



## Syllabus



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# COURSE SYLLABUS

## MGMT 623: Systems Analysis & Design - 4 Credits

Online

Fall, 2008

September 13 - December 12;

*(Holidays: Veteran's Day, November 11 & Thanksgiving Break: November 22-28)*

Last Updated: July 30, 2008



**Instructor: Instructor: Joyce K. Kelty, MBA**

**Contact Info: [joyce\\_kelty@yahoo.com](mailto:joyce_kelty@yahoo.com) *(I will check this email approximately twice a week. After the course begins please use Blackboard private Messages except in the case of an emergency.)***

### Course Description

This hands-on course introduces learners to the role of the systems analyst in the development of information system for organizations. The systems analyst is a problem solver. As such, this course emphasizes development of effective solutions and communicating those solutions to the development team. Use of accepted design techniques, project management approaches, written and verbal communication, collaboration and teamwork, and organizational tools prepares the learner for the many demands of an entry-level systems analyst.

### Prerequisites

CMPL 515, Programming Fundamentals or CMPL 612, Advanced Software Tools.

### Learning Outcomes

At the completion of the course, learners will be able to:

1. Describe the role of systems analyst within the organization.
2. Discuss the skills required to conceptualize an information system.
3. Demonstrate the skills required to translate user requirements into concepts understood by designers/technicians.
4. Analyze the requirements of and design components for an information system.
5. Lead a design project from conceptualization through to preparation for implementation.

### Course Resources

#### Textbook(s):

**Introduction to Systems Analysis and Design**, Jeffrey L. Whitten, Lonnie D. Bentley, McGraw-Hill Irwin 2008 Edition ISBN# 007340294X (may also be listed as ISBN#: 9780073402949 .)

**Textbooks are available via GSC's online bookstore, MBS Direct at: <http://bookstore.mbsdirect.net/gsc.htm>**  
(The course-CRN number for ordering this textbook is: 10161). Textbooks can also be purchased from MBS via

phone, mail or fax. For additional information, visit the [Online Bookstore](#) section of the college web site.

### Other Class Materials:

#### Software:

- **Element K:** 1-year subscription to online self-paced tutorials: Office Productivity & Design & Media Libraries. Please see course software page on course menu.
- **Microsoft Visio Professional 2007** This software will be provided to you at nominal cost under the terms of the Microsoft Developers Network Academic Alliance program. Licensing requirements and distribution methodologies will be detailed in the course.
- **MS Office & Excel:** If you don't have these programs on your computer, you might consider ordering them from UNH's Computer Store (see price list at [www.utc.unh.edu/prices.shtml](http://www.utc.unh.edu/prices.shtml)) or from one of the variety of other discount sites such as: [www.academicsuperstore.com](http://www.academicsuperstore.com), [www.journeyed.com](http://www.journeyed.com) and [www.gradware.com](http://www.gradware.com). In addition, these applications are accessible in all Granite State College computer labs if needed.

**PLEASE NOTE:** It is the learner's responsibility to have purchased all required course materials before the start of the course. Learners are expected to meet all course expectations even if the shipment of a required textbook or other learning resource is delayed. Be sure to choose the shipping option that will get your text/resource delivered in a timely manner.

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## Blackboard Orientations

**There are no face-to-face sessions for this course.** If you have never taken an Online Interactive Course (OIC) at the college, we highly recommend that you attend one of the [2-hour Blackboard Orientation sessions](#) available throughout the state. If you choose not to attend a face-to-face session, you are encouraged to complete the [Online Orientation with audio](#) at your own convenience.

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## Course Policies

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**Expectations:** As this is an online course, the primary method of communication is writing. If you feel your writing is not up to college level, please take advantage of the many opportunities Granite State College offers for assistance in this area. See the Academic Resources link found on the Resources page in your course menu. It is also important to keep up with the class and participate, participate, participate! Your questions and contributions are valuable to the class, and will help everyone learn.

#### Assignment Submission Requirements:

All written assignments should be submitted as an attached MS Word document. Your full name should be on every page of every assignment. All submitted files should follow the naming convention of *lastname\_assignment*. Assignments that do not follow this naming convention will not be accepted. Credit will be deducted from assignment submitted after the due date, unless you have previously discussed this with me.

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## Guiding Principles

This is a course that is structured to foster learning from your peers as well as from your instructor. Because the online

environment is a somewhat self-directed learning environment, it is important that we are all attentive to supporting the learning community. Community members help everyone grow by contributing materials and comments. You each have much to offer, by your questions, your contributions and your presence. While you aren't graded, per se, on your community-building efforts, experience shows that the learning experience is significantly enhanced by this activity.

## Description of Course Activities and Requirements

### Participation

Participation includes active involvement in the online course through regular course discussions, providing feedback on your peer's work, responding to my questions and posting your required materials on time.

### Analytic and Design Papers

Two short papers (3-5 pages) that address specific problems or issues in the development process are assigned, to demonstrate your ability to communicate both technical and non-technical concepts in writing.

### Term Project

Two of the specific outcomes of this course are: to learn to be a participant in an IT development team and to complete actual phases in the simulated development of practice information system. Additionally, written and oral communication skills are very important to the successful systems analyst. Therefore, a semester long-term project is a requirement for this course. You will work on a project using a detailed case study and a variety of resources available through the course. You will be part of a review team that will discuss the issues associated with the project and review each other's work. Several milestones will be required throughout the term.

To earn full credit for this project, you will submit your individual project components in a timely fashion, and provide feedback to your review team members' work consistently throughout the semester.

### Journal and Self-Assessment

At the beginning of the term you will establish your personal learning goals and objectives for this class. You will make regular entries into an online journal and submit portions of that journal for grading.

## Grading Percentages

Your final grade for the course will be calculated as follows:

Activity	% of Final Grade
Class Discussions and Participation (including assignments)	20%
Design and Analytic Papers	30%
Term Project	40%
Journal and Self-Assessment	10%
<b>Total</b>	<b>100%</b>

Grades in this class will follow the scale of Granite State College, where A/4.0 is awarded for Excellent work and F/0.0 is awarded for Failure/ No credit.

## Granite State College Standard Grading Scale

Grade	Percent	Grade Points	Level of Achievement
A	95-100	4.0	Excellent

A <sup>-</sup>	90-94	3.67	Good
B <sup>+</sup>	87-89	3.33	
B	84-86	3.0	
B <sup>-</sup>	80-83	2.67	
C <sup>+</sup>	77-79	2.33	*Acceptable
C	74-76	2.0	
C <sup>-</sup>	70-73	1.67	†
D <sup>+</sup>	67-69	1.33	Poor
D	64-66	1.00	
D <sup>-</sup>	60-63	0.67	
F	≤59	0	Failure, no credit

\*A grade of C or better is required to fulfill requirements in the major, minor, or general education core at GSC. Please consult the GSC catalog for details.

† A grade of C<sup>-</sup> or below generally does not transfer to other academic institutions.

## Course Schedule & Topics

This course is divided into four modules, each centered around important topics in the study of systems analysis and design, and supporting the described course outcomes. The outline of each of these modules, topics and general assignments is provided here. Each module begins on a Saturday and ends on a Friday. You will however have until the Sunday after the end of the module to submit assignments.

Note, though, that this schedule may change. Assignment due dates will be outlined on the Due Dates link in the course menu. Consider this information a guide to work for this course. More details on specific assignments are available in Course Contents within the course.

There are **NO face-to-face sessions** scheduled for this course. You will have access to the course beginning Wednesday, September 10, 2008 (5:00 PM).

Log into the course by September 14, 2008 and [respond to the questions in the Introduction forum on the discussion board](#). In addition, read all the content in the Introductions folder in Course Content.

Module	Topics	Text	Activities
<b>Module 1:</b> <b>The Context of Development Projects</b> <b>Sept. 13- Oct. 3</b> 3 weeks	<ul style="list-style-type: none"> <li>Who are the Players?</li> <li>What are the Building Blocks for Information Systems?</li> <li>How are Information Systems Developed and Managed?</li> <li>What is UML?</li> <li>How is Visio Used?</li> </ul>	Chapters 1-3	<ul style="list-style-type: none"> <li>Weekly discussion postings are due by end of each week</li> <li>Goals and Objectives due 9/21/08</li> <li>Module 1 Journal entries due 10/5/08</li> <li>Writing Assignment 1 due 9/28/08</li> <li>Writing Assignment 2 due 10/12/08</li> </ul>
<b>Module 2:</b> <b>Systems</b>	<ul style="list-style-type: none"> <li>What is the role of Systems Analysis in Information Systems</li> </ul>	Chapters 4-10	<ul style="list-style-type: none"> <li>Weekly discussion postings due</li> <li>Module 2 Journal entries due</li> </ul>

<p><b>Analysis Methods</b></p> <p><b>Oct. 4-31</b></p> <p><i>4 weeks</i></p>	<p>Development?</p> <ul style="list-style-type: none"> <li>• How and why are Requirements Discovered?</li> <li>• How and why is Data Modeled and Analyzed?</li> <li>• How and why are Processes Modeled?</li> <li>• What is Involved in Feasibility Analysis and Proposing a New System?</li> </ul>		<p>11/2/08</p> <ul style="list-style-type: none"> <li>• Term Project Milestone 1 due 10/26/08</li> </ul>
<p><b>Module 3:</b></p> <p><b>Systems Design Methods</b></p> <p><b>Nov. 1-Dec. 5</b></p> <p><i>4 weeks class time (includes Thanksgiving Break Nov.24-30th)</i></p>	<ul style="list-style-type: none"> <li>• What is involved in Systems Design?</li> <li>• How are Applications Architected and Modeled?</li> <li>• What are the Database Design Considerations?</li> <li>• How are Input and Output interfaces Designed and Prototyped?</li> <li>• What issues are associated with User Interface Design?</li> </ul>	<p>Chapters 11-17</p>	<ul style="list-style-type: none"> <li>• Weekly discussion postings due</li> <li>• Module 3 Journal entries due 12/7/08</li> <li>• Term Project Milestone 3 due 11/9/08</li> <li>• Term Project Milestone 4 due 11/23/08</li> <li>• ERD due 12/7/08</li> </ul>
<p><b>Module 4:</b></p> <p><b>Beyond Systems Analysis and Design</b></p> <p><b>Dec 6 - 12</b></p> <p><i>1 week</i></p>	<ul style="list-style-type: none"> <li>• What is the Systems Analysts role in Systems Construction and Implementation?</li> <li>• How are Systems Supported and Maintained.</li> </ul>	<p>Chapter 18</p>	<ul style="list-style-type: none"> <li>• Weekly discussion postings due by end of week</li> <li>• Module 4 Journal entries due 12/14/08</li> <li>• Self Assessment due 12/14/08</li> <li>• Term Project Milestone 5 due 12/14/08</li> </ul>

**Note:** The schedule above may change at the instructor's discretion.

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## Library Resources

Granite State College has a Virtual Library (<http://www.granite.edu/current-students/virtual-library/>) available 24/7 with access to the full-text of thousands of journals and professional periodicals, an online Reference Room, selected Internet resources, writer's resources, research and citation help, and a collection of tutorials. The databases are password protected.

See GSC Library tab in MyGranite for username and password. In addition, the **Library Info** link in the course menu provides direct links to research databases, *Research FAQs* and more.

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## Academic Resources and Information Services

Academic assistance to students is available at GSC Centers at no additional charge in such areas as basic skills

preparation in reading, writing and math; study skills and research and citation help. Academic Resources staff members work closely with faculty and students toward academic success. A whole range of tools is available, including study and time management tips, APA and MLA citation assistance, access to learning resources online, and feedback on course writing projects. To contact an Academic Resource and Information Coordinator, see the Academic Resource Link on the Resources page in the course menu or go directly to [http://bbresources.granite.edu/course\\_docs/acad\\_resources.htm](http://bbresources.granite.edu/course_docs/acad_resources.htm).

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## Technical Assistance

For assistance with issues related to accessing the MyGranite portal, GSC email, Webrock, online courses or other technical issues related to any of the Blackboard tools, please visit the GSC Technical Assistance Center (<http://bbresources.granite.edu/techassist/help.htm>) for answers to the most frequently asked questions or to submit an online help request form. Or call **1-888-372-4270** (Hours: M-F, 8:30-5:00, messages checked twice daily on weekends. Extended hours for the week before start of the term and first week of the term: M-Th, 8:00-7:00.)

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## Documented Disabilities / Americans with Disabilities Act

Granite State College will provide qualified individuals with disabilities the same educational opportunities available to persons without disabilities. When an individual's documented disability creates a barrier to educational opportunities, the College will attempt reasonable accommodation to remove the barrier. If you need assistance, we recommend that you make contact early to ensure that your requests can be reviewed prior to the start of each term. If you wish to apply for accommodations, contact your academic advisor or the Dean of Learner Services in Concord. See the complete Granite State College policy in the current college catalog for further details.

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## Academic Honesty

An academic community is based on honesty and integrity. Plagiarism, cheating, or other forms of academic dishonesty are not acceptable at Granite State College. Faculty and students have a joint responsibility to ensure the integrity of learning.

All work that you submit must be your own except in those instances when your instructor gives specific permission to collaborate. When quoting, summarizing or explaining ideas that are based on another's work, whether in print or online, make sure to cite references appropriately. Plagiarism is using another's words or even paraphrasing another's work without giving proper credit through the use of citations.

For Granite State College's complete [academic honesty policy](#), see the current college catalog.

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## Conduct in the Online Classroom

Membership in society implies minimal norms for civil behavior towards one another. It is Granite State College's expectation that all members of our college community treat faculty, staff, and fellow learners with respect. Learners need to be knowledgeable of and comply with college policies. Each individual is accountable for his/her actions and for the consequences of any behavior that is inconsistent with these values and expectations.

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## Institutional Assessment

Assessment is an ongoing process that enables the College to improve its programs, courses, and teaching methods. Institutional evaluation may be embedded in tests, exams, and other measurements of student learning. As members of a learning community, students, faculty, and staff will be expected to participate in the important process of assessment on occasion. Confidentiality of any data that identify participants is maintained.

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