



CPT 264 – Systems and Procedures

Information Systems Technology Department

Semester:

Catalog Course Description: This course covers the techniques of system analysis, design, development, and implementation.

Prerequisite(s): CPT 236

Credit Hours: 3.0

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Textbooks: *Systems Analysis & Design*, 9th ed., by: Shelly, 2011. Cengage Publishers.
ISBN#: 0-538-48161-7.

Course Objectives: Upon completion of this course, the student should be competent to perform the following tasks:

1. Conduct a complete systems analysis for a company using the old system as a model for a new system.
2. Be able to explain the Systems Development Life Cycle model.
3. Develop project flow charts, and data flow diagrams.
4. Establish data requirements.
5. Design files.
6. Formulate a system description using the concepts of UML.
7. Establish software specifications.
8. Implement the new system.
9. Document the new system.
10. Monitor use of the new system.

Course Outcomes and Competencies:

Intended Course Outcome:

Construct Data Flow Diagrams

Course Competency:

Given a clear description of how an information system transforms input data into useful information, students will be able to construct a data flow diagram:

- (1) which illustrates knowledge and correct use of data flow diagram symbols,
- (2) which demonstrates understanding of leveling and balancing.

Performance Measurement Instrument:

Students will be graded on homework assignment which should require:

- (1) a context diagram for the system;
- (2) a level 0 diagram for the system;
- (3) at least one lower level diagram.

The assignment will be evaluated on a standard rubric developed by Computer Technology faculty.

Attendance Policy:

Students may not miss more than 15% of scheduled classes and attendance assignments, regardless of the reason for the absence. After exceeding this limit, a student will be withdrawn from the class by the instructor. Should the maximum allowable absences be exceeded, a "W" will be submitted to the registrar unless that last absence is after the midterm and the student is failing the course. In that situation, the student will receive a "WF". Official student holidays and college closings will not count against the student.

Semester Type	Typical Number of Meetings/Assignments	Maximum Allowable Absences	Withdrawn After Missing
Full Semester	28	4	5
Session I/II	14	2	3

In-Class Roll Taking:

Attendance will be taken at the beginning of the class period. Students not answering to the roll call or signing the attendance sheet at that time will be marked absent. Students arriving late may check-in with the instructor after class in order to be marked tardy. Three marks of tardy will count as one absence. Students are required to remain in class until class is dismissed, and will otherwise be marked absent, unless prior arrangements are made in advance with the instructor. Attendance records will not be changed retroactively after the scheduled class meeting.

Off-Campus Roll Taking – Internet & Hybrid:

Off-Campus Attendance is defined as completing a specific attendance assignment by its due date. Within this syllabus, certain assignments are listed as those attached to attendance roll taking. Failure to complete the attendance assignment by its due date is considered an absence. For Internet only classes all of your attendance is taken with this method. For Hybrid courses, attendance is a combination of scheduled classes and those off-campus attendance assignments.

Withdrawal: Should the maximum allowable absences be exceeded prior to midterm, a "W" will be submitted to the registrar to be recorded on the student's transcript. Should the maximum allowable absences be exceeded after midterm, a "W" will be submitted to the registrar if the student was passing the course at the time of withdrawal OR a "WF" will be submitted if the student was failing the course at the time of withdrawal.

Course Grading: To be announced by instructor.

Grading Scale:

94-100	A	Superior Work
87-93	B	Good Work
78-86	C	Average Work
0-77	F	Unsatisfactory Work

Note: Students must earn a grade of “C” or better in all the courses offered within the Information Systems Technology Department for the grade to be counted toward graduation.

Course Topic Outline/Course Calendar with Assignments: Will be provided by instructor.

PLEASE NOTE: Should change become necessary, the instructor reserves the right to adjust the requirements, pace, or scheduling of this course. Any change will be announced in class before it becomes effective.

College Policies and Expectations

<http://www.midlandstech.com/edu/ed/ism/cpt/syllabi/AcademicAffairsStudentGuidelines.pdf>