      |             | Grading Scale |              |              |
|---------------------|-------------|---------------|--------------|--------------|
| Exams               | 25%         | A             | EXCELLENT    | 100-90       |
| Capstone Exam       | 20%         | B             | GOOD         | 89-80        |
| Milestone Projects  | 25%         | C             | SATISFACTORY | 79-70        |
| Review Questions    | 15%         | D*            | POOR         | 69-60        |
| Discussion Boards   | 5%          | F*            | FAILING      | 59 and below |
| Work Ethics         | 5%          |               |              |              |
| Unannounced Quizzes | 5%          |               |              |              |
| <b>Total</b>        | <b>100%</b> |               |              |              |

**TCSG GUARANTEE/WARRANTY**

**STATEMENT:** *The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.*

\* Grade of D or below results in student repeating the class

**\*\*Disclaimer Statements\*\***

**\*\*\*Instructor reserves the right to change the syllabus and/or lesson plan as necessary.\*\*\***

**\*\*\*The official copy of the syllabus is located inside the student's online course shell or will be given to them during face to face class time the first day of the semester. The syllabus displayed in advance of the semester in a location other than the course you are enrolled in is for planning purposes only.\*\*\***

## Work Ethics Assessment Grading Rubric

|  | <b>Achievement Level 1<br/>(1 pt. ea.)</b>  | <b>Achievement Level 2<br/>(2 pts. ea.)</b>  | <b>Achievement Level 3<br/>(3 pts. ea.)</b>   | <b>Achievement Level 4<br/>(4 pts. ea.)</b>   | <b>Achievement Level 5<br/>(5 pts. ea.)</b>  |
|--|---|--|---|---|--|
| <b>Sentence Length and Knowledge</b>           | Student's answer is less than 20 words in length and demonstrates poor knowledge of the work ethic topic addressed in the scenario. | Student's answer is 20-29 words in length and demonstrates limited knowledge of the work ethic topic addressed in each scenario. | Student's answer is 30-39 words in length and demonstrates satisfactory knowledge of the work ethic topic addressed in each scenario. | Student's answer is 40-49 words in length and demonstrates proficient knowledge of the work ethic topic addressed in each scenario. | Student's answer is 50-75 words in length and demonstrates exceptional knowledge of the work ethic topic addressed in each scenario. |
| <b>Spelling/Grammar and Sentence Structure</b> | Student has 5 or more errors in spelling, punctuation, and grammar  | Student has no more than 4 errors in spelling, punctuation, and grammar.   | Student has no more than 3 errors in spelling, punctuation, and grammar.  | Student has no more than 2 errors in spelling, punctuation, and grammar.  | Student has no more than 1 error in spelling, punctuation, and grammar.  |

- **If a work ethic topic(s) is not answered, the student will receive 0 points.**
- **A score of at least 70 out of 100 points must be achieved in order to pass the Work Ethics Exam.**

### Discussion Board Topics Grading Rubric

| <b>Criteria Weight</b>  | <b>Exceptional<br/>100</b>  | <b>Proficient<br/>90</b>   | <b>Satisfactory<br/>70</b>  | <b>Poor<br/>50</b>  | <b>Unacceptable<br/>0</b>   |
|---|---|--|---|---|---|
| <b>Grammar/<br/>Spelling</b><br><br><b>25.00 %</b>  | <ul style="list-style-type: none"> <li>• No grammatical or spelling errors</li> </ul> <b>(25 points)</b>  | <ul style="list-style-type: none"> <li>• Grammatical and spelling errors are few and cause no comprehension problems.</li> </ul> <b>(22.5 points)</b>  | <ul style="list-style-type: none"> <li>• Grammatical and spelling errors cause the reader to reread many parts of the post.</li> </ul> <b>(17.5 points)</b>   | <ul style="list-style-type: none"> <li>• Grammatical and spelling errors are frequent making posts confusing to read and comprehend.</li> </ul> <b>(12.5 points)</b>  | <ul style="list-style-type: none"> <li>• Grammatical and spelling errors are so numerous that the post is hard or impossible to comprehend.</li> </ul>          |
| <b>Posts &amp; Word Count</b><br><br><b>25.00%</b>  | <ul style="list-style-type: none"> <li>• Posts early to allow time to read and reply</li> <li>• Publishes at least one original post and at least one reply</li> <li>• 125 - 150 words in main thread</li> </ul> <b>(25 points)</b>     | <ul style="list-style-type: none"> <li>• Posts early to allow others time to read and reply</li> <li>• Publishes one post and one reply</li> <li>• 80 – 124 words in main thread</li> </ul> <b>(22.5 points)</b> | <ul style="list-style-type: none"> <li>• Posts at the last minute without allowing enough time for others to read and reply.</li> <li>• Publishes one post and no replies</li> <li>• 26 – 79 words in main thread</li> </ul> <b>(17.5 points)</b> | <ul style="list-style-type: none"> <li>• Posts at the last minute without allowing enough time for others to read and reply.</li> <li>• Publishes no posts and one reply</li> <li>• 0-25 words in main thread</li> </ul> <b>(12.5 points)</b> | <ul style="list-style-type: none"> <li>• Publishes no posts or replies</li> </ul>   |
| <b>Critical Thinking</b><br><b>NO COPYING AND PASTING FROM WEBSITES. If any information comes from a website it must be cited as a resource.</b><br><b>25.00%</b> | <ul style="list-style-type: none"> <li>• Content provides a thorough frame of reference for comprehending the solution;</li> <li>• an original solution is provided.</li> <li>• Numerous Resources listed</li> </ul> <b>(25 points)</b> | <ul style="list-style-type: none"> <li>• Content provides appropriate factual data but is not original or complete to solve problem or topic.</li> <li>• Resources listed</li> </ul> <b>(22.5 points)</b>        | <ul style="list-style-type: none"> <li>• Content attempts to solve problem or topic but is too vague or disorganized to completely comprehend solution.</li> <li>• Few resources listed</li> </ul> <b>(17.5 points)</b>                           | <ul style="list-style-type: none"> <li>• Content is not a realistic solution to the problem or topic.</li> <li>• One resource listed</li> </ul> <b>(12.5 points)</b>  | <ul style="list-style-type: none"> <li>• Content fails to offer a conscientious solution to selected problem or topic.</li> <li>• No resource listed</li> </ul> |
| <b>Explanation</b><br><br><b>25.00%</b>   | <ul style="list-style-type: none"> <li>• All Steps are covered.</li> <li>• Questions are answered correctly.</li> </ul> <b>(25 points)</b>  | <ul style="list-style-type: none"> <li>• Most Steps are covered and answered correctly.</li> </ul> <b>(22.5 points)</b>  | <ul style="list-style-type: none"> <li>• Most steps are covered but not answered correctly.</li> </ul> <b>(17.5 points)</b>   | <ul style="list-style-type: none"> <li>• Less than half of the steps are covered and answered correctly.</li> </ul> <b>(12.5 points)</b>  | <ul style="list-style-type: none"> <li>• Less than half of the steps are covered and not answered correctly.</li> </ul>   |

**CIST 2921 – IT Analysis, Design, & Project Management**  
**SPRING Semester 2016 Lesson Schedule (Fiscal Year 201614)**

| Date              | Chapter / Lesson | Content  | Assignments Tests   | Competency Area |
|-------------------|------------------|--|---|-----------------|
|                   |                  | <b>WHITE AREAS INDICIATES WORK ONLINE</b>  |   |                 |
| <b>Week 1</b>     |                  |  |   |                 |
| <b>Mon Jan 11</b> |                  | Class Introduction – Syllabus, Outline, Rules, and Regulations Coverage, Completion of Forms<br>Review Blackboard Course, Work Ethics, Discussion Boards | <b>Logon to STUDENT MAIL:</b> Send email to Instructor. Reply to any Instructor email.<br><b>Familiarize yourself with BLACKBOARD class (See STC Website – Current Students Login to the course on BLACKBOARD.</b> Click Course Work – Complete Start Here... items<br>Review BLACKBOARD, IDS, and Discussion Board coverage<br>Create a CIST2921 folder on your P: DRIVE on IDS. | 1<br>a,c        |
| 12                |                  |  | <b>Instructor Chooses person teams for Project. Start on Milestone work with teams.</b><br>Read Chapter 1.  |                 |
| 13                |                  |  | Read ToolKit Part A in Appendix of Book Pg. 630   |                 |
| 14                |                  |  | <b>Complete Discussion Board 1 on Blackboard</b><br><b>ALL WEEK 1 ASSIGNMENTS DUE BEFORE MIDNIGHT Jan 18</b>  |                 |
| <b>Week 2</b>     |                  |  |   |                 |
| Mon Jan 18        | <b>H</b>         | <b>HOLIDAY</b>   | Read Chapter 1  | 1<br>a,c        |
| Tues 19           | <b>1</b>         | <b>Introduction to Systems Analysis and Design</b><br><b>Learn It Online practice tests can be found at CourseMate book links.</b>                       | Work with groups on Milestone Project.  |                 |
| Wed 20            |                  | Appendix Part A - Communication Tools  | Chapter 1 Review Questions<br><b>Chapter 1 Exam on Blackboard</b>   |                 |
| Thurs 21          |                  |  | Appendix ToolKit Part A Review Questions<br><b>Appendix ToolKit Part A Exam on Blackboard</b><br><b>ALL WEEK 2 ASSIGNMENTS DUE BEFORE MIDNIGHT Jan 25</b>   |                 |
| <b>Week 3</b>     |                  |  |   |                 |
| Jan 25            | <b>2</b>         | <b>Analyzing the Business Case</b>   | Read Chapter 2  | 2<br>a,b,c      |
| Tues 26           |                  | <b>Learn It Online practice tests can be found at CourseMate book links.</b>   | Work with groups on Milestone Project.  |                 |
| Wed 27            |                  | Appendix Part C – Financial Analysis Tools   | Read ToolKit Part C in Appendix of Book on Pg. 668<br>Chapter 2 Review Questions<br><b>Chapter 2 Exam on Blackboard</b>   |                 |
| Thurs 28          |                  |  | Appendix Toolkit Part C Review Questions<br><b>Appendix ToolKit Part C Exam on Blackboard</b><br><b>ALL WEEK 3 ASSIGNMENTS DUE BEFORE MIDNIGHT Feb 1</b>  |                 |

| Week 4     |   |   |  |         |
|------------|---|---|--|---------|
| Mon Feb 1  | 3 | Managing Systems Projects   | Read Chapter 3   | 2 a,c   |
| Tues 2     |   | Learn It Online practice tests can be found at CourseMate book links. | Work with groups on Milestone Project.   |         |
| Wed 3      |   |   | Complete Discussion Board 2 on Blackboard<br>Chapter 3 Review Questions  |         |
| Thurs 4    |   |   | <b>Chapter 3 Exam on Blackboard</b><br><b>ALL WEEK 4 ASSIGNMENTS DUE BEFORE MIDNIGHT Feb 8</b>   |         |
| Week 5     |   |   |  |         |
| Mon Feb 8  | 4 | Requirements Modeling   | Read Chapter 4   | 2 a,c   |
| Tues 9     |   |   | Work with groups on Milestone Project.   |         |
| Wed 10     |   | Learn It Online practice tests can be found at CourseMate book links. | Chapter 4 Review Questions   |         |
| Thurs 11   |   |   | <b>Chapter 4 Exam on Blackboard</b><br><b>ALL WEEK 5 ASSIGNMENTS DUE BEFORE MIDNIGHT Feb 15</b><br><b>Milestone 1 for Project Due Feb 15</b>   |         |
| Week 6     |   |   |  |         |
| Mon Feb 15 | 5 | Data and Process Modeling   | Read Chapter 5   | 3 a,c   |
| Tues 16    |   | Learn It Online practice tests can be found at CourseMate book links. | Work with groups on Milestone Project.   |         |
| Wed 17     |   |   | Complete Discussion Board 3 on Blackboard<br>Chapter 5 Review Questions  |         |
| Thurs 18   |   |   | <b>Chapter 5 Exam on Blackboard</b><br><b>ALL WEEK 6 ASSIGNMENTS DUE BEFORE MIDNIGHT Feb 22</b>  |         |
| Week 7     |   |   |  |         |
| Mon Feb 22 | 6 | Object Modeling   | Read Chapter 6   | 3 a,b,c |
| Tues 23    |   | Learn It Online practice tests can be found at CourseMate book links. | Work with groups on Milestone Project.   |         |
| Wed 24     |   |   | Chapter 6 Review Questions   |         |
| Thurs 25   |   |   | <b>Chapter 6 Exam on Blackboard</b><br><b>ALL WEEK 7 ASSIGNMENTS DUE BEFORE MIDNIGHT Feb 29</b>  |         |
| Week 8     |   |   |  |         |
| Mon Feb 29 | 7 | Development Strategies  | Start Work Ethic questions<br>Read Chapter 7   | 3 a,c   |
| Tues Mar 1 |   | Learn It Online practice tests can be found at CourseMate book links. | Work with groups on Milestone Project.   |         |
| Wed 2      |   |   | Complete Discussion Board 4 on Blackboard<br>Chapter 7 Review Questions  |         |
| Thurs 3    |   | <b>SEMESTER MIDTERM Mar 3</b>   | <b>Complete Work Ethics Exam on Blackboard</b><br><b>Chapter 7 Exam on Blackboard</b><br><b>ALL WEEK 8 ASSIGNMENTS DUE BEFORE MIDNIGHT Mar 7</b><br><b>Milestone 2 for Project Due Mar 7</b> |         |

### Week 9

|           |          |  |   |       |
|-----------|----------|--|---|-------|
| Mon Mar 7 | <b>8</b> | <b>User Interface Design</b>   | Read Chapter 8  | 3 a,c |
| Tues 8    |          | <b>Learn It Online practice tests can be found at CourseMate book links.</b> | Work with groups on Milestone Project.  |       |
| Wed 9     |          |  | Work with groups on Milestone Project.<br>Chapter 8 Review Questions                            |       |
| Thurs 10  |          |  | <b>Chapter 8 Exam on Blackboard</b><br><b>ALL WEEK 9 ASSIGNMENTS DUE BEFORE MIDNIGHT Mar 14</b> |       |

### Week 10

|            |          |  |  |       |
|------------|----------|--|--|-------|
| Mon Mar 14 | <b>9</b> | <b>Data Design</b>   | Read Chapter 9   | 3 a,c |
| Tue 15     |          | <b>Learn It Online practice tests can be found at CourseMate book links.</b> | Work with groups on Milestone Project.   |       |
| Wed 16     |          |  | Complete Discussion Board 5 on Blackboard<br>Chapter 9 Review Questions                          |       |
| Thurs 17   |          | <b>65% Point</b>   | <b>Chapter 9 Exam on Blackboard</b><br><b>ALL WEEK 10 ASSIGNMENTS DUE BEFORE MIDNIGHT Mar 21</b> |       |

### Week 11

|            |           |  |  |       |
|------------|-----------|--|--|-------|
| Mon Mar 21 | <b>10</b> | <b>System Architecture</b>   | Read Chapter 10  | 4 a,c |
| Tues 22    |           | <b>Learn It Online practice tests can be found at CourseMate book links.</b> | Work with groups on Milestone Project.   |       |
| Wed 23     |           |  | Chapter 10 Review Questions<br>Work with groups on Milestone Project.  |       |
| Thurs 24   |           |  | <b>Chapter 10 Exam on Blackboard</b><br><b>ALL WEEK 11 ASSIGNMENTS DUE BEFORE MIDNIGHT Apr 4</b><br><b>Milestone 3 for Project Due Apr 5</b> |       |

**Spring Break Holidays March 28 – March 31**

### Week 12

|           |           |  |   |         |
|-----------|-----------|--|---|---------|
| Mon Apr 4 | <b>11</b> | <b>Managing Systems Implementation</b>                                       | Read Chapter 11   | 4 a,b,c |
| Tues 5    |           | <b>Learn It Online practice tests can be found at CourseMate book links.</b> | Read Appendix ToolKit Part B in Appendix of Book Pg. 648<br>Work with groups on Milestone Project.  |         |
| Wed 6     |           | Appendix Part B - CASE Tools   | Chapter 11 Review Questions<br><b>Chapter 11 Exam on Blackboard</b>   |         |
| Thurs 7   |           |  | Appendix ToolKit Part B Review Questions<br><b>Appendix ToolKit B Exam on Blackboard</b><br><b>ALL WEEK 12 ASSIGNMENTS DUE BEFORE MIDNIGHT Apr 11</b> |         |



| Week 13      |    |   |   |            |
|--------------|----|---|---|------------|
| Mon April 11 | 12 | Managing Systems Support and Security                                 | Read Chapter 12   | 4<br>a,b,c |
| Tues 12      |    | Learn It Online practice tests can be found at CourseMate book links. | Work with groups on Milestone Project.  |            |
| Wed 13       |    | Appendix Part D – Internet Resource Tools                             | Chapter 12 Review Questions<br><b>Chapter 12 Exam on Blackboard</b><br>Read Appendix ToolKit Part D in Appendix of Book Pg. 688   |            |
| Thurs 14     |    |   | <b>ALL WEEK 13 ASSIGNMENTS DUE BEFORE MIDNIGHT Apr 18</b><br><b>Milestone 4 for Project Due Apr 18</b>  |            |
| Week 14      |    |   |   |            |
| Mon Apr 18   |    |   | Work on group Milestone Projects<br><b>Setup Instructor Meetings Date/Time</b>  | 3<br>a,c   |
| Tues 19      |    |   | Work with groups on Milestone Project.  |            |
| Wed 20       |    |   | Appendix ToolKit Part D Review Questions<br><b>Appendix ToolKit Part D Exam on Blackboard</b><br><b>Complete LinkedIn Assignment on Blackboard</b><br><b>Complete Course Evaluations in BannerWeb</b> |            |
| Thurs 21     |    |   | <b>ALL WEEK 13 ASSIGNMENTS DUE BEFORE MIDNIGHT Apr 25</b>   |            |
| Week 15      |    |   |   |            |
| Mon Apr 25   |    |   | <b><u>Milestone 5 Project Due in-hand to instructor by Noon on Monday April 25, 2016. NO EXCEPTIONS.</u></b>  | 3<br>a,c   |
| Tues 26      |    |   | Meetings with Instructor to Review Milestone Group Projects   |            |
| Wed 27       |    |   | <b>Review for Capstone EXAM</b><br>Meetings with Instructor to Review Milestone Group Projects  |            |
| Thurs 28     |    | Semester Ends   | <b>COMPREHENSIVE CAPSTONE EXAM: Covers all chapters. Must complete in class before 12 Noon</b>  |            |

\* Competency Areas:

1. Systems planning
2. Systems analysis
3. Systems design
4. Systems implementation, evaluation, and project management.

\*General Core Competency Areas:

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.

**Students are responsible for all information contained in this lesson plan. This lesson plan is subject to change at instructor's discretion.**