



# SYSTEMS AND PROCEDURES

Course Syllabus

Date 11/17/11

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3 - 0 - 3.0

**COURSE NUMBER:** CPT 264

**PREREQUISITE(S):** CPT 114 with a minimum grade of "C"

**CO-REQUISITE(S):** N/A

**COURSE DESCRIPTIONS** This course is a study of Systems Development Life Cycle (SDLC). It covers the techniques of systems analysis, design, development, implementation and support.

**TEXTBOOK(S):** **Essentials of Systems Analysis and Design**, Valacich, Joseph S., George, Joey F. and Hoffer, Jeffrey A. Fifth Edition. Prentice Hall, ISBN: 0-13-706711-9, Bundle #: 0-13-611048-7

**REFERENCE(S):** N/A

**OTHER REQUIRED MATERIALS, TOOLS, AND EQUIPMENT:** Knowledge of:  
MS\_VISIO  
MS\_Project  
MS\_Office (Word, Excel, Access, Power Point)

**METHOD OF INSTRUCTION:** Lecture, Homework, Lab, Tests, Presentations

**GRADING SYSTEM:**  
90 - 100 = A  
80 - 89 = B  
70 - 79 = C  
60 - 69 = D  
Below - 60 = F

The standard mathematical procedure of rounding will be applied to arrive at a whole number percentage in final grade calculation.

**GRADE CALCULATION METHOD:**

Tests (3 Tests)	=	45%
Review Questions (10 chapters)	=	10%
Lab Assignments (8 projects)	=	25%
Final Group Project and presentation	=	20%
Total	=	100%

**ATTENDANCE  
POLICY:**

The student is responsible for punctual and regular attendance in all classes, laboratories, clinical, practica, internships, field trips, and other required class activities. The College does not grant excused absences; therefore, students are urged to reserve their absences for emergencies. When illness or other emergencies occur, the student is responsible for notifying instructors and completing missed work if approved for late submission by instructors.

The student is tardy if not in class at the time the class is scheduled to begin and is admitted to class at the discretion of the instructor.

Instructors maintain attendance records. However, it is the student's responsibility to withdraw from a course. A student enrolling in and attending at least one course session remains enrolled until the student initiates a withdrawal.

Withdrawal Policy: During the first 75% of the course, a student may initiate withdrawal and receive a grade of W. A student cannot initiate a withdrawal during the last 25% of the course. Extenuating circumstances require documentation and approval by the appropriate department head and academic dean.

Absences for Religious Holidays: Students who are absent from class in order to observe religious holidays are responsible for the content of any activities missed and for the completion of assignments occurring during the period of absence. Students who anticipate their observance of religious holidays will cause them to be absent from class and do not wish such absences to penalize their status in class should adhere to the following guidelines:

1. Observance of religious holidays resulting in three or fewer consecutive absences: Discuss the situation with the instructor and provide written notice at least one week prior to the absence(s). Develop (in writing) and instructor-approved plan which outlines the make up of activities and assignments.
2. Observances of religious holidays resulting in four or more consecutive absences: Discuss the situation with the instructor and provide the instructor with written notice within the first 10 days of the academic term. Develop an instructor-approved plan with

outlines the make up of activities and assignments.

**CLASSROOM  
CONDUCT:**

**ACADEMIC DISHONESTY:** Students are expected to uphold the integrity of the College's standard of conduct, specifically in regards to academic honesty. All forms of academic dishonesty including, but not limited to, cheating on assignments/tests, plagiarism, collusion, and falsification of information will call for disciplinary action. Disciplinary action imposed may include one or more of the following: written reprimand, loss of credit for assignment/test, termination from course, and probation, suspension, or expulsion from the College. For further explanation of this and other conduct codes, please refer to the Student Handbook.

**CELLULAR PHONES AND PAGERS/BEEPERS:** Cellular phones, pagers and beepers are not permitted to be turned on or used within the classroom. Use of these devices during classroom time will be considered a violation of the student code as it relates to “disruptive behavior.”

**CLASS/LAB  
PROCEDURES:**

All the assignments to be submitted on the blackboard. Five points will be deducted for each day a class exercise or project is late. One test (agreed by instructor) can be missed and replaced with final exam grade with 10 points deduction.

No smoking, drinking or eating is permitted in the classroom or lab at any time!

**ACCOMMODATIONS:**

Students who need special accommodations in this class because of a documented disability should notify Student Disability Services by calling (864) 592-4818, toll-free 1-800-922-3679; via email through the SCC web site at [www.sccsc.edu/resources/disabilities](http://www.sccsc.edu/resources/disabilities); or by visiting the office located in the East Building Room 30-B on the SCC Central campus. Contacting Student Disability Services early in the semester gives the College an opportunity to provide necessary support services and appropriate accommodations.

**The Learning Center**, located in the rooms E-2 & E-5 of the East Building, provides computers for your use. Check the website <http://www.sccsc.edu/resources/tutoring/tlc> or call 592-4968 for current semester operating hours.

**Inclement Weather Schedule:**

- Check SCC Web Site: [www.sccsc.edu](http://www.sccsc.edu)
- Tune to **Channel-7** Local T.V. Station (CBS)
- Tune to an FM/AM Local radio station

**Program Department Chair**

**Mrs. Marcia Schenck**

**592-4839**

**[schenckm@sccsc.edu](mailto:schenckm@sccsc.edu)**

**COURSE OUTCOMES  
& OBJECTIVES:**

**Upon satisfactory completion of this course, the student will be able to:**

- I. Describe the system development environment
  1. Explain Information systems analysis and design
  2. Define a system and its parts
  3. Define the role of systems analysts in system
  4. Explain how to manage information systems
  5. Describe in details the SDLC
- II. Identify ways to manage the information systems projects
  1. Explain how to initiate the projects
  2. Explain how to plan the projects
  3. Explain how to execute the projects
  4. Explain how to close down the projects
- III. Define system planning and selection
  1. Identify and select information systems projects
  2. Assess project feasibility
  3. Assess economic feasibility
  4. Assess other feasibility concerns
  5. Explain how to build the baseline project plan
  6. Explain internet basics
- IV. Determine all the system requirements
  1. Define deliverable and outcomes
  2. Describe traditional method to determine requirements
  3. Describe modern methods to determine requirements
  4. Identify the radical methods to determine requirements

- V. Describe structuring system requirements: Process modeling
  - 1. Describe methods to process modeling
  - 2. Define Data Flow Diagramming (DFL) mechanics
  - 3. Describe how to use DFL in the analysis process
  - 4. Define logic modeling
  
- VI. Describe structuring system requirements: Conceptual Data modeling (CDM)
  - 1. Define conceptual data modeling
  - 2. Describe the methods of gathering information for CMD
  - 3. Introduce the Entity-relationship modeling (E-R modeling)
  - 4. Describe conceptual data modeling
  - 5. Define cardinalities in relationships
  
- VII. Summarize selecting the best alternative design strategy
  - 1. Generate alternative design strategies
  - 2. Identify issues to consider in generating the alternatives
  - 3. Identify the sources of software
  
- VIII. Describe designing the human interface
  - 1. Describe the methods to design forms and reports
  - 2. Describe the methods of formatting forms and reports
  - 3. Introduce designing interfaces and dialogues
  
- IX. Introduce to design databases
  - 1. Describe methods for database design
  - 2. Explain relational database model
  - 3. Describe normalization concept
  - 4. Associate the methods to transform E-R into relations
  - 5. Introduce logical database design
  
- X. Describe systems implementation and operation
  - 1. Describe software application testing
  - 2. Describe installation
  - 3. Introduce different types of documentation
  - 4. Introduce the concept of training and support
  - 5. Summarize the process of project close down
  - 6. Explain the systems maintenance