



# Computer Information Systems Chemistry, Computer, and Physical Sciences Department

## Systems Analysis

Fall 2018  
August 20 – December 16, 2018

Online

Syllabus

### Instructor Contact Information:

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580-745-2040 (office, emailing me or texting my cell is  
best) Office Hours: \*to be determined\*  
Other hours by appointment only (arrangements must be  
made in advance)

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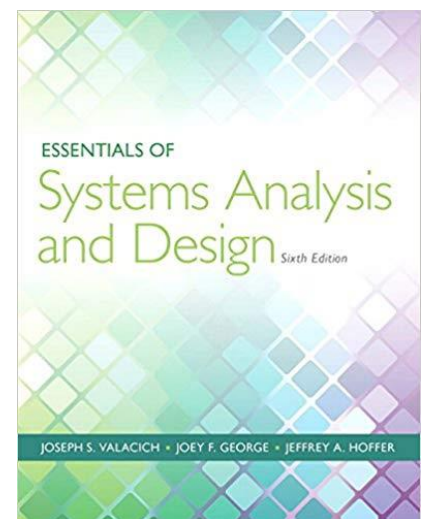
**Course Title:** Systems Analysis

**Catalog Description:** Producing quality software on time and under budget that meets all user requirements through the software life cycle techniques. Cost estimation, project management, testing, and maintenance are stressed. This course provides an introduction to Systems Analysis and Design. Topics include analyzing the business case, requirements modeling, enterprise modeling, and development strategies. Students also learn about data design, the user interface, input and output design, system architecture, systems implementation and systems operations and support.

**Prerequisites:** 90 hours towards baccalaureate degree.

### Required Materials:

- Essentials of Systems Analysis and Design (6<sup>th</sup> Edition), by Joseph Valacich, et al, published by Pearson, ISBN-13: 978-0133546231.
- Access to Microsoft Office Software, the Internet, and Blackboard



is required for this course. All software is also available on SOSU campus lab computers.

- *Microsoft 365 Education is now free for students. For more information and for installation instructions, visit <http://www.se.edu/dept/information-technology/it-staff/help-desk/office-365/>. You can also find this information under the *Announcements and Course Files* tabs in this course in Blackboard, or you can email me for instructions.*
- *We will be using WordPress to create a free basic blog site. You will be given instructions on how to sign up when we begin those exercises.*
- *Data files required for the completion of assignments can be found under the *Book Resources* column at [Cengage Brain Book Resources](#). You will also find a link to the data files inside the course in Bb.*
- *Please feel free to contact me with any questions.*

It is extremely important that you obtain the textbook before the start date of the course. You do not have to wait each semester until you receive a copy of the syllabus to find out the required book for a given course. You may use the SE Official Bookstore to find the book. Try it now! Go to [goo.gl/jRh3v0](http://goo.gl/jRh3v0) (this is a shortened web-address for the SE Bookstore), type in the information for one of your courses, and see the book.

### **Technology Requirements**

Please read the Technical Requirements policy on the Southeastern Distance Education website <http://homepages.se.edu/Blackboard/student-support/browser-recommendations/>. In summary, you will need access to a reliable computer with adequate specs and a reliable internet connection, with a backup plan in case you experience technical difficulty. Technical problems are often browser related, so if this occurs, try a different browser. Typically, Chrome and Firefox work best with Blackboard. *If you are using a Windows 10 computer with the built-in Edge browser, you will need to download another browser, such as Chrome, as Edge does not have the full capabilities of other browsers.*

### **Minimum Technical Skills**

Students enrolled in this course will be expected to navigate Blackboard to obtain course content and complete assignments. Students may also be required to use other SE resources, such as the SE library. To ensure each student is adequately equipped for these requirements, you have each been enrolled in a resource course titled Online Student Orientation. There, you will learn to navigate within the Blackboard folders and modules, as well as learn to use the Bb resources. You will also learn about Respondus and ZOOM. You will complete tutorials on a variety of skills to help you take full advantage of what Blackboard and SE has to offer. If you have trouble loading the tutorials, please review the troubleshooting page upon entering the tutorials module. This course will provide you with the skills needed to succeed in this and other online courses. The Orientation course will take approximately two to four hours to complete in full. You will be required to provide proof of completion of the orientation before gaining access to course work folders. Discovery of falsified credentials (badge) is an integrity violation and will follow SE's academic integrity policy.

### **Prerequisites Knowledge/Skills**

Correct grammar, spelling, and punctuation are necessary in a college course. Therefore, you are encouraged to take advantage of the resource "course" Basics of Language Training (BOLT). The modules inside this "course" are self-paced and will serve as a refresher course for writing. Each online course will require correct usage of grammar and APA format. The Basics of Language Training (BOLT) course contains self-paced modules on APA Basic Format as well as Citing Sources in APA. You are strongly encouraged to review these modules to be fully prepared for your courses. If you are unable to demonstrate adequate usage of grammar, punctuation, spelling, or APA format, your instructor(s) may require work to be completed in the Basics of Language Training (BOLT) Course.

The BOLT course will remain available to students throughout the program so that they may return to it as necessary.

Additionally, the menu of each course will have a link to the Purdue OWL website, which is an excellent resource for quick reference when completing work.

### **Definition of a Week**

Each week will begin at 12:00am Monday and will end at 11:59pm Sunday. This will be the time frame for which students will be expected to work within a given week's folder. All assignments will be due at 11:59pm, and the last assignment each week will be due on Sunday. All times will be based on the time zone of the institution: Central Standard Time.

### **Work Load**

The amount of time you will spend in each course will vary from class to class, largely depending on prior education and experience with the topic of the class. Instructors will provide approximate time expectations for each task in the course, but individually, you may spend more or less on any given item depending on your reading speed, the need to re-read content, and how quickly you comprehend the subject and requirements. It is roughly estimated that you will spend an average of 12-15 hours per week in any given course.

### **Standard Grading Rubrics**

This course will use grading rubrics. They will be attached digitally to your assignments. You should always review the rubric scores and all instructor comments to fully understand the grade received and obtain all feedback provided.



## **Course Policies**

### **Late Work**

Late work will generally not be accepted. Except for extenuating circumstances handled by the instructor on an individual basis, any assignment received after the due date and time will be scored as a zero, and such exceptions may still be accompanied by a penalty. If you know in advance that you will be traveling or unable to access the course for any reason, it is your responsibility to contact the instructor in advance and make arrangements to work ahead. If you contact the instructor after the due date, documentation will be expected. This includes documentation from IT in the case of technical difficulties. (If you submit a Bb Student Support Request form, you will automatically receive an email confirmation, which will be time stamped evidence of your due diligence in resolving the issue.)

Keep back-up copies of your assignments and have a backup plan with at least one alternate location to complete the assignment or take a quiz or exam. Don't wait until the last minute to complete assignments or take the quizzes and you won't encounter these types of problems. Excuses such as "I had to work," "The system was down," "My computer crashed," "I lost my flash drive with my work on it," "I couldn't get to a computer," "I forgot about the assignment," "I didn't see the reminder announcement," "I overlooked the assignment folder," "I didn't realize I submitted the wrong document," "I didn't realize I submitted a blank document," "I couldn't find the assignment in Bb," etc., etc., etc., are not considered extenuating circumstances.

*No extra assignments will be given to "bring up your grade." Extra credit assignments are given to the class as a whole, at the instructor's discretion, and are not guaranteed.*

### **Timeframe for Participation:**

Student participation is critical to the success of this class. To be a successful traditional OR online/distance learner, you must be highly self-motivated. You will be graded on chapter assignments, exams and Discussion Boards, as well as in-class assignments and other course-related activities, all of which must be completed by a given date and time.

Discussion Boards will be available according to the Assignment Schedule. Discussion Boards are not optional; they are a required class activity. New topics will be posted on Mondays by 8:00 a.m. and will remain available until the following Sunday night at 11:59 p.m., unless noted otherwise on the Assignment Schedule. To receive credit for participating, you must make meaningful contributions to the Discussion Board each time a topic is available. Simply stating “I agree” or “I disagree” is not meaningful. You are required to post your response to the Discussion Board prompt, as well as comment on at least 2 other posts. The idea is to **discuss** the problem or topic. Carefully read and follow the instructions posted with each discussion. Each Discussion Board will have its own set of instructions that you will see before entering the forum.



## **University Policies**

### **Attendance**

The Registrar's office defines attendance in online and blended classes as:

- **Stopped Attending** - *Students who were participating online but have stopped submitting any assignments, etc. without contacting/making arrangements with the instructor.*
- **Never Attended** - *Students who never accessed Blackboard to view the course or never completed any assignments that were due for the course. Statistics Tracking in Blackboard will be utilized in part for determining teacher candidates' accessing of Bb.*
- **Excessive Absences** - *Students who have submitted some work but are infrequent in their participation or late on assignments - leading to a failing grade.*

Regular and routine participation is required to be “in attendance” for the course. This includes regularly logging in, turning in homework by required dates/times, and participating in discussion forums. Seven (7) consecutive days of non-participation can result in your access being disabled without warning. Participation, or lack thereof, may also affect your financial aid. Remember, Blackboard automatically tracks and records every click once you log into a Bb course. Bb administrators can see if and when you logged on, the date and time of day you logged on, and what you accessed once you logged in to the course.

There will be an assignment schedule posted, but updates to the schedule and additional information may be necessary during the course of this class. If you do not log in, you will be oblivious to these changes. **Updated announcements take precedence over syllabus and schedule postings.** **Missing an announcement and deferring to the schedule or syllabus will not be a legitimate excuse.**

*\*Registrar's definitions above will be used for all reporting purposes, per SE policy.\**

### **Internet Etiquette (Netiquette)**

Distance conveys a degree of anonymity, and as a result, many people feel less inhibited in online

situations than in their everyday lives. One term for this is cyber disinhibition. This lessening of inhibitions sometimes leads people to drop their normal standards of decorum when communicating online. Become familiar with the following guidelines regarding both online discussions and email messages. View the entirety of the policy at <http://www.se.edu/dept/online-learning/technology/communication-netiquette/>.

### **Southeastern Student Code of Conduct**

Located at <http://www.se.edu/dept/student-life/files/2009/10/student-handbook.pdf>.

### **Southeastern Academic Calendar**

Located at <http://www.se.edu/dept/registrar/calendar/>.

### **Assistance/Tutoring in Writing**

- **Smart Thinking** is an online tutorial service. Smart Thinking's services include personalized, live, and online assistance. Visit <http://www.se.edu/current-students/smart-thinking/> to take advantage of these services.
- **The Writing Center** is also available to help with your writing. You can find contact information at <http://www.se.edu/dept/learning-center/writing-center/>.

### **Counseling Center**

Any student experiencing mental or emotional issues who desires free, confidential, clinical counseling is encouraged to contact the SOSU Counseling Center at (580) 745-2988 to schedule an appointment during normal working hours Monday – Friday, 8:00 AM to 5:00 PM. For afterhours mental health emergencies, please call SOSU Campus Police at (580) 745-2911 or the Mental Health Crisis Hotline at (800) 522-1090.

Visit the link at <http://www.se.edu/current-students/> for a list of Campus Resources, Student Services, Student Organizations, and Life on Campus.

### **Disability Accommodations**

Any student needing special accommodations due to a disability should contact the Office of Compliance and Safety, Administration Building, Suite 311 or call (580) 745-3090 (TDD# 745-2704). It is the responsibility of each student who anticipates or experiences barriers to their academic experience to make an official request for disability related accommodations in a timely manner.

### **Blackboard Support**

Bb support can be found on the Southeastern Blackboard homepage at <https://Blackboard.se.edu/> by clicking on Bb Technical Support Request or in the lower right-hand corner on “Live Chat” between the hours of 7:00am - 1:00am CST.

### **Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) states**

No person in the United States, shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance...” Southeastern Oklahoma State University does not discriminate on the basis of sex in its education programs or activities, in compliance with Title IX and the U.S. Department of

Education's regulations at 34 C.F.R. §§ 86.1 et seq. Individuals who believe they have been discriminated against on the basis of sex may contact S.E.'s Title IX Coordinator Michael Davis at 580745-3090, mdavis@se.edu.

### **Equity and Non-Discrimination Statement**

*Southeastern Oklahoma State University, in compliance with all applicable federal and state laws and regulations, does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, sexual orientation, gender identity, or status as a veteran in any of its policies, practices, procedures, or programs. This includes, but is not limited to: admissions, employment, financial aid, and educational services. Inquiries regarding non-discrimination and equity policies may be directed to: Michael Davis, Director of Compliance and Safety & Title IX Coordinator, (580) 745-3090, or mdavis@se.edu.*

### **Privacy**

Available in the SOSU Student Handbook located at <http://www.se.edu/dept/student-life/files/handbooks/2015-2016-Student-Handbook.pdf>.

### **Academic Integrity**

Available in the SOSU Student Handbook. There is a Zero-Tolerance Policy concerning plagiarism and/or duplication of another individual's work. You will receive a zero for the submitted work and the policy will be enforced under the guidelines of the Academic Honesty Policy for the University. Students are expected to work individually and turn in their own work. Any violation of academic honesty will be reported to the Office of Student Affairs. The policies regarding academic misconduct are set forth in the institution's Student Code of Responsibilities and Conduct, also located at <http://www.se.edu/dept/student-life/files/handbooks/2015-2016-Student-Handbook.pdf>.

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## **Course Format**

### **Course Learning Objectives**

The objectives of this list are directly linked to the objectives of the Computer Information Systems Program. The superscripts at the beginning of each course objective are links to the specific Computer Information Systems Program objectives. A list of the program objectives can be found at the following link <http://homepages.se.edu/ccps/home/computer-information-systems-program/>

Using information found in the textbook and library, students will be able to:

- ✓ <sup>4</sup>Describe an information system and its components.
- ✓ <sup>4,6</sup>Describe the phases and objectives of the systems development life cycle.
- ✓ <sup>3,6</sup>Have a working knowledge of software tools to develop information systems.
- ✓ <sup>5,6</sup>Know the responsibilities and skills of a systems analyst.
- ✓ <sup>6</sup>Understand the importance of the strategic planning process; know the purpose of a mission statement and how to carry out fact-finding procedures.
- ✓ <sup>4</sup>Understand multi-method coverage, including a comparison of structured, object-oriented, and agile systems development methods
- ✓ <sup>5</sup>Describe how to conduct a successful interview.
- ✓ <sup>5</sup>Understand the value of documentation methods.
- ✓ <sup>4</sup>Describe data flow diagrams, their symbols, and use.
- ✓ <sup>4,6</sup>Know the use for a data dictionary and process descriptions and what they contain.
- ✓ <sup>6</sup>Understand the advantages and disadvantages of custom versus purchased software.

- ✓ <sup>6</sup>Know the components and differences of a RFP and RFQ.
- ✓ <sup>6</sup>Understand logical and physical design.
- ✓ <sup>4,6</sup>Describe top-down design and modular design.
- ✓ <sup>5</sup>Understand the importance of testing and training for all user groups.
- ✓ <sup>4,5,6</sup>Understand standard maintenance procedures.

### **Blackboard Course Menu**

**Course Home Page** - Here, students may obtain quick information regarding announcements, assignments due, etc.

**Announcements** - Announcements may be used to clarify assignments, make changes in the schedule, provide holistic feedback to the class, etc.

**Start Here** - This section will contain the syllabus, the instructor's contact information, course policies, etc.

**Course Work** - Here students will find a folder for each week of the course. All the content, assignments, etc. will be placed into the appropriate week's folder. You will find an outline of contents on the front of the folder.

**Henry G. Bennett Library** - This is a convenient link to the SE online library.

**Student Tools** – Students may access student tools from this area, including grades. They can also email the instructor or classmates from here.

**Student Email** - All university announcements and other communication with instructors will be sent to student email. This link gives quick convenient access to student email.

### **Weekly Folders**

There are sixteen weekly folders, located on the Blackboard Home page tabs, containing all course exercises and activities. Students will collaborate with the instructor and each other face to face and via the online tools provided by Bb, including discussion boards. All assignments will be posted to Bb within the corresponding weekly folder. On the front of the folder is a brief overview. It will give you a summary of the contents of the folder and the weekly objectives. Assignments, Discussion Boards, and Exams are contained in the sub-folders. The course content will become available as the semester progresses through the course, with due dates listed for each assignment. Please note that early submission of an assignment will not result in the assignment being graded earlier.



## Course Calendar (Assignment Schedule)

Week	Assignment	Due by 11:59pm on	Points Possible
1	Course Introduction, Writing Assignment, DB	August 26	DB – 5 Extra Credit points Writ. Assign. – 100 pts <i>*Chapter Exercises = 60</i> DB = 30 (10 for initial post, 10 each for two required replies) Weekly Quiz = 10*
2	Chapter 1, The Systems Development Environment	September 2	DB – 30 pts Quiz – 10 pts Ch. Assign. – 60 pts
3	Chapter 2, The Sources of Software	September 9	DB – 30 pts Quiz – 10 pts Ch. Assign. – 60 pts
4	Chapter 3, Managing the Information Systems Project	September 16	DB – 30 pts Quiz – 10 pts Ch. Assign. – 60 pts
5	Exam 1 – Chapters 1, 2, 3	September 23	Exam – 100 pts
6	Chapter 4, Systems Planning and Selection	October 30	DB – 30 pts Quiz – 10 pts Ch. Assign. – 60 pts
7	Chapter 5, Determining System Requirements	October 7	DB – 30 pts Quiz – 10 pts Ch. Assign. – 60 pts
8	Chapter 6, Structuring System Requirements: Process Modeling	October 14	Quiz – 10 pts Ch. Assign. – 60 pts
9	Chapter 7, Structuring System Requirements: Conceptual Data Modeling	October 21	Quiz – 10 pts Ch. Assign. – 100 pts
10	Exam 2 (Chapters 4, 5, 6, 7)	October 28	Exam 2 – 100 pts
11	Chapter 8, Designing the Human Interface	November 4	DB – 30 pts Quiz – 10 pts Ch. Assign. – 60 pts
12	Chapter 9 (read only) Chapter 10	November 11	DB – 30 pts Chapter 10 Quiz – 10 pts Ch. 10 Assign. – 60 pts
13	Appendix A Design Activity	November 18	Appendix A – 60 pts Design Activity – 100 pts
Thanksgiving Break			
14	Design Activity Semester Project	December 2	Design Activity – 100 pts
15	Semester Project	December 9	200 pts
16	Finals Week – Final Exam dates will be posted in BB	December 14	100 pts

*\*Approximate time expectations are given for each task in the course, but individually, you may spend more or less on any given item depending on your reading speed, the need to re-read content, your general abilities with technology/computers, and how quickly you comprehend the subject and requirements.\**



## **Grading Policy**

The course grading scale is based on a points system. The listed points may vary if the weekly schedule is modified. Each activity will incur points. 15 points will be awarded for REQUIRED participation on the Discussion Board (5 for the original post, 5 for each of two required replies). Module/Chapter Tutorials, Review Questions, and Case Problems are worth 50 points each. Quick Check and WordPress activities are worth 20 points. Each Module Exam is worth 100 points. The Final Exam is worth 100 points.

Missing an examination **without an approved excuse will result in a grade of zero on the exam**. There will be no makeup exams except in cases of emergencies. It is your responsibility to meet deadlines and timelines.

### **\*\*SAMPLE SCORING\*\***

Discussion Boards (7)	210
Chapter Assignments (9)	540
Chapter Quizzes (9)	90
Design Activity (3)	300
Writing Assignment (1)	100
Module Exams (2)	200
Semester Project (1)	200
Final Exam	100
Cumulative Total	1740

The grading scale for this course is:

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>F</b>
90 - 100	80 - 89	70 - 79	60 - 69	0 - 59

*Rounding to the next letter grade is NOT AUTOMATIC and will be at the discretion of the instructor.*

## **Instructor Feedback**

Students should expect a timely response to email questions and prompt grading and posting of assignments. Instructor feedback will be provided to students in 3 business days or before the next assignment is due. Unless an announcement was posted indicating my lack of availability, you should receive a response to your email within 24 hours (excluding holidays and/or weekends). All email course correspondence will be sent to your official SOSU student email account, and you should do your best to send course emails from your SOSU student email account. Be sure to include your name in the body of every email you send as well as the assignment you are referencing.

Instructor Expectations of Students – All students are required to produce their own work unless the activity has been designed as a group project. Evidence of cheating will result in at least a zero for that activity. Students are expected to complete all assignments by the due date, participate in class discussions, and when difficulties arise, contact the instructor.

***\* The instructor reserves the right to make adjustments to the syllabus and/or grading policy as needed in order to meet the instructional needs and goals of the class. Students will be notified of any adjustments to the syllabus.\****

## **Semester Calendar**

The Full Academic Calendar for Summer 2018 and Fall 2018 semesters can be found online at <http://www.se.edu/dept/registrar/calendar/>. Visit the link for information on dates to add, drop, or withdraw from classes.