

**DOWLING COLLEGE
SCHOOL OF BUSINESS
COMPUTER INFORMATION SYSTEMS**

Course Syllabus

Course: CIS 015 - Systems Analysis Methods CRN: 90104
Date: Fall 2001 - Thursdays 2:30 pm – 5:20 pm

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Office Hours: Mon - Thurs 1:00 – 2:00 pm
Friday 8:30 – 10:30 am [First 7 weeks only]
Other times by appointment

COURSE PREREQUISITES: CIS 2 or CIS 11

COURSE DESCRIPTION: This course is intended to introduce the student to systems concepts and systematic thinking. A major focus of the course is analyzing existing business information systems and developing ideas for proposed systems.

REQUIRED TEXTS:

Systems Analysis and Design, Shelly, Cashman, & Rosenblatt, 4rd ed. 2000.

Supplemental Web Site:

<http://www.scsite.com/sad4e/scr/>

RECOMMENDED DRAWING SOFTWARE:

SmartDraw (available on some lab computers; a reduced price copy is available from

<http://www.smartdraw.com/>; make sure to get version that has DFDs and ERDs.

Microsoft Visio (not available in labs; personal copies are expensive)

Also see:

**Dowling Library Home Page, Selected Web Sites, Business (and)
External Links in Blackboard**

TENTATIVE COURSE SCHEDULE – CIS 015

Class	Mtg	Date	Class Activities	Assignments / Readings Due
1.		9/6	Introduction; class policies; course overview LAB: Introduction to Blackboard Formation of teams	
2		9/13	Introduction to Systems Analysis & Design Preliminary Investigation	Text: Chapter 1 Text: Chapter 2
3		9/20	LAB	DUE: SCR-1 DUE: IW-1
4		9/28	No Class	DUE: IW-2 DUE: SCR-2
5		10/4	Requirements Modeling	Text: Chapter 3
6		10/11	Requirements Modeling, continued	DUE: IW-3
7		10/18	Mid-Term Exam	DUE: SCR-3
8		10/25	Data & Process Modeling	Text: Chapter 4
9		11/1	Data & Process Modeling, continued LAB	
10		11/8	Object Modeling	Text: Chapter 5 DUE: IW-4
11		11/15	Object Modeling, continued LAB	DUE: SCR-4
12		11/22	Thanksgiving Break	
13		11/29	Object Modeling, continued	DUE: IW-5
14		12/6	Transition to Systems Design	Text: Chapter 6 DUE: SCR-5
15		12/13	Review	DUE: SCR-6
		12/14 - 12/20	Final Exam Week	

COURSE REQUIREMENTS:

Students will be offered a variety of ways to learn and demonstrate mastery of the material. This course will have a number of homework assignments from the text, a group term paper, and two monitored exams. To reinforce good business habits, this class requires attendance, promptness, and participation.

COURSE POLICIES:

Workload

The workload for this course is not insignificant! You should be prepared to spend a good deal of time outside class working on assignments. Everyone has many demands on his or her time and energies. Good time management is important if you are to meet the responsibilities of this class, your other classes, and your other obligations. From time to time, as time permits, you may have some class time to work on papers or projects. However, you should **not** depend on it. You should plan your schedule for doing all class work outside of class.

Class Attendance

If you are absent from part or all of a class session, you are still responsible for the material covered and for any announced changes to class activities, class schedule, or project requirements. If you are unable to attend class on an assignment **due date**, you may turn in the assignment early to avoid late penalties.

Course Schedule

You are responsible for knowing announced due assignment/project dates and exam dates on the Course Schedule. This Course Schedule is tentative and may be adjusted to meet the needs of a particular course section. I will announce any changes in the schedule during class meetings. I will also post changes on Blackboard.

General Grading Policy

Grades will be determined on the following basis (subject to modification):

	<u>Percentages</u>		<u>Points</u>
Individual Assignments	25%	Individual Assignments	250
Team project	30%	Team project	300
Midterm Exam	20%	Midterm Exam	200
Final Exam	20%	Final Exam	200
Participation	05%	Participation	50
Total	100%	Total	1,000

Exams

The midterm exam will be given during regular class meetings (see Course Schedule). A final exam will be given during finals week at the date and time assigned by the College. All exams will be closed book. They will consist of some combination of multiple choice, true false, matching, fill-in-the-blank, and essay questions. Make-up exams will be given only for valid and documented reasons. If you miss an exam, contact the professor **within one week** to determine whether a make-up exam will be allowed.

In-class Assignments

Students should be prepared to discuss the review and discussion questions at the end of each chapter. Students are not expected to turn in written answers to the questions. If it becomes obvious that a significant number of class members are not prepared to discuss the questions, unannounced quizzes may be given.

Out-of-class Assignments

Team Project – SCR Associates mini-case

1. The SCR Associate mini-case is located at the end of each chapter.
2. This project is a team project. Each team should consist of 3-5 members. The ideal size for this project is probably four (4).
3. Team members will be graded on both the team effort and on individual effort. It is in your best interest to work together and to make sure every team member does his/her fair share of the work. All team members do not necessarily receive the same grade on assignments. It is to your advantage to work together to get these assignments done and for each team member to do his or her fair share of the work. If you have a team member not cooperating, it is up to the team to deal with it.
4. Each team name will consist of the first letter of each member's last name in alphabetic order. (example: Black, Jones, Smith, and Turner would have a team name of BJST). In case of duplicates or otherwise unacceptable names, the team(s) and the instructor will select an alternative name.
5. The project will consist of six (6) reports:
SCR reports:
answers to the questions in the text for each chapter's mini-case - per chapter - submitted periodically (see Course Schedule for due dates)
6. Filenames (and titles) must follow a certain format when submitted via Blackboard.
answers to the questions in the text for each chapter's mini-case:
SCR(chapter number)-(team name). Example chapter 3 for team BJST would be SCR3-BJST.
7. One and only one file will be accepted for each report from each team (unless notified otherwise). Each question's answer should be clearly labeled along with the team member responsible for that answer. A member of each team should have the responsibility of putting team members' sections into one properly formatted file.
8. The answers to the mini-case questions are to be created electronically (word processed, put in a spreadsheet, or drawn with a software drawing tool). **NO** hand written/drawn assignments will be accepted. Files should be submitted electronically on or before appropriate due date (see course schedule). Appropriate (and useful) drawing tools may include (but not be limited to) Visio and SmartDraw. Copies of SmartDraw are located in RC 102.

Individual Assignments

Chapter 1 – Apply Your Knowledge #2

Write a brief (approximately one page) description/discussion of what you found.

Chapter 2 – Apply Your Knowledge #1 (1&3)

Identify question number and be specific and very clear with labeling of items that answer each question.

Answers may be in list format. They do not have to be in paragraph format.

Chapter 3 – Chapter Assignment #1

Chapter 4 – Chapter Assignment #3

Describe the example in a similar fashion to those examples in the text as well as drawing both a decision table and a decision tree.

Chapter 5 – Apply Your Knowledge #1

Filenames (and links) must follow a certain format when submitted via Blackboard.

IA(Chapter number)-(your last name). Example: if I submitted a chapter 3 report and my last name is Popejoy, my filename would be IA3-Popejoy.

Homework

Assignments are due at the **beginning** of class on the due date (see Course Schedule). An initial 5% penalty may be deducted from late projects. An additional 10% penalty may be deducted from assignments turned in the next day and for each additional week the project is late. You may turn in assignments early, particularly if you know you can't attend class on the due date. There is no bonus for turning in an assignment early, only avoidance of penalty. The professor may extend project due dates at her discretion.

Assignments are to be created electronically (word processed, put in a spreadsheet, or drawn with a software drawing tool). **NO** hand written/drawn assignments will be accepted. Files should be submitted electronically on or before appropriate due date (see course schedule). See separate sections for file naming conventions. Appropriate (and useful) drawing tools may include (but not be limited to) Visio and SmartDraw. Copies of SmartDraw are located in RC 102.

It is preferred that you use MS Word for word processing and MS Excel for spreadsheets. If you use MS Works, be sure to save your file in either Word or Excel format before submitting it.

Electronic Contact with Professor

1. From time to time students will need to be in contact with the professor. This class will use Blackboard and e-mail.
2. The professor's e-mail address is listed at the beginning of this syllabus. You can use the e-mail feature of Blackboard or your own e-mail account.
3. In the SUBJECT line, students **MUST** put the course number (CIS 015) plus any brief description of the subject of the correspondence. E-mail messages without the course number in the SUBJECT line may not be accepted.
4. Students should check their Blackboard accounts/e-mail at least once a week. Always check the announcements.
5. Relevant documents and announcements will be posted to Blackboard by the professor.
6. Students will submit assignments to Blackboard's digital dropbox unless otherwise notified.
7. Do **NOT** email assignments.
8. Filenames must follow a certain format. If you do not follow this format, I may not be able to identify an assignment as belonging to you. Your grade could be affected. See individual and team project sections for more details.

You can access Blackboard anywhere you have web access. The URL is <http://webclasses.dowling.edu>, then follow the link to this class. You can also access Blackboard by following the link from the Dowling college home page. The URL is <http://www.dowling.edu>.

Professionalism

1. Treat the assignments in this class with the same degree of professionalism that you would an assignment for your job.
2. Neatness, grammatical correctness, and spelling will affect your grade.
3. **I will deduct** points for any misspelled words or major grammar errors.
4. I *strongly* suggest that you use the spelling checker and grammar checker available in most software packages. If you have any spelling or grammar problems that will not be caught by the software, ask a colleague or team member to review your writing.

5. I may also deduct points for not following instructions.

WARNING: SAVE YOUR WORK EARLY AND OFTEN!

Be sure to save your work relatively soon after beginning a project. You will also want to save your work periodically during a work session. Failure to save will not be accepted as an excuse for late work.

WARNING : BACK-UP YOUR DISKS EARLY AND OFTEN! Be sure to back-up your work before leaving the lab each time you work on these projects and before handing in the finished assignment! You may also want to back up your work periodically during a work session. Failure to have a backup will not be accepted as an excuse for late work!

WARNING : ENGAGE IN SAFE COMPUTING! Make sure you use virus protection on your computer. Check all files upon uploading and downloading.