

Technical College of the Lowcountry
921 Ribaut Road
Beaufort, SC 29901

Dr. Kenneth Flick
Business Technologies Division
Building 14, Room 125
Phone: 843.525.8238
kflick@tcl.edu



**CPT 264
SYSTEMS AND PROCEDURES**

COURSE DESCRIPTION

This course covers the techniques of system analysis, design, development, and implementation.
Prerequisites: CPT 242, IST 220, IST 226.

3 Credits
(3 lect/pres, 0 lab, 0 other)

COURSE FOCUS

The student will be presented with the concepts, skills and techniques needed to become effective systems analysts for business information systems.

TEXT AND REFERENCES

Essentials of Systems Analysis and Design. 6th edition. Valacich, George, Hoffer. Pearson Publishing. ISBN: 978-0-1335-4623-1.

To access the class web site:

Go to: elearning.tcl.edu or www.tcl.edu

Click on the Blackboard logo (you might need to scroll down on the web page)

Enter your login and password

Username (first name, last name-no caps and no spaces; Example Ken Flick would be kenflick)

Password: (first initial of last name and last three numbers of social security number; Example of 123-45-6789 for Jean Smith would be s789)

Click on class CPT 264

If you cannot get to the site, please call the helpdesk 525 8344 or email them at helpdesk@tcl.edu.

COURSE GOALS

The following list of course goals will be addressed in the course. These goals are directly related to the performance objectives (Addendum A). (*designates a CRUCIAL goal)

1. layout decision tables
2. depict interfaces
3. identify types of information systems
4. design forms
5. select design alternatives
6. identify cardinalities
7. list candidate keys
8. identify attributes
9. model entity-relationship
10. identify risks
11. model process
12. layout human interface
13. decompose data flow diagram
14. use data flow diagram
15. categorize types of systems acquisition
16. describe approaches to systems development
17. list systems development life cycle alternatives
18. describe decision support systems
19. explain management information systems
20. describe transaction processing systems
21. understand the use of CASE tools
22. explain systems analysis life cycle
23. define deliverables
24. document installation
25. measure progress
26. save test data
27. test system
28. control maintenance procedures
29. determine maintenance cost
30. conduct maintenance
31. describe user support
32. prepare user docs
33. design reports
34. list deliverables
35. validate data
36. choose data types
37. setup physical layout
38. represent relationships
39. represent entities
40. identify dependencies
41. define secondary key
42. define primary key

43. normalize data
44. structure data
45. design database
46. train users

STUDENT CONTRIBUTION

Each student will spend at least 6 hours per week preparing for class and preparing assignments to turn in weekly. Attendance is critical in this class if this information is new to you.

Each week students will turn in a list of assignments as specified on the class website and also take chapter tests as each chapter in the book is completed. They will also take a final exam to demonstrate their knowledge of the material.

Student Attendance Policy : See student handbook within course catalog.

COURSE EVALUATION

Each week's assignments are worth 100 points and averaged over the semester. chapter tests are also worth 100 points and averaged at the end of the semester. The final will be 100 points.

Tests: 50%

Final Project: 45%

Timeliness/Attendance/Participation: 5%

COURSE SCHEDULE

The class can be taken online or as a web-enhanced class that meets 1.5 hours per week. We will cover the information in the order of the content goals as listed.

ADA STATEMENT

The Technical College of the Lowcountry provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the counselor for students with disabilities at (843) 525-8228 during the first ten business days of the academic term.

ACADEMIC MISCONDUCT

There is no tolerance at TCL for academic dishonesty and misconduct. The College expects all students to conduct themselves with dignity and to maintain high standards of responsible citizenship.

It is the student's responsibility to address any questions regarding what might constitute academic misconduct to the course instructor for further clarification.

The College adheres to the Student Code for the South Carolina Technical College System. Copies of the Student Code and Grievance Procedure are provided in the TCL Student Handbook, the Division Office, and the Learning Resources Center.

ATTENDANCE

The College's statement of policy indicates that students must attend ninety percent of total class hours or they will be in violation of the attendance policy.

- Students not physically attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
- Students taking an online/internet class must sign in **and** communicate with the instructor within the first ten calendar days from the start of the semester to indicate attendance in the class. Students not attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING.
- Reinstatement requires the signature of the division dean.

In the event it becomes necessary for a student to withdraw from the course **OR if a student stops attending class, it is the student's responsibility to initiate and complete the necessary paperwork.** Withdrawing from class may have consequences associated with financial aid and time to completion.

When a student exceeds the allowed absences; the student is in violation of the attendance policy. The instructor **MUST** withdraw the student with a grade of "W", "WP", or "WF" depending on the date the student exceeded the allowed absences and the student's progress up to the last date of attendance

or

under extenuating circumstances and at the discretion of the faculty member teaching the class, allow the student to continue in the class and make-up the work. This exception must be documented at the time the allowed absences are exceeded.

Absences are counted from the first day of class. There are no "excused" absences. All absences are counted, regardless of the reason for the absence.

- A student must take the final exam or be excused from the final exam in order to earn a non-withdrawal grade.

A copy of TCL's **STATEMENT OF POLICY NUMBER: 3-1-307 CLASS ATTENDANCE (WITHDRAWAL)** is on file in the Division Office and in the Learning Resources Center.

HAZARDOUS WEATHER

In case weather conditions are so severe that operation of the College may clearly pose a hardship on students and staff traveling to the College, notification of closing will be made through the following radio and television stations: WYKZ 98.7, WGCO 98.3, WGZO 103.1, WFXH 106.1, WWVW 106.9, WLOW 107.9, WGZR 104.9, WFXH 1130 AM, WLVA 101.1, WSOK 1230 AM, WAEV 97.3, WTOC TV, WTGS TV, WJWJ TV, and WSAV TV. Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. www.tcl.edu/textalert.asp

Emergency Text Message Alert

Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. Participants receive immediate notification of emergency events and weather cancellations via text messaging on their cell phones. Participants can also opt in to receive non-emergency news and announcements. Go to www.tcl.edu. On the homepage, click on "emergency TextAlert at TCL" and fill out the form or go to www.tcl.edu/textalert.asp

SYLLABUS SAFETY ADDENDUM

Purpose

The purpose of this safety addendum is to provide each student with safety guidelines during an incident, emergency, or disaster at TCL. In addition, it provides students guidelines for lockdown procedures, evacuation procedures, and active shooter.

Definition

An incident is any event, potential or actual, that may impact normal operations but has no immediate health or life threatening consideration or serious effect on the overall functional capacity of the College. An event of this nature should be reported to the Office of the Vice President for Administrative Services. Also notify the off-site campus administrator if applicable.

An emergency is any incident, potential or actual, which may endanger life or health or which affects an entire building or buildings, and will disrupt the overall operations of the College. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the college administration during times of crises. An emergency should be reported immediately by directly using **911** if life or health/injury considerations exist and then to the Office of the President or Vice President for Administrative Services as quickly as possible. Also notify the off-site campus administrator if applicable.

A disaster is any event or occurrence that has taken place and has seriously impaired or halted the operations of the College. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, an Emergency Control Center will be activated, and the appropriate support and operational plans will be executed. The disaster should be immediately reported, first by calling **911** and then to the Office of the President or Vice President for Administrative Services. Also notify the off-site campus administrator if applicable.

Types of Emergencies

- Hurricane
- Tornado
- Fire
- Biochemical or Radiation Spill
- Explosion/Bomb
- Downed Aircraft (crash which directly impacts campus operations)
- Utility Failures
- Violent or criminal behavior
- Psychological Crisis

Procedures

Active Shooter

Run/hide/fight (<http://www.fbi.gov/about-us/cirg/active-shooter-and-mass-casualty-incidents/run-hide-fight-video>)

Building Evacuation

1. Building evacuations occur when an alarm sounds and/or upon notification by Security or the Emergency Director.
2. When the building evacuation alarm is activated during an emergency, individuals should exit according to the building evacuation plan and alert others to do the same.
3. Once outside, individuals should proceed to a clear area that is at least 500 feet away from the affected building. Streets, fire lanes, hydrant areas and walkways should be kept clear for emergency vehicles and personnel.
4. Individuals should not return to an evacuated building unless told to do so by Security or the Emergency Director.
5. Individuals should assist persons with disabilities in exiting the building. Elevators are reserved for disabled persons

Campus Evacuation

1. A uniformed Security Guard, the Emergency Director, or an Emergency Resource Team member will announce evacuation of all or part of the campus grounds.
2. All persons (students and staff) are to immediately vacate the campus, or in the case of a partial evacuation relocate to another part of the campus grounds as directed.

Lockdown

1. Clear the halls
2. Report to the nearest classroom/office
3. Assist those needing special assistance
4. Ensure classroom/office doors are closed and locked
5. Turn off lights
6. Stay away from doors and windows (out of the line of sight)
7. BE QUIET and follow instructor's directions
8. Silence cell phones
9. Wait for the "All Clear" before leaving