

**NORTHEASTERN TECHNICAL COLLEGE  
COURSE OUTLINE**

<b>COURSE:</b>	<b>PREFIX NO:</b>	<b>EFFECTIVE DATE</b>	<b>NEXT REVIEW DATE</b>		
	CPT 264	August 2005	April 2007		
<b>TITLE:</b>	<b>CREDITS</b>	<b>CONTACTS</b>			
		<b>CLASS - LAB - TOTAL</b>			
Systems and Procedures	3	3	0	3	

**PREREQUISITES:** CPT-115 or CPT-121, with a grade of "C" or better

**DESCRIPTION:** This course covers the techniques of systems analysis, design, development, and implementation.

**TEXTBOOK(S) OR ALTERNATIVE:** NONE\*

\*Handouts will be provided throughout the course.

**MATERIALS (specifying those to be purchased by student):**

Flowcharting Template  
3 Ring Binder and Dividers (at least 5)  
Materials from COBOL Course(s)  
Cassette Recorder (Optional)

**COLLATERAL READING:** NONE

**CLASS MANAGEMENT ACTIVITIES (Attendance, tardies, testing, etc.):**

Attendance:

The student will be dropped after his/her  
6<sup>th</sup> absence for Tuesday/Thursday DAY sessions;  
9<sup>th</sup> absence for Monday/Wednesday/Friday DAY sessions;  
and 3<sup>rd</sup> absence for Evening sessions.

**(Summer Semester:** 8 allowable absences for Day; 2 for Evening).

Tardies:

The student will be marked as "Tardy" when arriving after the class roll has been called. Three (3) tardies constitute one (1) absence.

In the event that the student misses more than the allowable absences, the student will be dropped by the Instructor, who will complete a Withdrawal form, with a grade of "F". If the Student wishes to withdraw from the class, the STUDENT must complete a Withdrawal form which can be found in the Student Development Office of the College. The student will receive a grade of "W" if the work completed to date is acceptable; a grade of "WF" will be assigned if the work is unacceptable.

Academic Honesty:

During a project or test, anyone caught exchanging information or copying someone else's work will receive a grade of "F" for the project or test and the Vice President for Student Services will be

notified of the act. Academic dishonesty includes, but is not limited to cheating, plagiarism, collusion, and falsification of information.

Any attempt to use another students work or work disk will be reported to the Vice President for Student Services.

Class Policy:

There is to be no food or beverages in either lab at any time.

All lab diskettes are to be turned in to the Instructor before the student leaves the classroom. **NO** diskettes are to be taken from the building.

No diskettes are to be brought in to the computer lab. NO personal e-mail access will be allowed, nor any other use of the Internet (including surfing, playing games, chatting, instant messaging, or downloading ANY files) will be allowed unless Instructor designates the Internet as a tool necessary for the completion of a project. By registering for this course, Student agrees to abide by these rules and those outlined in the NETC "Computer User Responsibilities" handout which is posted in both computer labs and made part of this handout.

Written Assignments:

The Instructor reserves the right to refuse any papers (charts or narratives included) which are messy or unreadable or appears to be copied. Incorrect grammar and spelling errors will be noted. Papers will be graded on the basis of content, organization, grammar, spelling, and neatness. Papers containing any plagiarized material will result in a grade of "F" on the paper.

Disabilities Statement:

Students with disabilities are encouraged to contact the Vice President for Student Services to discuss needs or concerns as they pursue an academic program and participate in campus life. The Vice President for Student Services will provide guidance regarding official documentation of disabilities and/or accommodation of needs. (See College Catalog)

Student ID

It is mandatory that every student wear his or her student ID at all times. Students will be dismissed from class if not wearing their ID. The student may get his/her ID and return to class before the mid-point of the class. If the student cannot get his/her ID and return to class by the midpoint, the instructor will record the absence.

**RESOURCES (A-V, persons, tools/equipment):**

Personal Computers  
Lab Assistants

**COURSE TOPICAL OUTLINE:** (List topics and sub-topics of course) and Calendar or approximate length of time devoted to topic.

Students will be provided with supplemental handouts throughout the semester

**OBJECTIVES OF COURSE:** Upon successful completion of this course the student should be competent to perform the following:

1. Plan and conduct a Preliminary Systems Study including interview sessions;
2. Analyze an existing system (either manual or computerized);
3. Design specifications for a new or modified system, including presentation to key management for approval;
4. Develop system from approved specifications;
5. Implement new or modified system, document and train users;
6. Revise system as necessary.

**INSTRUCTIONAL METHODS TO COMPLETE OBJECTIVES:**

Case Study  
Oral presentations  
Lectures

**EVALUATIVE METHODS TO APPRAISE OBJECTIVES:**

The final grade for this course will come from the work generated during the phases of the systems life cycle for a case company to be introduced at the beginning of the course. Grading will be based on the quality, efficiency, neatness, and content of the work presented and the ability to meet assigned deadlines.

As part of this on-going case, the Student will be required to give oral presentations to members of management in the case company. The content and creativity incorporated into these presentations will be included in the overall grade assigned for the project. Also, participation in team discussions, interview sessions, and planning and implementation sessions is mandatory and will be represented in the grade the Student receives at the conclusion of the course. Since this course involves a team effort to solve the case project, any Student who does not participate in discussions, interview sessions and group assignments will have their final grade dropped by a minimum of one letter grade.

**GRADING SCALE:**

A =	100 - 93
B =	92 - 85
C =	84 - 78
D =	77 - 70
F =	69 AND BELOW

Please note that this is NOT a 10 point scale

There will be no retests or makeup tests given without a valid excuse for missing the examination. A grade of "F" will be recorded for any tests missed. If a problem should arise, a test may be taken early at a time established by the Instructor.

All assignments will be given a due date. **TEN (10) POINTS** will be deducted from the grade if the assignment is submitted after the due date. This applies to both Day and Evening students.

**No project** will be accepted more than one week after the assignment due date. A grade of "F" will be assigned the work if the time schedule is not met.

**COLLEGE-WIDE COMPETENCY:**

The student will be able to identify and use sources of information by utilizing information-processing skills compatible with job demands in a computer-literate society.