

Bergen Community College
Division of Mathematics, Science & Technology

Course Syllabus
Information Technology

Course Title:
INF 208 – Systems Analysis & Design

Pre-requisites:
BUS-101 or INF-220 or INF-221 or INF-236

Credits/Hours:
3 credits; 2 hour lecture, 2 hour lab

Course Description:
This course addresses the effective use of equipment and management techniques in meeting the information needs of the contemporary business world. The techniques of analysis, specifications, selection, and implementation lead to the design of an optimal information system. A variety of hands-on tools will be used to complement the covered concepts. Lecture [2.00], Laboratory [2.00].

Assessment:
Exams & Quizzes: 60%
Lab Assignments and Projects 40%
Student Participation (at instructor's discretion) Bonus Points

Laboratory Work / Homework:
It is anticipated that students will spend several hours per week outside classroom learning the concepts and completing their lab assignments. The lab assignments and projects must be submitted on the assignment due date and cannot be handed in late . Acceptance of late laboratory assignments is solely at the discretion of the instructor

Testing:
Students are required to take examinations on the day and time they are scheduled. If special circumstances require a test schedule adjustment, this must be worked out in advance with the instructor. If a student misses an exam (except for prearranged circumstances with the instructor) a zero grade will be assigned, and the student should plan to take the optional cumulative final.
The instructor can be reached by telephone (see course outline for appropriate phone number), e-mail, or a written note can be left in the academic department office. Moodle email is the preferred way of communicating!!! If there are extreme circumstances (documentation may be required) that prevent a student from taking a test or an exam according to the published schedule, the student should use one of the above options to contact the instructor before the next class. An arrangement for a special testing schedule is solely at the discretion of the instructor . A student who

waits for the next class session to speak with the instructor will NOT be accommodated with a special test schedule.

The use of electronic devices during exams is prohibited. Any student using an electronic device during an exam (unless directed to do so by the instructor) will receive a 0 for the exam.

Policies:

Lateness – The roll will be taken at the beginning of class. If the student is not in attendance at that time, he/she will be carried in the roll book as being absent unless the instructor is notified immediately after class. Attendance sheets cannot be adjusted at following class meetings.

The student must adhere to all college policies. Due to the nature of this course, it is recommended that the student review the policy titled “*Acceptable Information Technology Use at Bergen Community College*”.

The use of portable electronic devices is not permitted while class is in session. Please be sure to silence electronic devices before entering class.

Students are expected to demonstrate listening, reading, note taking, and writing skills. The student will need to take notes during class discussions and understand and follow verbal and written directions. All assignments and correspondence with the instructor (including e-mail) must be well written in full sentence format. Proper paragraph format must be used for all postings to the student bulletin board (if applicable).

The subject line of all e-mail correspondence to the instructor must contain the course number and section and student’s name.

Plagiarism in any form will be treated as a failure to complete an assignment. All work submitted should reflect individual effort by the student.

In borderline cases that arise in almost every class each semester, a student’s attendance, class participation, attitude, and observed effort will be considered in helping to determine the student’s final grade.

If the instructor does not appear after 20 minutes following the scheduled starting time, students should generate an attendance list. One volunteer member needs to deliver the list, containing the course title, date, and instructor’s name to the academic department office.

College competencies:

1. **Technological and information literacy** — Students will demonstrate computer literacy, and will be able to retrieve, organize, and analyze information using both technological and traditional means.
2. **Critical Thinking** – Students will actively reflect on, reason about, and form independent judgments on a variety of ideas and information, and use these skills to guide their beliefs and actions.
3. **Communication** – Students will read, write, speak, and listen effectively.
4. **Applied Knowledge** --Students will demonstrate an understanding of, and apply, bodies of knowledge within and across disciplines.