



CIST 2921 IT Analysis, Design & Project Mgmt
COURSE SYLLABUS

HYBRID

SUMMER Semester 2017

TENTATIVE – SUBJECT TO CHANGE

Semester: Summer 2017 FY 201716
Course Title: IT Analysis, Design, & Project Mgmt
Course Number: CIST 2921
Credit Hours/ Minutes: 4 / 5250
Class Location: Rm 2106, Building 2, Swainsboro Campus
Class Meets: Tues & Thurs 8:00 am – 11:05 pm (60%)
and Online (40%)
CRN:60177

Instructor: Mr. Jamie Powers
Office Phone: 478-289-2221
Fax: 478-289-2214
Office Hours: 1:00 4:30 Monday and Wednesday
Office Location: Rm 2106, Building 2
Email: jpowers@southeasterntech.edu
Preferred method of contact: **STC Email**
Tutoring Hours: MW 1:00 – 4:00 PM

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: Tilley & Rosenblatt, Systems Analysis and Design 11th edition ONLINE Mindtap BOOK, Cengage Learning, Massachusetts. (ISBN: 978-1-305-94579-1) **Must be purchased in STC Bookstore for accurate code.**



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.

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 STC EMAIL.** 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 Powers**

- **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. (For **SUMMER semester, that day will be May 22, 2017.**) **The student must formally withdraw from classes in order to receive the no harm-no foul benefit.**

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.

ATTENDANCE GUIDELINES: 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 also 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 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.

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 Helen Thomas, 912-538-3126, hthomas@southeasterntech.edu, 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 Helen Thomas, 912-538-3126, hthomas@southeasterntech.edu.

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.

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

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: 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:

ADA/Section 504 - Equity- Title IX (Students) - OCR Compliance Officer	Title VI - Title IX (Employees) - EEOC Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126 hthomas@southeasterntech.edu	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3147 bwilcox@southeasterntech.edu

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.

Grading Policy		Grading Scale	
Exams	25%	A	EXCELLENT
Capstone Exam	20%	B	GOOD
Milestone Projects	25%	C	SATISFACTORY
Review Questions	15%	D*	POOR
Discussion Boards	5%	F*	FAILING
Work Ethics	5%		
Unannounced Quizzes	5%		
Total	100%		

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.*

100-90
89-80
79-70
69-60
59 and below

* 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

	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.)
Sentence Length and Knowledge	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.
Spelling/Grammar and Sentence Structure	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

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

CIST 2921 – IT Analysis, Design, & Project Management
SUMMER Semester 2017 Lesson Schedule (Fiscal Year 201716)

Date	Chapter / Lesson	Content	Assignments Tests	Competency Area
		WHITE AREAS INDICIATES WORK ONLINE		
Week 1				
Thurs May 17		Class Introduction – Syllabus, Outline, Rules, and Regulations Coverage, Completion of Forms Review Blackboard Course, Work Ethics, Discussion Boards	Logon to STUDENT MAIL: Send email to Instructor. Reply to any Instructor email. Familiarize yourself with BLACKBOARD class (See STC Website – Current Students) Login to the course on BLACKBOARD. Click Course Work – Complete Start Here... items Review BLACKBOARD, IDS, and Discussion Board coverage Create a CIST2921 folder on your P: DRIVE on IDS.	1 a,c
Mon May 22			Instructor Chooses person teams for Project. Start on Milestone work with teams. Read Chapter 1.	
Tues 23			Read ToolKit Part A in Appendix of Book Pg. 630	
Wed 24			Complete Discussion Board 1 on Blackboard Read Chapter 1	
Thurs 25	1	Introduction to Systems Analysis and Design Learn It Online practice tests can be found at CourseMate book links. Appendix Part A - Communication Tools	Chapter 1 Review Questions Chapter 1 Exam on Blackboard Work with groups on Milestone Project. ALL WEEK 1 ASSIGNMENTS DUE BEFORE 11:55 PM May 30	
Week 2				
Mon May 29		Holiday		
Tues 30	2	Analyzing the Business Case	Appendix ToolKit Part A Review Questions Appendix ToolKit Part A Exam on Blackboard Read Chapter 2	2 a,b,c
Wed 31		Learn It Online practice tests can be found at CourseMate book links.	Work with groups on Milestone Project. Read ToolKit Part C in Appendix of Book on Pg. 668	
Thurs June 1		Appendix Part C – Financial Analysis Tools	Chapter 2 Review Questions Chapter 2 Exam on Blackboard Appendix Toolkit Part C Review Questions Appendix ToolKit Part C Exam on Blackboard ALL WEEK 2 ASSIGNMENTS DUE BEFORE 11:55 PM June 5	

Week 3

Mon June 5	3	Managing Systems Projects	Read Chapter 3 Work with groups on Milestone Project.	2 a,c
Tues 6		Learn It Online practice tests can be found at CourseMate book links.	Complete Discussion Board 2 on Blackboard Chapter 3 Review Questions Chapter 3 Exam on Blackboard	
Wed 7	4	Requirements Modeling	Read Chapter 4 Work with groups on Milestone Project.	
Thurs 8			Chapter 4 Review Questions Chapter 4 Exam on Blackboard ALL WEEK 3 ASSIGNMENTS DUE BEFORE 11:55 PM June 12 Milestone 1 for Project Due June 13 in class	

Week 4

Mon June 12	5	Data and Process Modeling	Read Chapter 5 Work with groups on Milestone Project.	3 a,b,c
Tues 13		Learn It Online practice tests can be found at CourseMate book links.	Complete Discussion Board 3 on Blackboard Chapter 5 Review Questions Chapter 5 Exam on Blackboard	
Wed 14	6	Object Modeling	Read Chapter 6 Work with groups on Milestone Project.	
Thurs 15			Chapter 6 Review Questions Chapter 6 Exam on Blackboard ALL WEEK 4 ASSIGNMENTS DUE BEFORE 11:55 PM June 19	

Week 5

Mon June 19	7	Development Strategies	Start Work Ethic questions Read Chapter 7 Work with groups on Milestone Project.	3 a,c
Tues 20			Complete Discussion Board 4 on Blackboard Chapter 7 Review Questions Complete Work Ethics Exam on Blackboard Chapter 7 Exam on Blackboard	
Wed 20	8	User Interface Design SEMESTER MIDTERM June 20	Read Chapter 8 Work with groups on Milestone Project.	
Thurs 22			Work with groups on Milestone Project. Chapter 8 Review Questions Chapter 8 Exam on Blackboard ALL WEEK 5 ASSIGNMENTS DUE BEFORE 11:55 PM June 26 Milestone 2 for Project Due June 27 in class	

Week 6

Mon June 26	9	Data Design	Read Chapter 9 Work with groups on Milestone Project.	3 a,c 4 a,c
Tues 27		Learn It Online practice tests can be found at CourseMate book links.	Complete Discussion Board 5 on Blackboard Chapter 9 Review Questions Chapter 9 Exam on Blackboard	
Wed 28	10	System Architecture	Read Chapter 10 Chapter 10 Review Questions Chapter 10 Exam on Blackboard Work with groups on Milestone Project.	
Thurs 29		65% Point	Work with groups on Milestone Project. ALL WEEK 6 ASSIGNMENTS DUE BEFORE 11:55 PM July 10	

Holiday – Summer Break – No classes July 3 – July 6

Week 7

Mon July 10	11	Managing Systems Implementation	Read Chapter 11 Work with groups on Milestone Project. Chapter 11 Review Questions	4 a,b,c
Tues 11		Learn It Online practice tests can be found at CourseMate book links.	Chapter 11 Exam on Blackboard	
Wed 12		Appendix Part B - CASE Tools	Read Appendix ToolKit Part B in Appendix of Book Pg. 648 Appendix ToolKit Part B Review Questions	
Thurs 13			Appendix ToolKit B Exam on Blackboard ALL WEEK 7 ASSIGNMENTS DUE BEFORE 11:55 PM July 17 Milestone 3 for Project Due July 18 in class	

Week 8

Mon July 17	12	Managing Systems Support and Security	Read Chapter 12 Work with groups on Milestone Project.	3 a,c 4 a,b,c
Tues 18		Appendix Part D – Internet Resource Tools	Chapter 12 Review Questions Chapter 12 Exam on Blackboard Read Appendix ToolKit Part D in Appendix of Book Pg. 688 Milestone 4 for Project Due July 19 in class	
Wed 19			Appendix ToolKit Part D Review Questions Appendix ToolKit Part D Exam on Blackboard	
Thurs 20			Complete Course Evaluations in BannerWeb ALL WEEK 8 ASSIGNMENTS DUE BEFORE 11:55 PM July 24	

Week 9

Mon July 24			<u>Milestone 5 Project Due in-hand to instructor by Noon on Wenesday July 26 2017. NO EXCEPTIONS.</u>	3 a,c 4 a,b,c
Tue 15		Learn It Online practice tests can be found at CourseMate book links.	Review for Capstone EXAM Work with groups on Milestone Projects	
Wed 26		Semester Ends	Work with groups on Milestone Projects	
Final				
Tues Aug 1		FINALS	COMPREHENSIVE CAPSTONE EXAM: Covers all chapters. Must complete in class before 12 Noon	

* 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.