



**CIST2921 Information Technology (IT) Analysis, Design & Project Management  
TENATIVE HYBRID COURSE SYLLABUS  
Spring Semester 2018 FY201814**

**COURSE INFORMATION**

Credit Hours/Minutes: **4/5250 (7)**

Campus/Class Location: Vidalia Campus, Gillis Building, Room 818

Class Meets: **HYBRID / 15 ½ weeks Monday and Wednesday 10:15 am– 12:10 pm (60% Face-to-Face & 40% as on ONLINE)**

Course Reference Number (CRN): **40186**

Preferred Method of Contact: **Southeastern Technical College Office 365 email**

**INSTRUCTOR CONTACT INFORMATION**

Instructor Name: Ms. Stephanie Moye

Email Address: [Stephanie Moye smoye@southeasterntech.edu](mailto:smoye@southeasterntech.edu)

Campus/Office Location: Vidalia Campus, Gillis Building, Room 813

Office Hours: 2:00pm – 4:30pm Monday - Thursday

Phone: 912-538-3161

Fax Number: 912-538-3106

Tutoring Hours (if applicable): Made by appointment with instructor

**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.**

**SOUTHEASTERN TECHNICAL COLLEGE (STC) CATALOG AND HANDBOOK**

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php) (<http://www.southeasterntech.edu/student-affairs/catalog-handbook.php>).

**REQUIRED TEXT**

Tilley & Rosenblatt, **Systems Analysis and Design 11<sup>th</sup> edition ONLINE Mindtap BOOK**, Cengage Learning, Massachusetts. (ISBN: 978-1-305-94579-1) **Must be purchased in [Southeastern Technical College bookstore \(stcbookstore@southeasterntech.edu\)](mailto:stcbookstore@southeasterntech.edu) or 912-538-3129. for accurate code.**



## REQUIRED SUPPLIES & SOFTWARE

Use STC computers or a computer with XP, VISTA, Win 7, 8, or 10, 1.3 Ghz Processor, 512 MB RAM, up to 4.5 GB free hard drive space, DVD Drive, Monitor with 1024X768 resolution, sound card, Internet Explorer 7+ or **Google Chrome (preferred)**, Windows Media Player 10.0 or later, Adobe Reader. One three-ring binder notebook, Numbered tab sheets for binder, loose-leaf paper, pens, pencils, 1 Flash USB Drive, Computer with Internet Access, and Headphones.

**Note:** Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor Georgia Virtual Technical Connection 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 take an online course.

**Students should not share login credentials with others and should change passwords periodically to maintain security.**

## COURSE DESCRIPTION

Information Technology (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.

## PREREQUISITE(S)

CIST 1305 Program Design

## COURSE OUTLINE

Systems planning, systems analysis, systems design, systems implementation, evaluation, and project management.

## GENERAL EDUCATION CORE COMPETENCIES

Southeastern Technical College has identified the following general education core competencies that graduates will attain:

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

## 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 Case Projects and Blackboard learning 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.**

Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor. Students are responsible for policies and procedures included in the Southeastern Technical College *Catalog and Handbook*.

**Program students must earn a minimum grade of C in this course. Unannounced quizzes/assignments may be given. Late assignments will not be accepted. Students who miss any assignment, quiz, test, project, or discussion board will receive a grade of 0.**

Students are expected to prove weekly academic engagement by meeting assignment deadlines each week and spending a minimum of **3 hours per week** during the semester doing the required homework, quizzes, and tests. Students are expected to communicate frequently through college email and discussion boards. College email is accessed at <https://portal.office.com>, under Quick links on our webpage, or in the menu of your Blackboard course.

### **DISCUSSION BOARD TOPICS**

Discussions 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 student 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**

Students are expected to communicate frequently through college email and discussion boards. College email is accessed at <https://portal.office.com>, under Quick links on our webpage, or in the menu of our Blackboard course.

### **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.

### **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. **The student must formally withdraw from classes in order to receive the no harm-no foul benefit.**

### **HYBRID ATTENDANCE**

Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of "F" (Failing 0-59) and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an "F" in a course.

### **STUDENTS WITH DISABILITIES**

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

**Swainsboro Campus:** Macy Gay [mgay@southeasterntech.edu](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1208

**Vidalia Campus:** Helen Thomas [hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 108

### **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 make arrangements with the appropriate campus coordinator.

**Swainsboro Campus:** Macy Gay [mgay@southeasterntech.edu](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1208

**Vidalia Campus:** Helen Thomas [hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 108

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **MAY NOT** be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

### **WITHDRAWAL PROCEDURE**

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (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" (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" (Failing 0-59) being assigned.

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

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. A grade of "W" will count in attempted hour calculations for the purpose of Financial Aid.

## **CASE MILESTONE PROJECT:**

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

## **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.**

## **MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC.)**

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 11:55 PM. See Lesson Plan. Makeups are not allowed for unannounced quizzes/assignments.

## **ACADEMIC DISHONESTY POLICY**

The Southeastern Technical College Academic Dishonesty Policy states that 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 Southeastern Technical College Catalog and Handbook.

## **PROCEDURE FOR ACADEMIC MISCONDUCT**

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

### **1. 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.

### **2. Second Offense**

Student is given a grade of "WF" (Withdrawn Failing) 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.

### **3. 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 third 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

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member 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).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

<b>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</b>	<b>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</b>
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 108 Phone: 912-538-3126 Email: <a href="mailto:hthomas@southeasterntech.edu">Helen Thomas</a> <a href="mailto:hthomas@southeasterntech.edu">hthomas@southeasterntech.edu</a>	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3230 Email: <a href="mailto:ljonas@southeasterntech.edu">Lanie Jonas</a> <a href="mailto:ljonas@southeasterntech.edu">ljonas@southeasterntech.edu</a>

## ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

## GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College'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 [Southeastern Technical College's Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

## TECHNICAL COLLEGE SYSTEM OF GEORGIA (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.*

## GRADING POLICY

Assessment/Assignment	Percentage
Exams	25%
Capstone Exams	20%
Milestone Projects	25%
Review Questions	15%
Discussion Boards	5%
Work Ethics	5%
Unannounced Quizzes	5%

## GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

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

Criteria Weight	Achievement Level 1 (1 pt. ea.)	Achievement Level 2 (2 pts. ea.)	Achievement Level 3 (3 pts. ea.)	Achievement Level 4 (4 pts. ea.)	Achievement Level 5 (5 pts. ea.)
<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 Grading Rubrics:

Criteria Weight	Exceptional 100	Proficient 90	Satisfactory 70	Poor 50	Unacceptable 0
<b>Grammar/ Spelling</b> 25.00 %	<ul style="list-style-type: none"> <li>No grammatical or spelling errors <b>(25 points)</b></li> </ul>	<ul style="list-style-type: none"> <li>Grammatical and spelling errors are few and cause no comprehension problems. <b>(22.5 points)</b></li> </ul>	<ul style="list-style-type: none"> <li>Grammatical and spelling errors cause the reader to reread many parts of the post. <b>(17.5 points)</b></li> </ul>	<ul style="list-style-type: none"> <li>Grammatical and spelling errors are frequent making posts confusing to read and comprehend. <b>(12.5 points)</b></li> </ul>	<ul style="list-style-type: none"> <li>Grammatical and spelling errors are so numerous that the post is hard or impossible to comprehend. <b>(0 points)</b></li> </ul>
<b>Posts &amp; Word Count</b> 25.00%	<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 <b>(25 points)</b></li> </ul>	<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 <b>(22.5 points)</b></li> </ul>	<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 <b>(17.5 points)</b></li> </ul>	<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 <b>(12.5 points)</b></li> </ul>	<ul style="list-style-type: none"> <li>Publishes no posts or replies <b>(0 points)</b></li> </ul>
<b>Critical Thinking</b> <b>NO COPYING AND PASTING FROM WEBSITES.</b> If any information comes from a website it must be cited as a resource. 25.00%	<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 <b>(25 points)</b></li> </ul>	<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 <b>(22.5 points)</b></li> </ul>	<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 <b>(17.5 points)</b></li> </ul>	<ul style="list-style-type: none"> <li>Content is not a realistic solution to the problem or topic.</li> <li>One resource listed <b>(12.5 points)</b></li> </ul>	<ul style="list-style-type: none"> <li>Content fails to offer a conscientious solution to selected problem or topic.</li> <li>No resource listed <b>(0 points)</b></li> </ul>
<b>Explanation</b>  25.00%	<ul style="list-style-type: none"> <li>All Steps are covered.</li> <li>Questions are answered correctly. <b>(25 points)</b></li> </ul>	<ul style="list-style-type: none"> <li>Most Steps are covered and answered correctly. <b>(22.5 points)</b></li> </ul>	<ul style="list-style-type: none"> <li>Most steps are covered but not answered correctly. <b>(17.5 points)</b></li> </ul>	<ul style="list-style-type: none"> <li>Less than half of the steps are covered and answered correctly. <b>(12.5 points)</b></li> </ul>	<ul style="list-style-type: none"> <li>Less than half of the steps are covered and not answered correctly. <b>(0 points)</b></li> </ul>

# CIST2921 IT Analysis, Design & Project Management

## SPRING SEMESTER 2018 LESSON PLAN FY 201814 TENTATIVE – SUBJECT TO CHANGE

**Key:** Jan = January, Feb = February, Mar = March, Apr = April, Pg. = page

Date/Week	Chapter	Content	Assignments & Tests Due Dates	Competency Area
Mon Jan 7		<p>Getting Started – Class Introduction – Syllabi, Outline, Work Ethics, Rules, and Regulations Coverage</p> <p><b>Students can find additional online resources for their book from the publisher book materials</b></p>	<p>Orientation Assignments:</p> <p>Reply to <b>Welcome Email</b> from your Instructor for attendance to ensure intent on completing the course.</p> <p><b>Logon to the course on Blackboard</b></p> <p>Read all documents located under <b>Getting Started - Start Here</b> folder. (Online Assignment)</p> <p>Complete the <b>Acknowledgment Pledge</b> and the <b>Student Introduction Acknowledgement</b> discussion before beginning course work. <b>DUE by THIRD day of class (Required)</b></p> <p><b>Instructor Chooses person teams for Project. Start on Milestone work with teams.</b></p>	
Week 1 Jan 8 – 14	<b>1</b>	<p><b>Introduction to Systems Analysis and Design</b></p> <p>Appendix Part A - Communication Tools</p>	<p>Read Chapter 1(Online Assignment)</p> <p>Read ToolKit Part A in Appendix of Book Pg. 630 (Online Assignment)</p> <p><b>Complete Discussion Board 1 on Blackboard</b></p> <p>Work with groups on Milestone Project.</p> <p>Chapter 1 Review Questions (Online Assignment)</p> <p><b>Chapter 1 Exam on Blackboard</b></p> <p>Appendix ToolKit Part A Review Questions <b>Appendix ToolKit Part A Exam on Blackboard</b> (Online Assignment)</p> <p><b>ALL WEEK 1 ASSIGNMENTS DUE BEFORE MIDNIGHT Jan 14</b></p>	<b>1</b> a,c

Date/Week	Chapter	Content	Assignments & Tests Due Dates	Competency Area
Week 2 Jan 15 - 21	<b>2</b>	<b>Analyzing the Business Case</b>  Appendix Part C – Financial Analysis Tools <b>January 21 - Holiday</b>	Read Chapter 2 (Online Assignment) Work with groups on Milestone Project. Read ToolKit Part C in Appendix of Book on Pg. 668 Chapter 2 Review Questions (Online Assignment) <b>Chapter 2 Exam on Blackboard</b> Appendix Toolkit Part C Review Questions <b>Appendix ToolKit Part C Exam on Blackboard</b> (Online Assignment) <b>ALL WEEK 2 ASSIGNMENTS DUE BEFORE MIDNIGHT Jan 21</b>	<b>2</b> a,b,c
Week 3 Jan 22 – 28	<b>3</b>	<b>Managing Systems Projects</b>	Read Chapter 3 (Online Assignment) Work with groups on Milestone Project. Complete Discussion Board 2 on Blackboard Chapter 3 Review Questions (Online Assignment) <b>Chapter 3 Exam on Blackboard</b> <b>ALL WEEK 3 ASSIGNMENTS DUE BEFORE MIDNIGHT Jan 28</b>	<b>2</b> a,c
Week 4 Jan 29 – Feb 4	<b>4</b>	<b>Requirements Modeling</b>	Read Chapter 4 (Online Assignment) Work with groups on Milestone Project. Chapter 4 Review Questions (Online Assignment) <b>Chapter 4 Exam on Blackboard</b> <b>ALL WEEK 4 ASSIGNMENTS DUE BEFORE MIDNIGHT Feb 4</b> <b>Milestone 1 for Project Due Feb 4 in class</b>	<b>2</b> a,c
Week 5 Feb 5 – 11	<b>5</b>	<b>Data and Process Modeling</b>	Read Chapter 5 (Online Assignment) Work with groups on Milestone Project. Complete Discussion Board 3 on Blackboard Chapter 5 Review Questions (Online Assignment) <b>Chapter 5 Exam on Blackboard</b> <b>ALL WEEK 5 ASSIGNMENTS DUE BEFORE MIDNIGHT Feb 11</b>	<b>3</b> a,c

Date/Week	Chapter	Content	Assignments & Tests Due Dates	Competency Area
Week 6 Feb 12 – 18	<b>6</b>	<b>Object Modeling</b>	Read Chapter 6 (Online Assignment) Work with groups on Milestone Project. Chapter 6 Review Questions (Online Assignment) <b>Chapter 6 Exam on Blackboard</b> <b>ALL WEEK 6 ASSIGNMENTS DUE BEFORE MIDNIGHT Feb 18</b>	<b>3</b> a,b,c
Week 7 Feb 19 – 25	<b>7</b>	<b>Development Strategies</b>	Start Work Ethic questions Read Chapter 7 (Online Assignment) Work with groups on Milestone Project. Complete Discussion Board 4 on Blackboard Chapter 7 Review Questions (Online Assignment) <b>Complete Work Ethics Exam on Blackboard</b> <b>Chapter 7 Exam on Blackboard</b> <b>ALL WEEK 7 ASSIGNMENTS DUE BEFORE MIDNIGHT Feb 25</b> <b>Milestone 2 for Project Due Feb 25 in class</b>	<b>3</b> a,c
Week 8 Feb 26 – Mar 4	<b>8</b>	<b>User Interface Design</b>	Read Chapter 8 (Online Assignment) Work with groups on Milestone Project. Work with groups on Milestone Project. Chapter 8 Review Questions (Online Assignment) <b>Chapter 8 Exam on Blackboard</b> <b>ALL WEEK 8 ASSIGNMENTS DUE BEFORE MIDNIGHT Mar 4</b>	<b>3</b> a,c
Week 9 Mar 5 – Mar 11	<b>9</b>	<b>Data Design</b>	Read Chapter 9 (Online Assignment) Work with groups on Milestone Project. Complete Discussion Board 5 on Blackboard Chapter 9 Review Questions (Online Assignment) <b>Chapter 9 Exam on Blackboard</b> <b>ALL WEEK 9 ASSIGNMENTS DUE BEFORE MIDNIGHT Mar 11</b>	<b>3</b> a,c

Date/Week	Chapter	Content	Assignments & Tests Due Dates	Competency Area
Week 10 Mar 12 – Mar 18	<b>10</b>	<b>System Architecture</b>	Read Chapter 10 (Online Assignment) Work with groups on Milestone Project. Chapter 10 Review Questions (Online Assignment) Work with groups on Milestone Project. <b>Chapter 10 Exam on Blackboard</b> <b>ALL WEEK 10 ASSIGNMENTS DUE BEFORE MIDNIGHT Mar 18</b> <b>Milestone 3 for Project Due Mar 18 in class</b>	4 a,c
Week 11 Mar 19 – Mar 25	<b>11</b>	<b>Managing Systems Implementation</b>  Appendix Part B - CASE Tools	Read Chapter 11 (Online Assignment) Read Appendix ToolKit Part B in Appendix of Book Pg. 648 Work with groups on Milestone Project. Chapter 11 Review Questions (Online Assignment) <b>Chapter 11 Exam on Blackboard</b> Appendix ToolKit Part B Review Questions <b>Appendix ToolKit B Exam on Blackboard</b> (Online Assignment) <b>ALL WEEK 11 ASSIGNMENTS DUE BEFORE MIDNIGHT Mar 25</b>	4 a,b,c
Week 12 Mar 26 – Mar 31	<b>12</b>	<b>Managing Systems Support and Security</b>	Read Chapter 12 (Online Assignment) Work with groups on Milestone Project. Chapter 12 Review Questions (Online Assignment) <b>Chapter 12 Exam on Blackboard</b> <b>ALL WEEK 12 ASSIGNMENTS DUE BEFORE MIDNIGHT Apr 8</b> <b>Milestone 4 for Project Due Apr 8 in class</b>	4 a,b,c
Apr 1 – Apr 4		<b>Spring HOLIDAYS</b>	<b>NO CLASSES</b>	NA

Date/Week	Chapter	Content	Assignments & Tests Due Dates	Competency Area
Week 13 Apr 9 – Apr 15		<b>Appendix Part D – Internet Resource Tools</b>	Read Appendix ToolKit Part D in Appendix of Book Pg. 688 (Online Assignment) Appendix ToolKit Part D Review Questions <b>Appendix ToolKit Part D Exam on Blackboard</b> Work on group Milestone Projects <b>Setup Instructor Meetings Date/Time</b> <b>Complete LinkedIn Assignment on Blackboard</b> (Online Assignment) <b>Complete Course Evaluations in BannerWeb</b> (Online Assignment) <b>ALL WEEK 13 ASSIGNMENTS DUE BEFORE MIDNIGHT Apr 15</b>	3 a,c
Week 14 Apr 16 – Apr 22		<b>MILESTONE REVIEW</b>	<u><b>Milestone 5 Project Due in-hand to instructor by Noon on Tuesday April 16, 2019. NO EXCEPTIONS.</b></u> Meetings with Instructor to Review Milestone Group Projects	3 a,c
Week 15 Apr 23 – 29		<b>FINALS</b>	<b>Review for Capstone EXAM</b> (Online Assignment) <b>COMPREHENSIVE CAPSTONE EXAM: Covers all chapters. Must complete in class before 12 Noon</b>	1-4 a,c

**COMPETENCY AREAS:**

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

**GENERAL CORE EDUCATIONAL COMPETENCIES**

- 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.**