Lake-Sumter State College Course Syllabus

Course Information:

Course Prefix and Number: CIS 2321

Course Title: Systems Analysis & Design

CRN: 20224

Credit Hours: 3

Semester: Spring 2021

Class Days, Location, Time: Fully Online in Canvas

Course Description: The focus of the term will be the application of software engineering techniques in the information systems life cycle. There is an emphasis on project management and formal techniques for doing analysis, design, and implementation. Various software engineering analysis and design tools and techniques are covered: information gathering for defining system requirements, data modeling with entity-relationship diagrams, process modeling with data flow diagrams or use cases, data dictionaries, and prototyping. Current topics, such as agile development, extreme programming, Rapid Application Development (RAD), Scrum and the Unified Modeling Language (UML) are also presented. The student gains hands-on practice in project management and systems development through exercises in PERT/CPM, user requirements gathering, data and process modeling, and prototyping.

Instructor Information:

Name: Dr. Christopher Sargent

E-Mail: Use Canvas Inbox to contact the instructor

Office Location: Leesburg Campus, Lake Hall Room 105

Phone: 352-323-3635 (please use Canvas Inbox for a quicker response).

Office Hours: Tuesdays and Thursdays 9am-2pm**

Office hours are virtual only. No face-to-face office hours will be possible in Spring 2021 due to the ongoing pandemic.

Your instructor will actively monitor Canvas Inbox during the times posted above and will respond quickly. If a student wishes to meet via Zoom or phone, they must make the request via Canvas Inbox at least 24 hours in advance. Zoom / phone requests will be scheduled Monday – Friday between 9:00 AM and 7:00 PM only, as my schedule permits. No weekend, holiday, or immediately on-demand Zoom / phone meetings will be scheduled.

Vital Communication Information:

For course communications, please note that all students are required to use CANVAS INBOX. Messages become part of the course archive for auditing purposes and conform to FERPA privacy rules.

Sending a private message using the INBOX tool in Canvas is always the most secure method of contacting your Instructor. **Please do not use LakeHawk email to discuss anything course-specific with your instructor.

Prerequisites/Co-requisites:

Prerequisites: C or higher in CET 1179C.

Co-requisites: None

Textbook & Other Course Materials:

MindTap MIS, 1 Term (6 months) Instant Access for Tilley's Systems Analysis and Design, 12th Edition. Available as a Printed Card at the Lake-Sumter State College Bookstore via ISBN 978-0-357-11784-2.

Technology Requirements:

Canvas is a required component of this course. Students unfamiliar with Canvas are expected to complete the Canvas Orientation within the first week of classes.

Major writing assignments need to be created and saved in a file format that is compatible with Microsoft Word. If using a word processing program other than Word, it is the student's responsibility to adhere to all formatting and submission requirement. Please ask for help if you are unsure how to save a file in a Word-compatible format.

See the LSSC Technology Help Desk site for information on how to download and install Microsoft Office 365.

Course Student Learning Outcomes:

The following outcomes will be assessed in this course. An "outcome" is defined as something students take with them beyond this course. After successful completion of this course, the student will:

CIS2321.1: Identify and define all aspects of the System Development Life Cycle planning and analysis phases.

CIS2321.2: Identify and define all aspects of the System Development Life Cycle design phase.

CIS2321.3: Apply concepts and tools to a real-world System Development Life Cycle scenario in a team setting.

CIS2321.4: Explain, in writing, selected concepts and ideas of the System Development Life Cycle with supporting evidence.

Course Objectives:

Objectives are defined as what the course will do &/or what the students will do as part of the course.

 ➢ How to determine organizational objectives and how they relate to systems efforts.
 ➢ How to relate to users and their requirements.
 ➢ How to perform the essential steps in the systems development process.
 ➢ How to use a variety of techniques for interviewing, fact gathering, organizing data, and problem solving.
 ➢ How to design and install systems that are effective.
 ➢ How to plan and control each phase of the systems project.
 ➢ How to work with other analysts as a member of a project team.
 ➢ How to communicate effectively with management and end users.
 ➢ How to gain commitment from others involved in the system.

Institutional Policies & Procedures:

Academic Integrity:

The successful functioning of the academic community demands honesty, which is the basis of respect for both ideas and persons. In the academic community, there is an ongoing assumption of academic integrity at all levels. There is the expectation that work will be independently thoughtful and responsible as to its sources of information and inspiration. Honesty is an appropriate consideration in other ways as well, including but not limited to the responsible use of library resources, responsible conduct in examinations, and the responsible use of the Internet. See college catalog for complete statement.

Important Information for Students with Disabilities:

Any student with a documented disability who requires assistance or academic accommodations should contact Student Accessibility Services immediately to discuss eligibility. Student Accessibility Services (SAS) is located on the Leesburg Campus, but arrangements can be made to meet with a student on any campus. An appointment can be made by calling 352-365-3589 and specific information about SAS and potential services can be found at Student Accessibility Services.

Privacy Policy (FERPA):

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part99) is a Federal law that protects the privacy of a student's education records. In order for your information to be released, a form must be signed and in your records located in the Admissions/Registrar's Office.

Zero-Tolerance for Violence Statement:

Lake-Sumter State College has a policy of zero tolerance for violence as stated in College Board Rule 2.17. Appropriate disciplinary action will be taken in accordance with Board Rule 2.17.

LSSC Safety Statement:

Lake-Sumter State College values the safety of all campus community members. **If you have an emergency, call 911**. Otherwise, to report a concern, suspicious activity, or to request a courtesy escort, call Campus Safety:

> (352) 516-3795 Leesburg
> (352) 536-2143 South Lake
> (352) 303-7296 Sumter

LSSC also has a free safety app, **Lake-Sumter Safe** that is available for download. You will receive important emergency alerts and safety messages regarding campus safety via LSSC Alert. You are opted into this system when you become an LSSC student. For more information regarding safety and to view available resources, visit the Campus Safety web page.

Attendance/Withdrawal Policies:

Initial Attendance:

Initial attendance will be entered at the end of the second week of the semester/mini-mester. A student who has not met initial attendance requirements will be marked as "not-attending" and administratively withdrawn from the class. The withdrawn student is still financially responsible for the class. See the college catalog for more details.

Institutional Information:

Once the Add/Drop period passes, students deciding to discontinue class attendance and/or online participation have the responsibility for formal withdrawal by the withdrawal deadline.

Withdrawal Deadline:

Monday, March 29, 2021 by 4:30 pm

Instructor Policies:

Cheating:

Cheating is a violation of the Academic Integrity policy of Lake-Sumter State College. Cheating includes:

➢ Any attempt to deceive or mislead the instructor in arriving at an accurate and fair grade assessment.

➢ Plagiarism (see below) is a form of cheating wherein ideas or the work of another is presented as one's own (copying the work of someone else without properly citing and paraphrasing).

➢ Using prohibited resources (this includes, but is not limited to) publisher-provided instructor manuals or solutions manuals. If you search the internet using the homework question and you find an answer, chances are good that it is from the Instructor manual, and it is considered cheating. I have these materials and use them during the grading process. Any similarities will be investigated and may lead to a cheating accusation.

➢ Giving unauthorized assistance to another student (sharing your work with another so they can put their name on it and hand it in as their own).

➢ Using one's own (or someone else's) previously graded work constitutes cheating.

Cheating will result in the following measures:

1. The first instance of cheating will result in a zero on the assignment, an official warning, and a report of the incident will be submitted to the Dean of Students. You will also be required to attend a seminar on Cheating and Plagiarism conducted by Student Affairs.

2. The second instance of cheating will result in a failing grade for the course. A report of the incident will be submitted to the Dean of Students. The Dean may file the report in your permanent record and/or take further disciplinary action.

Warning: sharing a friend's personal computer and/or files can cause integrity violations. Sharing your files with another student will also result in the actions listed above.

Refer to the college catalog for full statement on Academic Integrity.

Plagiarism Policy:

APA formatted citations and reference pages are required for all work that contains research materials outside of the student's own work. This includes, but is not limited to, team projects, exercises, discussions, and research papers. For APA formatting guidelines, please check out the LSSC Library. Other resources include the following sites:

[Noodle Tools](#)

[Owl English](#)

When writing any assignment, it must be in your own words. Be sure to paraphrase properly, and if you must use quotes, be sure to cite them properly.

When grading student assignments, I will randomly check sources. Any materials not properly cited or that appear to be plagiarized will be subject to the Cheating policy shown above.

Research papers will be submitted to Grammarly by the instructor for validation. Please see specific assignments in the course for details.

Refer to the College catalog for the full statement on Academic Integrity.

Late Work/Extensions:

Homework: All homework items must be completed and properly submitted by the published due dates and times posted on the Course Calendar. **All late or incomplete homework will receive a zero (0)**.

- Work schedules and "I forgot" are not valid excuses for late work.

- Do not wait until the last minute to complete assignments. Starting early will allow students to get timely assistance from their instructor and still meet deadlines.

- It is the student's responsibility to have an alternate plan if their main computer system fails (i.e. – complete work on-site at a campus library or learning center, have a secondary computer available, etc.).

- Computer hardware, software and/or Internet problems are not acceptable excuses for incomplete assignments.

- Completing homework assignments in a timely manner is an important part of the learning process. Students are expected to complete and submit all assignments by the due date and time listed on the course calendar.

- Instructors are not required to accept nor grade any assignment submitted late. Extensions are not possible.

Tests/Quizzes/Exams: There is no make up for quizzes, exams, or tests, except under documented circumstances such as hospital stay, doctor's excuse, police report, or military assignment.

- Students are expected to contact their instructor prior to any test/exam/quiz due date if they cannot meet the deadline. **Each situation will be analyzed on a case-by-case basis by your instructor**.

- Instructors are not required to accept nor grade any quiz, test, or exam submitted late or incomplete.

- Failure to submit timed tests/exams/quizzes before the timer runs out will result in a failing grade for that assessment and no extension or late submission will be possible.

- Failure to attach files before submitting an assessment will result in a zero for that assignment and no redo will be allowed.

Classroom Etiquette:

Be respectful of your instructor and fellow classmates at all times.

Food and beverages are forbidden in on-campus computer labs. Please respect the college's rules in this regard if you use one of the computer labs.

Grading Information:

Grading Scale:

90-100% A, 80-89% B, 70-79% C, 60-69% D, 59% and below F

Methods of Evaluation:

Each project will be graded electronically using a rubric provided when the assignment is given. Your work will be judged against accepted academic standards for writing and documentation.

Assignment Overview & Grade Breakdown:

Category	Description	Weighting
Discussions	5 Discussions	20%
Assignments	12 Weekly Scenarios	30%
Quizzes	12 Chapter Quizzes	20%
Research Paper	Plagiarism Quiz Research paper outline Research paper draft Research paper final	30%
	Total	100%

Course Calendar:

Week	Begins	Ends	Objectives & Reading Assignments	Items Due	Notes
1	1/11	1/17	Read the Week 1: Start Here Module Read the Plagiarism Module	• Introduce Yourself Discussion (Canvas) • Orientation Quiz (Canvas) • Understanding Plagiarism Quiz (Canvas)	MindTap must be set up in Week 1. Choose the free trial option if you have not yet purchased your code. See the instructions on our course homepage.
2	1/18	1/24	Read Chapter 1 Read Toolkit Part A Review MindTap Module 1: Visualize	• Chapter 1 Exercise (Canvas) • Chapter 1 Toolkit A Quiz (Canvas)	**Exercises** are located in the Weekly Canvas Modules and are due by 11:59 PM on Sundays. Please read the assignment instructions thoroughly each week for application requirements. **Chapter Quizzes** are located in the Weekly Canvas Modules and are due by 11:59 PM on Sundays. These are **open-text** and each student gets two attempts with the higher-grade prevailing.
3	1/25	1/31	Read Chapter 2 Review MindTap Module 2: Visualize	• Chapter 2 Exercise (Canvas) • Chapter 2 Quiz (Canvas) • Week 3 Discussion (Canvas)	**Discussions** are located in the Weekly Canvas Modules. Initial posts must be completed by Friday night and peer responses by Sunday night. Late initial posts will be penalized according to the rubric.

Week	Begins	Ends	Objectives & Reading Assignments	Items Due	Notes
4	2/1	2/7	Read Chapter 3 Review MindTap Module 3: Visualize	• Chapter 3 Exercise (Canvas) • Chapter 3 Quiz (Canvas) • Research Paper Outline and Annotated Bibliography (Canvas)	Your research paper outline and annotated bibliography must be completed by the due date to be eligible to earn grades for the upcoming first draft and final version. Once you have chosen your topic and submitted the Outline, the topic may not be changed for the draft and final paper.
5	2/8	2/14	Read Chapter 4 Read Toolkit Part B Review MindTap Module 4: Visualize	• Chapter 4 Ethics Quiz (MindTap) • Chapter 4 Toolkit B Quiz (Canvas)	**Ethics Quizzes** are located in MindTap and are due by 11:59 PM on Sundays. Please read the assignment instructions thoroughly each week for application requirements.
6	2/15	2/21	Read Chapter 5 Review MindTap Module 5: Visualize	• Chapter 5 Exercise (Canvas) • Chapter 5 Quiz (Canvas) • Week 6 Discussion (Canvas)	Initial posts must be completed by Friday night and peer responses by Sunday night. Late initial posts will be penalized according to the rubric.
7	2/22	2/28	Read Chapter 6 Review MindTap Module 6: Visualize	• Chapter 6 Exercise (Canvas) • Chapter 6 Quiz (Canvas)	
8	3/1	3/7	Read Chapter 7 Read Toolkit Part C Review MindTap Module 7: Visualize	• Chapter 7 Exercise (Canvas) • Chapter 7 Toolkit C Quiz (Canvas)	

Week	Begins	Ends	Objectives & Reading Assignments	Items Due	Notes
9	3/8	3/14	Read Chapter 8 Review MindTap Module 8: Visualize	• Chapter 8 Ethics Quiz (MindTap) • Chapter 8 Quiz (Canvas) • Week 9 Discussion (Canvas)	Initial posts must be completed by Friday night and peer responses by Sunday night. Late initial posts will be penalized according to the rubric.
Spring Break	3/15	3/21	No Reading Assignments	• No work due	
10	3/22	3/28	Read Chapter 9 Review MindTap Module 9: Visualize	• Chapter 9 Exercise (Canvas) • Chapter 9 Quiz (Canvas) • Research Paper Draft Due (Canvas)	
11	3/29	4/4	Read Chapter 10 Review MindTap Module 10: Visualize	• Chapter 10 Ethics Quiz (MindTap) • Chapter 10 Quiz (Canvas)	
12	4/5	4/11	Read Chapter 11 Review MindTap Module 11: Visualize	• Chapter 11 Ethics Quiz (MindTap) • Chapter 11 Quiz (Canvas) • Week 12 Discussion (Canvas)	Initial posts must be completed by Friday night and peer responses by Sunday night. Late initial posts will be penalized according to the rubric.
13	4/12	4/18	Read Chapter 12 Read Toolkit Part D Review MindTap Module 12: Visualize	• Chapter 12 Exercise (Canvas) • Chapter 12 Toolkit D Quiz (Canvas)	
14	4/19	4/25	Research Paper	• Paper must be submitted no later than 11:59 PM on Sunday, April 25. (Canvas)	

Basic Needs Statement:

Any student who faces challenges securing basic needs such as food or housing and believes this may affect their performance in the course is encouraged to contact a campus dean at deanofstudents@lssc.edu. The deans will then be able to share any resources at their disposal.

Syllabus Disclaimer:

Information contained in this syllabus is, to the best knowledge of this instructor, considered correct and complete when distributed to the student. The instructor reserves the right, acting within policies and procedures of Lake-Sumter State College, to make necessary changes in course content or instructional techniques without prior notice or obligation to the student.