



COURSE OUTLINE

CSC*250 – Systems Analysis and Design
CRN 3078
Fall 2021
ONLINE

My Contact Information

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During the semester we will be working with Blackboard and MyLab. Primary way of communication will be thru Blackboard. Please send all class related emails via Blackboard. I will communicate all class related matters via Blackboard. It is your responsibility to check your class related email **regularly** for all communications. Emails are not sent to personal email accounts

“Emails regarding college/class business will be sent to Tunxis issued emails only. Furthermore, a past feature that allowed students to have emails automatically transferred to their personal email accounts (Gmail, Yahoo, etc.) will no longer be supported by BOR (“security issues” cited with the automatic transfer).”

Course Description: The principles of systems analysis design, a basic framework for an analytical method, are presented. The students are given a practical business problems is guided in the analysis design of automated solutions.

Prerequisite: C- or better in Programming Logic and Design with Visual Basic (CSC*126); Co-requisite: Database Design I (CSC*231)



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Material of Instruction:

A. **Required Textbook:**

Systems Analysis & Design (w/MindTap Access) Edition: 12th
By Tilley
ISBN: 9780357117811
Publisher: Cengage Technology

B. **MindTap**

MindTap is a new personalized program of digital products and services that engages students with interactivity while also offering text book content, platform, devices, and learning tools. At the core of MindTap is MindTap Reader, which is a new interactive browser-based platform that adds significant reading and learning functionality embedded within the context of text and other elements including video/audio, annotations, activities, and applications materials. Your textbook (if you purchased from college bookstore) includes MindTap license. If you purchased textbook from other than college bookstore, you need to purchase MindTap license separately from Cengage.

On blackboard, Under getting started, Mindtap contents of systems Analysis and design are embedded.

To enroll in MindTap, please click **Cengage – MindTap** tab on Blackboard and follow the prompts

C. **Technology Use Expectation:**

Blackboard Learn, Microsoft Office, MindTap

ACADEMIC EXPECTATIONS:

- **Academic Honesty:** Plagiarism and cheating are serious offenses and may be punished by failure on exam, paper or project; failure in course; and or expulsion from the college. For more information, refer to the "Academic Dishonesty" policy in the college Catalog.
- **Quiz and Case Project & Discussion topics:** Each week quiz, Questions and Discussion topics will be posted on MindTap. All Quiz, Questions and discussion topics will be submitted through the MindTap. A grade module will keep you informed of your grades throughout the semester. **I encourage you to use the Blackboard Message to communicate with me regarding this course.**
- **Exams:** There will be three exams during the semester. Exams will be posted on exam Module in Blackboard. Exam dates are given in course outline. **All exam are mandatory.. Makeup exam, quiz, questions and discussion topics will not be given.** It is the responsibility of the student to be aware of exam and all assignments dates.

Evaluation & Grading

Percentage Breakdown:

Exams	50%
Quizzes	10%
Chapter questions	20%
Case & Discussion Topics	20%

Letter	Average	Letter	Average
A	93-100%	C	73-76%
A-	90-92%	C-	70-72%
B+	87-89%	D+	67-69%
B	83-86%	D	63-66%
B-	80-82%	D-	60-62%
C+	77-79%	F	< 60%

Attendance & Makeup Policy

- As this is an online class, you are expected to log in to Blackboard Learn and complete work according to the class assignment schedule. It's important for you to stay with schedule without any procrastinating. You are responsible for submitting completed assignments, Quiz and Exams prior to due date and time.
- Makeup exam and Quiz will not be given. It is the responsibility of the student to be aware of exam, Quiz and homework assignments and projects

Blackboard Learn

A copy of this course Syllabus, Chapter PowerPoints, Exams and assignments, will be posted on Blackboard Learn. The majority of our course materials will only be available on Blackboard. You are strongly encouraged to visit Blackboard on a regular basis to download and print these course materials. To access Blackboard Learn, you need to login to myCommnet at <http://my.commnet.edu>. You can also link to myCommnet from the Tunxis home page. You will need your NetID and your password.

Topical Outline

W/E	Chapters covered	Suggested study activities/Lab Assignments/Quiz schedule/Home work
Aug 26 – Sep 4	Chapter 1	MindTap Enrollment
Sep 5– Sep 11	Chapter 2	Chapter 1 - Quiz, Questions, discussion topics Posting Date: Sept 5 Due date Sept 11
Sep 12– Sep 18	Chapter 3	Chapter 2 - Quiz, Questions, discussion topics Posting Date: Sept 12 Due date Sept 18
Sep 19 – Sep 25	Chapter 4	Chapter 3 - Quiz, Questions, discussion topics Posting Date: Sept 19 Due date Sept 25
Sep 26– Oct 2	Exam Chapters 1 - 4	
Oct 3– Oct 9	Chapter 5	Chapter 4 - Quiz, Questions, discussion topics Posting Date: Oct 3 Due date Oct 9
Oct 10 – Oct 16	Chapter 6	Chapter 5 - Quiz, Questions, discussion topics Posting Date: Oct 10 Due date Oct 16
Oct 17 – Oct 23	Chapter 7	Chapter 6 - Quiz, Questions, discussion topics Posting Date: Oct 17 Due date Oct 23
Oct 24 – Oct 30	Chapter 8	Chapter 7 - Quiz, Questions, discussion topics Posting Date: Oct 24 Due date Oct 30
Oct 31 – Nov 6	Exam Chapters 5-8	
Nov 7– Nov 13	Chapter 9	Chapter 8 - Quiz, Questions, discussion topics Posting Date: Nov 7 Due date Nov 13
Nov 14 - Nov 20	Chapter 10	Chapter 9 - Quiz, Questions, discussion topics Posting Date: Nov 14 Due date Nov 20
Nov 21 – Nov 27	Chapter 11 Thanksgiving	Chapter 10 - Quiz, Questions, discussion topics Posting Date: Nov 21 Due date Nov 27
Nov 28 – Dec 4	Chapter 12	Chapter 11 - Quiz, Questions, discussion topics Posting Date: Nov 28 Due date Dec 4
Dec 5– Dec 11	Final Exam (Chapters 9,10,11,12)	

student stops attending class, however, fails to officially withdraw from the course, a grade of “F” will be recorded on the student’s record. To be official, all “W” must be processed by the records office. (For further information regarding withdrawals, grading other academic information please refer to the college catalog)

All Quiz, Questions and discussion topics will be posted on MindTap

Note: Course outline is subject to subsequent modification at the discretion of the instructor.

RESOURCES, POLICIES & PROCEDURES

The Tunxis Values and Principles—integrity, responsibility, respect, excellence, open communication, and humor and well-being—guide the important work of our college community. We hope these policies and statements will help all students to achieve their educational and career goals in a welcoming and inclusive environment.

STUDENT SUCCESS STATEMENT

Tunxis Community College is committed to helping all students set and achieve their personal and professional goals, resulting in degree and certificate completion, transfer pathways, personal enrichment and career success.

EQUITY STATEMENT

Tunxis Community College is committed to dismantling the barriers facing underserved students, focusing on policies, practices, and behaviors that result in students feeling supported and valued.

ACADEMIC INTEGRITY

Tunxis is committed to academic integrity and we expect our students to be academically honest. The work you submit, including tests, papers, reports, presentations, or written ideas, must represent only your own academic achievement and knowledge.

Academic Dishonesty includes, but is not limited to:

- Plagiarism (submitting another person's work as your own or submitting work which includes borrowed words or ideas without proper citation)
- Copying to any extent the work of another student
- Intentionally assisting another student during an examination
- Having access to material related to an examination during an examination
- Possessing or having access to unauthorized copies of an examination
- Departing from any stated examination conditions

Plagiarism and cheating will be reported to the Dean of Academic Affairs and may result in suspension, expulsion, or removal of college privileges.



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COVID-19 SAFETY POLICIES

- Enter campus through the 100 Building (flagpole) or 700 Building entrance. All students must sign-in using their college ID whenever accessing the campus.
- All students and employees must wear facemasks when on campus and maintain social distancing at all times.
- All students must submit proof of vaccination or complete a waiver request.
- If a student has a medical condition which prevents them from wearing facemask/covering while on campus, they must request an accommodation from the Academic Success Center 860-773-1526.
The student cannot come on campus until the center reviews the request and appropriate documentation.

RECORDING OF CLASS SESSIONS

- Class sessions may be recorded and uploaded to Blackboard and shall be used for the purpose of completing course assignments only. Unless prior permission is obtained or reasonable accommodation granted, students are not permitted to record classes. Students participating in the virtual classroom should refrain from sharing personally identifiable information from education records. Additionally, U.S. Copyright Law, Connecticut State law, or relevant collective bargaining agreements protect the intellectual property of the faculty member, CSCU or Tunxis Community College, which may include, but is not limited to: lectures, demonstrations, or performances. Any redistribution of recordings without the faculty's or the institution's prior approval constitutes academic misconduct and may result in disciplinary sanctions. CSCU or Tunxis Community College reserves the right to delete the class recordings pursuant to CT State law retention requirements after the period of instruction is over.

COURSE WITHDRAWAL POLICY

If you stop attending class or submitting work but do not formally withdraw from the course, then you will receive zeros for all missing work, and they will be calculated in your final grade. To formally withdraw, you need to go the Records Office. Instructors cannot assign a grade of "W" to students who simply stop attending class and/or submitting work.

If you are thinking about withdrawing from a class, speak to the instructor first. The instructor will be able to give you an idea of how you are doing overall and may be able to offer you suggestions for improvement and explain other options available.

Withdrawing from a class can impact your current funding (e.g. Financial Aid, Veteran's benefits or Scholarships, etc.) and may also impact your FUTURE funding. For more information: www.Tunxis.edu/offices-departments/records-office-registrar/information-and-services-for-students/information-and-services-for-students-changing-your-schedule/



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STUDENT CODE OF CONDUCT

At Tunxis, we work to create a community where individuals are respected and valued, and interact and communicate effectively and respectfully. You are expected to behave according to the standards of the College as listed in the “Student Code of Conduct” in the Tunxis Catalog. Failure to comply with the College’s guidelines for conduct may result in disciplinary action as outlined in the Student Discipline section of the Tunxis Catalog.

CLASS CANCELLATIONS

If class is cancelled by Tunxis due to inclement weather conditions or other emergency, students will be notified via the school’s web page and myCommNet Alert. Alerts are sent out via text, email, and voicemail. All students are automatically enrolled in the alert system based on the phone number entered at time of admission. You are strongly encouraged to review and update your information at my.commmnet.edu. Follow these instructions: <https://cscu.edusupportcenter.com>

Although closing information may be broadcast on local news and radio stations, you are encouraged to check the college website or information line for the latest closing information. If class is cancelled by your instructor, students will be informed by an official college notice posted at the door of the classroom.

ACADEMIC SUCCESS & TUTORING CENTER

Free tutoring, study labs, and workshops may be available for this course. For more information visit www.tunxis.edu/asc.

Students with Disabilities (including short-term impairments): If you are a student with a documented disability and you believe you will need accommodations or academic adjustments for this class, it is your responsibility to contact the Office of Student Accessibility Services at TX-DS@Tunxis.edu or 860-773-1524. To avoid any delay in receipt of accommodations or academic adjustments, you should contact the Office of Student Accessibility Services as soon as possible. In response to your request, the Office of Student Accessibility Services may ask you to provide supporting medical documentation, diagnostic test results or professional prescriptions to evaluate your request for the accommodations or academic adjustments. The Office of Student Accessibility Services may also obtain its own professional determination of whether specific requested accommodations or academic adjustments are necessary. Please note that accommodations or academic adjustments cannot be provided until approved and an accommodation letter from the Office of Student Accessibility Services has been received by faculty and student. If you experience a temporary impairment or medical condition, and it interferes with your schoolwork, call 860-773-1524. For full information: www.tunxis.edu/asc/disability-services



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ADDITIONAL RESOURCES

If you find yourself experiencing personal difficulties which are impacting your ability to be successful in college, please contact your advisor or faculty member or reach out to our Counseling Office for assistance. Email Tx-counseling@tunxis.edu or stop in the Counseling Center for access to emergency gift cards, gas cards, thePantry@Tunxis (our food pantry), Tunxis' clothing closet, and more. For more information, please go to: www.tunxis.edu/student-services/academic-advising-and-counseling/

TITLE IX: DISCRIMINATION, HARASSMENT, & SEXUAL MISCONDUCT REPORTING

Tunxis is committed to fostering a safe and productive learning environment. Title VII, Title IX, Board of Regents, and Tunxis policies prohibit harassment, discrimination, and sexual misconduct. Sexual harassment (including sexual violence) refers to behavior that interferes with an individual's work or academic performance, or creates an intimidating, hostile, or offensive work or academic environment. Sexual harassment in any form will not be tolerated at Tunxis.

We encourage anyone experiencing harassment, discrimination, or sexual misconduct to talk with a Tunxis faculty or staff member so they can get the support they need and Tunxis can respond appropriately. A list of resources and contacts are available at www.Tunxis.edu/student-services/crisis-services/titleix/

ADDITIONAL COLLEGE POLICIES & INFORMATION

Please review all college and Board of Regents