

### SAAD 1001

### TENTATIVE WORK PLAN

## Introduction to Systems Analysis and Design

### FACULTY INFORMATION

Name Sharla Rolfe-Hunter  
 Email [sharla.rolfe-hunter@nsc.ca](mailto:sharla.rolfe-hunter@nsc.ca)  
 Office Telephone MS TEAMS  
 Campus Annapolis Valley Campus - COGS  
 Office Location Room 114B COGS  
 Availability Monday – Thursday 3:30 – 4:30 pm  
 Other times by appointment only

**Academic Chair:**  
 Monica Lloyd  
 902-584-2056  
[monica.lloyd@nsc.ca](mailto:monica.lloyd@nsc.ca)

**Administrative Assistant:**  
 Angie Publicover  
 902-584-2103  
[angie.publicover@nsc.ca](mailto:angie.publicover@nsc.ca)

### TEXTBOOK / RESOURCE REQUIREMENTS

None

### SUPPLIES / ADDITIONAL RESOURCES

Posted on the Course Brightspace Site

### ACCREDITATION / EXTERNAL CERTIFICATION

Not Applicable

### ASSESSMENT AND EVALUATION METHODS

A variety of informal and formal methods may be used for assessing and evaluating your learning, including but not limited to:

- Assignments
- Projects & Presentations
- Final Exams
- Peer & Self Assessments

### Evaluation Scheme:

Assignments 5 @ 7% each .....	35%
Project .....	25%
Final Exam.....	40%
Total.....	100%

Under normal circumstances, evaluations submitted on time will be graded, and marks posted to Brightspace approximately one week after the evaluation due date. Grades will be posted on the Course Brightspace site.

### Late Submissions

Assessments and evaluations must be handed in before the specified due date. Late submissions may not be accepted after assignments have been corrected and returned to other learners. Late penalty – 10% per day. If you cannot complete an evaluation, discuss your options with your faculty before the due date.

### Supplemental Evaluations

Students may be eligible to write supplemental evaluations however, not all courses are eligible for a course supplemental evaluation. Approval to exempt a course from eligibility for supplemental evaluation must be granted by the school Dean and the Director of Enrolment and Registrar. For more information speak with your faculty or Academic Chair.

## SAAD 1001 - TENTATIVE SCHEDULE

Because every learner is different, it is effective to align the pace, workload, and delivery strategy to the strengths of the learners. In a creative learning environment, **you should expect some variations** from this tentative work plan as well as a variety of informal assessments throughout the course.

Week/Unit	Topics/Description	Relevant Learning Outcome(s)	Value/Evaluation/ Due Dates (if applicable)
Week 1 Jan 4 - 5	<b>No Classes – Orientation for New Students</b>		
Week 2 Jan 8 - 12	Course Introduction Software Development Life Cycle & Models		
Week 3 Jan 15 - 19	Planning Phase		
Week 4 Jan 22 - 26	Planning Phase - Continued		
Week 5 Jan 29 - Feb 2	<b>Analysis Phase</b>	1	Assignment 1 – 7%
Week 6 Feb 5 - 9	<b>Analysis Phase - Continued</b>		
Week 7 Feb 12 - 16	Design Phase <b>Study Day (16) – No Classes</b>	1 & 2	Assignment 2 – 7%
Week 8 Feb 19 - 23	<b>Heritage Day (19) – College Closed</b> Design Phase - Continued		
Week 9 Feb 26 –Mar 1	Development & Implementation Phase	2 & 3	Assignment 3 – 7
Week 10 Mar 4 - 8	Development & Implementation Phase - Continued		
Mar 11 - 15	<b>Study Week – No classes</b>		
Week 11 Mar 18 - 22	Testing Phase	3 & 4	Assignment 4 – 7%
Week 12 Mar 25 - 29	Testing Phase - Continued <b>Good Friday (29) – College Closed</b>		
Week 13 Apr. 1 - 5	<b>Easter Monday (1) – College Closed</b> Installation and Maintenance Phase	4	Assignment 5 – 7%
Week 14 Apr 8 - 12	Project & Presentation	1 - 4	Project – 25%
Week 15 Apr 15 - 17	Final Exam	1 – 4	Final - 40%

## ADDITIONAL INFORMATION

### Inclusion and Integrity of the Learning Environment

We strive to ensure that equity, inclusion, and social justice are for all students, faculty, and staff. We commit to providing a safe and respectful working and learning environment where differences are valued, expected, and honored. Within this environment, students are required to demonstrate the values of respect, academic integrity, and honesty.

To support these goals, we have the following policies:

- Respectful Community
- Student Community Standards
- Employee Code of Conduct
- Sexual Violence
- Academic Integrity
- Academic Accommodations
- Educational Equity

For more information visit <https://www.nsc.ca/about/publications/policies-procedures/index.asp>

### Appealing a Final Grade

NSCC is committed to a fair, transparent, and timely approach to a student's right to challenge academic decisions and non-academic decisions that affect academic progress and standing.

If you feel your final grade is unreasonable, speak with your Faculty or Academic Chair about your concerns. If the issue is not resolved, you may pursue a formal appeal. Speak with your Student Services Advisor for more information on the [Student Appeals Policy](#), procedures, and your eligibility.

### Copyright

Copyright compliance is a legal responsibility. All students, staff, and faculty at NSCC are required to abide by the NSCC [Use of Copyright Materials Policy](#), [Fair Dealing Guidelines](#), and the *Copyright Act of Canada* when copying materials. This includes art, music, videos, sound recordings, images, printed works (books, journals, newspapers, etc.), and materials on the Internet. Check with your Campus Library if you have questions or visit our [Copyright Guide](#).

### Preparing for Learning

Your success in this course stems largely from your level of engagement and willingness to learn. Preparation, attendance, and participation are key factors in learning. If you feel overwhelmed, lost, or disengaged, speak with your faculty, Academic Chair, or Student Services Advisor about how we can help.

### Student Supports

Student Services provides you with a wide range of support. For more information, visit [Student Supports](#). For support with Brightspace contact the Technology Service Desk by visiting [servicedesk.nsc.ca](https://servicedesk.nsc.ca). Click *Create a Request* (Select "Brightspace (D2L)", then "Brightspace (D2L) Student Support"). Or, by phone, dial 902 491-6774 (press 4), or Toll-free: 1 877 491-6774 (press 4). For self-directed, how-to resources to aid in using Brightspace, visit the [Brightspace \(D2L\) Toolkit](#).

### Take care of yourself

As a student, you may experience a range of challenges that can interfere with learning, such as strained relationships, increased anxiety, substance use, feeling down, difficulty concentrating, or lack of motivation. This may impact your daily activities and impact your academic performance.

We are here to support you.

To talk to a counsellor and explore other supports: [Student Mental Health and Wellness Resources](#)

For online support and our 24/7 student helpline: [HealthymindsNS](#)

Your wellbeing is a priority – review our [Mental Wellness Strategy](#)

**Workplan Approval**

*Sharla Rolfe-Hunter*

Signature: Faculty

Signature: Academic Chair, Manager Alternate  
Delivery, or Dean's Designate

Sharla Rolfe-Hunter

Name of Faculty Member

Name of Academic Chair, Manager Alternate  
Delivery, or Dean's Designate

January 3, 2024

Date

Date