# INSTRUCTIONAL PACKAGE

CPT 264
Systems and Procedures

Effective Term
AY 2020/2021

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## Part I: Course Information

Effective Term: <u>AY 2020/2021</u>

COURSE PREFIX: CPT 264              COURSE TITLE:  Systems and Procedures

CONTACT HOURS:  5                   CREDIT HOURS:  3

### RATIONALE FOR THE COURSE:

The purpose of this course is to introduce students to the techniques used for Systems Analysis and Design. It is taken during the last semester of the Computer Technology – Programming curriculum and the Network Systems Management curriculum and serves to bring together networking and programming students in a group setting to demonstrate the knowledge learned throughout their respective curriculums.

### COURSE DESCRIPTION:

This course covers the techniques of system analysis, design, development, and implementation.

### PREREQUISITES/CO-REQUISITES:

Pre-Requisite (Networking & Programming): CPT 242 – Database (Grade of C or higher)
Co-Requisite (Programming): CPT 262 – Advanced Web Page Publishing
Co-Requisite (Networking): IST 261 – Advanced Network Administration

*__Online/Hybrid__ courses require students to complete the DLi Online Student Orientation prior to completing an online course. The DLi Online Student Orientation can be found in WaveNet, under the My Student tab.

### REQUIRED MATERIALS:

Please visit the [BOOKSTORE](#) online site for most current textbook information. Use the direct link below to find textbooks.

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

### ADDITIONAL REQUIREMENTS:

USB Drive
Personal laptop to be used during class in the collaboration room
Internet Access
TEAMS Meeting set up on laptop

All assignments are due by the due date and time, **no exceptions**. If a student does not have a laptop or his/her home computer is not working properly, the student must schedule time on campus in a computer lab to complete assignments.

## TECHNICAL REQUIREMENTS:

Access to Desire2Learn (D2L), HGTC's student portal for course materials.
WaveNet and D2L email access.

Networking students must have knowledge of Novell, Server 2003, Linux, Database, VMWare, and Networking Fundamentals.

Programming students must have knowledge of web page design and database.

Access to MindTap through Cengage (If have Cengage Unlimited from first semester, no need to purchase access code. If access code has expired, will need to purchase at Bookstore.)

## STUDENT IDENTIFICATION VERIFICATION:

Students enrolled in online courses will be required to participate in a minimum of one (1) proctored assignment and/or one (1) virtual event to support student identification verification.  Please refer to your Instructor Information Sheet for information regarding this requirement.

## CLASSROOM ETIQUETTE:

As a matter of courtesy to other students and your professor, please turn off cell phones and other communication/entertainment devices before class begins. If you are monitoring for an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate.

NETIQUETTE: is the term commonly used to refer to conventions adopted by Internet users on the web, mailing lists, public forums, and in live chat focused on online communications etiquette. For more information regarding Netiquette expectations for distance learning courses, please visit [Online Netiquette.](#)

# Part II: Student Learning Outcomes

## COURSE LEARNING OUTCOMES and ASSESSMENTS*:
- Describe the Systems Development Life Cycle (SDLC)
- Describe Project Management
- Describe Requirements Modeling
- Describe Data and Process Modeling
- Describe Object Modeling and the effect on SDLC
- Describe the Development Strategies and RFP (Request for Proposal)
- Describe the process used in the Systems Design Phase for selecting system architecture
- Describe the implementation phase

- Develop systems operation, support security and maintenance
- Work in a team to create documentation of intranet
- Design architecture for a network intranet
- Present project proposal
- Describe the Systems Analysts Toolkit

***\*Students – please refer to the Instructor's Course Information sheet for specific information on assessments and due dates.***

## GENERAL EDUCATION OUTCOMES:

This course fulfills the following General Education Outcomes through the Final Project Portfolio and Presentation. Upon completion of this course, students will be able to:

(Check all that apply.)

☒ Communicate effectively;

☒ Think critically;

☒ Self and professional development.

## EFFECTIVE PROFESSIONAL AND INTERPERSONAL COMMUNICATION (EPIC):

This course fulfills HGTC's Quality Enhancement Plan for Effective Professional and Interpersonal Communication. Upon completion of this course, students will be able to:

(Check all that apply.)

☒ Utilize appropriate communication formats when conveying professional and interpersonal thoughts and ideas.

☒ Apply appropriate language when speaking and writing for their chosen field of study or Industry.

☒ Demonstrate appropriate communication techniques when engaging audiences.

# Part III: Grading and Assessment

## EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS*:

Students' performance will be assessed and the weight associated with the various measures/artifacts are listed below.

## EVALUATION*

| | |
|---|---|
| Tests/Quizzes | 20% |
| Projects/Assignments | 15% |
| Senior Projects/Portfolio | 20% |
| Class Participation (weekly presentations | 15% |
| Final Exam (Final Presentation) | 30% |
| | 100% |

**NOTE: The final exam (final presentation) cannot be exempted. If you do not take the final exam, you will receive a zero (0) and will be required to repeat the course. You must also take the final at the pre-set time for your course as outlined by the HGTC Administration. There are no make-up exams or times for the final exam/final presentation.**

**\*Your instructor will give you the date of the final presentation and dress rehearsal the first day of class. Please note that these dates are confirmed and you must be in attendance.**

***\*Students, for the specific number and type of evaluations, please refer to the Instructor's Course Information Sheet.***

## GRADING SYSTEM:

Please note the College adheres to a 10 point grading scale A = 100 – 90, B = 89- 80, C = 79 – 70, D = 69 – 60, F = 59 and below.

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the academic calendar for deadlines for add/drop. You must attend at least one meeting of all of your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

# Part IV: Attendance

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of 80 percent (80%) of their classes in order to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 - Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student and a student may not be permitted to reenroll. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

**For online and hybrid courses**, check your Instructor's Course Information Sheet for any required on-site meeting times. Please note, instructors may require tests to be taken at approved testing sites, and if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

# Part V: Student Resources

**THE STUDENT SUCCESS AND TUTORING CENTER (SSTC):**

The SSTC offers to all students the following **free** resources:

1. **Academic tutors** for most subject areas, **Writing Center support**, and **college success skills**.
2. Online **tutoring** and academic support resources.
3. Professional and interpersonal communication **coaching** in the EPIC Labs.

Visit the Student Success & Tutoring Center website for more information. To schedule tutoring appointments using TutorTrac, visit the Student Services tab in WaveNet. Email sstc@hgtc.edu or call SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455, or go to the Online Resource Center to access on-demand resources.

**STUDENT INFORMATION CENTER: TECH Central**

TECH Central offers to all students the following **free** resources:

1. **Getting around HGTC**: General information and guidance for enrollment!
2. Use the Online Resource Center (ORC) including scheduled technology training, Office 365 support, password resets, and username information.
3. **Drop-in technology support or scheduled training** in the Center or in class.
4. **In-person workshops, online tutorials and more services** are available.

5. **Chat with our staff on TECH Talk**, our live chat service. TECH Talk can be accessed on the student portal and on TECH Central's website, or by texting questions to (843) 375-8552.

Visit the [Tech Central](#) website for more information. Live Chat and Center locations are posted on the website. Or please call (843) 349 – TECH (8324).

## STUDENT TESTING:

Testing in an **online/hybrid** course may be accomplished in a variety of ways:
- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms

Further more tests may have time limits and/or require a proctor.

Proctoring can be accomplished either face-to-face at an approved site or online through RPNow, our online proctoring service. To find out more about proctoring services, please visit the [Online Testing](#) section of the HGTC's Testing Center webpage.

The **Instructor Information Sheet** will have more details on test requirements for your course.

## DISABILITY SERVICES:

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to HGTC's [Accessibility and Disability Service webpage](#). The Accessibility and Disability staff will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

Note: It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided.

## STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:

Horry-Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, on the basis of race, color, sex, national or ethnic origin, age, religion, disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation in educational programs and/or activities.

## TITLE IX REQUIREMENTS:

All students (as well as other persons) at Horry-Georgetown Technical College are protected by Title IX—regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin—in all aspects of educational programs and activities. Any student, or other member of the college community, who believes that he/she is or has been a victim of sexual harassment or sexual violence may file a report with the college's Chief Student Services Officer, campus law enforcement, or with the college's Title IX Coordinator, or designee.

*Faculty and Staff are required to report incidents to the Title IX Coordinators when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

## INQUIRIES REGARDING THE NON-DISCRIMINATION/TITLE IX POLICIES:

**Student and prospective student** inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Vice President for Student Affairs.

> **Dr. Melissa Batten, VP Student Affairs**
> *Title IX Coordinator*
> Building 1100, Room 107A, Conway Campus
> PO Box 261966, Conway, SC 29528-6066
> 843-349-5228
> Melissa.Batten@hgtc.edu

**Employee and applicant** inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources.

> **Jacquelyne Snyder, VP Human Resources**
> *EEO and Title IX Coordinator*
> Building 200, Room 212A, Conway Campus
> PO Box 261966, Conway, SC 29528-6066
> 843-349-5212
> Jacquelyne.Snyder@hgtc.edu