



**TENTATIVE—SUBJECT TO CHANGE**

**CIST2921 – IT Analysis, Design & Project Management  
COURSE SYLLABUS  
Online  
Spring Semester 2021 (202114)**

**COURSE INFORMATION**

Credit Hours/Minutes: **4/5250**

Campus/Class Location: **Georgia Virtual Technical Connection (GVTC)/Blackboard/Cengage Mindtap**

Class Meets: **Via Internet for 15 weeks**

Course Reference Number (CRN): **40324**

Preferred Method of Contact: **STC Email [John Taylor \(jtaylor@southeasterntech.edu\)](mailto:jtaylor@southeasterntech.edu)**

**INSTRUCTOR CONTACT INFORMATION**

Instructor Name: **Mr. John Taylor**

Email Address: **[John Taylor \(jtaylor@southeasterntech.edu\)](mailto:jtaylor@southeasterntech.edu)**

Campus/Office Location: **Vidalia Campus, Room 810 Gillis Building**

Office Hours: **2:00 PM – 4:30 PM Monday - Thursday**

Phone: **(912) 538-3116**

Fax Number: **(912) 538-3106**

Tutoring Hours: **Made by appointment with instructor**

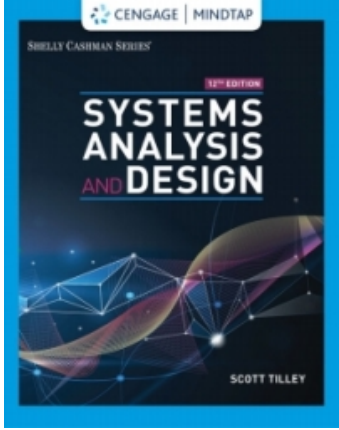
**This course is taught in an online format. Online classes require students to complete all of the required contact hours by completing all assignments online at the student's convenience with respect to the instructor's requirements.**

**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**

Student can purchase a 1 semester, 1 year or 2 year access key cost for all Cengage books and products from the [Southeastern Technical College bookstore \(stcbookstore@southeasterntech.edu\)](mailto:stcbookstore@southeasterntech.edu), **912-538-3129** or online at [www.cengagebrain.com](http://www.cengagebrain.com). Students can rent a book from the website and then ship it back after completion for \$7.99.

Book Image	Book Information
	<p><b>Systems Analysis and Design</b> <b>12<sup>th</sup> Edition</b></p> <p><b>Scott Tilley</b> ©2020 • Cengage Learning</p> <p><b>Cengage Mindtap (Digital Course Material) is required</b></p> <p>See <a href="#">Ordering Information</a> below.</p>

**Cengage Unlimited** online book *Systems Analysis and Design, 12th Edition, with Mindtap* Student will click the Blackboard course link under Lessons – Beginning Information in the Blackboard course, setup their Cengage account or use previously made account and enter the Cengage unlimited access key. Student will setup their Cengage account using their STC student email address and login. Students can use the 14 free trial until they have purchased the access code. **Highly recommend** purchasing the \$7.99 rental book from the Cengage Unlimited.

#### **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 (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 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 (ONLINE)

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. **Be sure to complete your initial post by Monday of the following week and all replies by the Wednesday due date. Both post and peer replies are required for full credit. See Discussion Topic Grading Rubric for more details.**

## 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 Taylor**

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.

## 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.**

### **COVID-19 MASK REQUIREMENT**

Masks or face coverings must be worn at all times while on the campus of Southeastern Technical College. This measure is being implemented to reduce COVID-19 related health risks for everyone engaged in the educational process. Masks or face coverings must be worn over the nose and mouth, in accordance with the Centers for Disease Control and Prevention (CDC). A student's refusal to wear a mask or face covering will be considered a classroom disruption and the student may be asked to leave campus and/or receive further discipline.

### **COVID-19 SIGNS AND SYMPTOMS**

We encourage individuals to monitor for the signs and symptoms of COVID-19 prior to coming on campus.

If you have experienced the symptoms listed below or have a body temperature 100.4°F or higher, we encourage you to self-quarantine at home and contact a primary care physician's office, local urgent care facility, or health department for further direction. Please notify your instructor(s) by email and do not come on campus for any reason.

<b>COVID-19 Key Symptoms</b>
Fever or felt feverish
Cough: new or worsening, not attributed to another health condition
Shortness of breath, not attributed to another health condition
New loss of taste or smell
Chills; Repeated shaking with chills
Sore throat, not attributed to another health condition
Muscle pain, not attributed to another health condition or exercise
Headache, not attributed to another health condition
Diarrhea (unless due to known cause)
<b>In the past 14 days, if you:</b>
Have had close contact with or are caring for an individual diagnosed with COVID-19 at home (not in healthcare setting), please do not come on campus and contact your instructor (s).

### **COVID-19 SELF-REPORTING REQUIREMENT**

Students taking classes on campus, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using the [COVID 19 Health Reporting Form](#). Report all positive cases of COVID-19 to your instructor and [Stephannie Waters](#), Exposure Control Coordinator, [swaters@southeasterntech.edu](mailto:swaters@southeasterntech.edu), 912-538-3195.

## **ONLINE ATTENDANCE**

It is the student's responsibility to be academically engaged each week doing course related 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" (Failing 0-59) in a course.

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. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

**Students will have at least one week to complete tests and assignments. All tests and assignments are due at 11:59PM on Wednesday of the following week.** 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 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 1210

**Vidalia Campus:** Helen Thomas [hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165

## **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 1210

**Vidalia Campus:** Helen Thomas [hthomas@southeasterntech.edu](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165

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 the 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.

### **PROCTORED EVENT REQUIREMENT**

In order to validate student identity for all online courses, students enrolled in online courses are **required** to complete one proctored event per online course. The proctored event will be administered on separate days—once on the Vidalia campus and once on the Swainsboro campus. Students must attend one of the proctored sessions as scheduled on the Lesson Plan/Course Calendar. The event will be monitored by the instructor or by an approved proctor. The proctored event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students must attend one of the scheduled proctored sessions and will need to make arrangements with work, childcare, etc. The specific dates of the proctored event are scheduled on the Lesson Plan/Calendar for the online course.

Students living farther than 75 miles from either campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College's requirements (instructor will provide more information and necessary forms if this is the case). Note: Students taking proctored events off campus will utilize the Proctor Scheduling and Approval Form found in Blackboard within the Getting Started/Start Here and Proctoring Event area. The completed form should be submitted to the course instructor a minimum of two weeks prior to the proctored event. If approved, the instructor will notify the proctor.

Students arranging off-campus proctoring must take the event on one of the originally scheduled days. Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved by the instructor of the course, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at the instructor's discretion. Proctored events will be given after the 65% point of the semester.

**Students who do not complete the proctored event on the scheduled date and do not present a valid documented excuse within three business days of the scheduled event will be withdrawn from the course with a "WF" (Withdrawn Failing). If the proctored event is scheduled during final exams, any student who misses the proctored event will be issued an "F" (Failing) for the course.**

### **PROCTORING FEES**

Students are not charged a proctoring fee when taking a proctored event at Southeastern Technical College or any other TCSG college. Students who choose to use an off-campus proctor may be assessed a proctoring fee by the proctoring site. In this instance, the student is responsible for payment.

**The required proctored event for this class is scheduled on the following dates and times:**

**Vidalia, April 28, 3:00 PM Gillis Building Room 812 or Swainsboro, April 29, 2:00 PM Building 2 Room 2106**

## **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 Monday and end on Sunday with **assignments due on Wednesday at 11.59 PM** of the following week. 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 (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, 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 nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life, and athletics. It also applies to the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

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

<p><b>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</b></p>	<p><b>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</b></p>
<p>Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1<sup>st</sup> Street, Vidalia Office 165 Phone: 912-538-3126 Email: <a href="mailto:hthomas@southeasterntech.edu">Helen Thomas</a> <a href="mailto:hthomas@southeasterntech.edu">hthomas@southeasterntech.edu</a></p>	<p>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></p>

**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 \(STC\) 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**

<b>Assessment/Assignment</b>	<b>Percentage</b>
Chapter Quizzes	25%
Essay Assignments	20%
Final Exam	25%
Discussion Boards	15%
Work Ethics	15%

### **GRADING SCALE**

<b>Letter Grade</b>	<b>Range</b>
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 (5 pt. ea.)	Achievement Level 2 (8 pts. ea.)	Achievement Level 3 (10 pts. ea.)	Achievement Level 4 (14 pts. ea.)	Achievement Level 5 (16+ pts. ea.)
<b>Sentence Length and Knowledge</b>	Student's answer is less than 30 words in length and demonstrates poor knowledge of the work ethic topic addressed in the scenario.	Student's answer is 30-50 words in length and demonstrates limited knowledge of the work ethic topic addressed in each scenario.	Student's answer is 51-75 words in length and demonstrates satisfactory knowledge of the work ethic topic addressed in each scenario.	Student's answer is 76-99 words in length and demonstrates proficient knowledge of the work ethic topic addressed in each scenario.	Student's answer is 100+ 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.**
- **An average score of at least 70 or better is required to receive a Work Ethics Credential.**

## Discussion Board Grading Rubrics:

Criteria Weight	Exceptional 100	Proficient 90	Satisfactory 70	Poor 50	Unacceptable 0
<b>Grammar/ Spelling 25.00 %</b>	<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 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 <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 NO COPYING AND PASTING FROM WEBSITES. If any information comes from a Website it must be cited as a resource. 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 <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  25.00%</b>	<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**  
**LESSON PLAN**  
**SPRING Semester 2021 (FY 202114)**

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

<b>Date/Week</b>	<b>Chapter</b>	<b>Content</b>	<b>Assignments &amp; Tests Due Dates</b>	<b>Competency Area</b>
Jan 11-13		Getting Started – Class Introduction – Syllabi, Outline, Work Ethics, Rules, and Regulations Coverage  Students can find additional online resources for their book from the publisher book materials	Orientation Assignments: Send <b>Email</b> to your Instructor for attendance to ensure intent on completing the course.  <b>Logon to the course on Blackboard</b>  Read all documents located under <b>Getting Started - Start Here</b> folder.  Complete <b>Pledge, Student Introduction, COVID 19 Presentation Acknowledgement, and Syllabus Quiz</b> on Blackboard.  <b>These 4 tasks must be completed no later than January 13, 2021 to remain in this class.</b>	
Week 1 Jan 11-17	<b>1</b>	<b>Introduction to Systems Analysis and Design</b>	Read Chapter 1/Module 1. <b>Module 1 Quiz</b> (MindTap) <b>Discussion Board 1</b> (Blackboard) <b>ALL WEEK 1 ASSIGNMENTS DUE BEFORE MIDNIGHT Jan 20</b>	<b>1</b> a,c
Week 2 Jan 18-24	<b>2</b>	<b>Analyzing the Business Case</b>  January 18 - Holiday	Read Chapter 2/Module 2. <b>Module 2 Quiz</b> (MindTap) <b>Essay Assignment 1</b> (MindTap) <b>ALL WEEK 2 ASSIGNMENTS DUE BEFORE MIDNIGHT Jan 27</b>	<b>2</b> a,b,c
Week 3 Jan 25-31	<b>3</b>	<b>Managing Systems Projects</b>	Read Chapter 3/Module 3. <b>Module 3 Quiz</b> (MindTap) <b>Discussion Board 2</b> (Blackboard) <b>ALL WEEK 3 ASSIGNMENTS DUE BEFORE MIDNIGHT Feb 3</b>	<b>2</b> a,c
Week 4 Feb 1-7		<b>Toolkit Part A - Communication Tools</b>  <b>Toolkit Part C – Financial Analysis Tools</b>	Read ToolKit Part A (MindTap) <b>Toolkit Part A Quiz</b> (MindTap) Read ToolKit Part C (MindTap) <b>Toolkit Part C Quiz</b> (MindTap) <b>ALL WEEK 4 ASSIGNMENTS DUE BEFORE MIDNIGHT Feb 10</b>	<b>1,2</b> a,b,c

Date/Week	Chapter	Content	Assignments & Tests Due Dates	Competency Area
Week 5 Feb 8-14	4	Requirements Modeling	Read Chapter 4/Module 4. <b>Module 4 Quiz</b> (MindTap) <b>Essay Assignment 2</b> (MindTap) <b>ALL WEEK 5 ASSIGNMENTS DUE BEFORE MIDNIGHT Feb 17</b>	2 a,c
Week 6 Feb 15-21	5	Data and Process Modeling  Toolkit Part B – CASE Tools	Read Chapter 5/Module 5. <b>Module 5 Quiz</b> (MindTap) Read ToolKit Part B (MindTap) <b>Toolkit Part B Quiz</b> (MindTap) <b>ALL WEEK 6 ASSIGNMENTS DUE BEFORE MIDNIGHT Feb 24</b>	3 a,c
Week 7 Feb 21-28	6	Object Modeling	Read Chapter 6/Module 6. <b>Module 6 Quiz</b> (MindTap) <b>Work Ethics I</b> (Blackboard) <b>ALL WEEK 7 ASSIGNMENTS DUE BEFORE MIDNIGHT Mar 3</b>	3 a,b,c
Week 8 Mar 1-7		Catchup Week	Finish and submit any missing work in Chapters 1-6 (late penalty may apply) <b>ALL WEEK 8 ASSIGNMENTS DUE BEFORE MIDNIGHT Mar 10</b>	2,3 a,b,c
Week 9 Mar 8-14	7	Development Strategies	Read Chapter 7/Module 7. <b>Module 7 Quiz</b> (MindTap) <b>Discussion Board 3</b> (Blackboard) <b>ALL WEEK 9 ASSIGNMENTS DUE BEFORE MIDNIGHT Mar 17</b>	3 a,c
Week 10 Mar 15-21	8	User Interface Design	Read Chapter 8/Module 8. <b>Module 8 Quiz</b> (MindTap) <b>Essay Assignment 3</b> (MindTap) <b>ALL WEEK 10 ASSIGNMENTS DUE BEFORE MIDNIGHT Mar 24</b>	3 a,c
Week 11 Mar 22-28	9	Data Design	Read Chapter 9/Module 9. <b>Module 9 Quiz</b> (MindTap) <b>Discussion Board 4</b> (Blackboard) <b>ALL WEEK 11 ASSIGNMENTS DUE BEFORE MIDNIGHT Mar 24</b>	3 a,c
Week 12 Mar 29-Apr 4	10	System Architecture	Read Chapter 10/Module 10. <b>Module 10 Quiz</b> (MindTap) <b>Essay Assignment 4</b> (MindTap) <b>ALL WEEK 12 ASSIGNMENTS DUE BEFORE MIDNIGHT Mar 31</b>	4 a,c
Apr 5-6		Spring HOLIDAYS	NO CLASSES	NA

Date/Week	Chapter	Content	Assignments & Tests Due Dates	Competency Area
Week 13 Apr 7-11	11	Managing Systems Implementation	Read Chapter 11/Module 11. <b>Module 11 Quiz</b> (MindTap) <b>Discussion Board 5</b> (Blackboard) <b>ALL WEEK 13 ASSIGNMENTS DUE BEFORE MIDNIGHT Apr 14</b>	4 a,b,c
Week 14 Apr 12-18	12	Managing Systems Support and Security  Toolkit Part D – Internet Resource Tools	Read Chapter 12/Module 12. <b>Module 5 Quiz</b> (MindTap) Read ToolKit Part D (MindTap) <b>Toolkit Part D Quiz</b> (MindTap) <b>ALL WEEK 14 ASSIGNMENTS DUE BEFORE MIDNIGHT Apr 21</b>	3 a,c
Week 15 Apr 19-25		Catchup Week	Finish and submit any missing work in Chapters 7-12. (late penalty may apply) <b>ALL WEEK 15 ASSIGNMENTS DUE BEFORE MIDNIGHT Apr 29</b>	4 a,b,c
Week 16 Apr 26-29		FINALS – Proctored Final Exam	<b>Proctored Final Exam (covers all chapters)</b>  <b>Vidalia, April 28, 3:00 PM Gillis Building Room 812</b> or <b>Swainsboro, April 29, 2:00 PM Building 2 Room 2106</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.**