Austin Community College  
Department of Computer Studies and Advanced Technology  
Systems Analysis and Design ITSE1450 - 25423 (capstone course)  

Syllabus – Spring 2015

Instructor: Dr. Amardeep Kahlon  
Phone: 512-223-2069  
Office: Cypress Creek Campus Room 2204.10  
Office Hours: Open and online hours:  
Highland Campus: 2:45 pm – 3:45 pm  
Northridge Campus: 2:50 pm – 4:00 pm  
Online office hours: to be announced  
Hours by appointment only:  
Cypress Creek: Friday: 9:00 am to 11:00 am  
Visit http://www3.austincc.edu/it/fachours/view.asp?id=6285  
Meeting Times: Lecture: Mon & Wed 12:00 pm - 1:20 pm room NRG4211  
Lab: Mon & Wed 1:30 – 2:50 pm NRG4231  
E-mail: akahlon@austincc.edu  
Please remember to have your synonym number in the subject line of your email. Your synonym number is 25423. Emails sent without the proper synonym will not get a response. Additionally, my email client filters junk mail based on various factors. If the subject line of the email is blank, it is automatically treated as Spam and dealt with accordingly.  
Home page: http://www.austincc.edu/kahlon/  
Twitter gigabyte10100  

Textbook / Materials  
Text: Information Technology Project Management (revised 6th edition)  
Author: Kathy Schwalbe  
Publisher: Course Technology  
ISBN: 978-0-538-48268-4  

Course Description  
This course is designed to instruct the student in the essential concepts of Project management as it applies to Computer Science (IT) Projects as well as business Projects in general. This course includes a comprehensive introduction to the planning, design, and construction of computer information systems using the systems development life cycle and other appropriate design tools.

Course Rationale  
This course is designed as a capstone course to teach students to utilize project management techniques in the execution of small, medium and large projects that involve all of the technical skills relative to and inclusive of all Computer Science and business related activities.

Course Objectives / Learning Outcomes

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1. Apply project management best practices, objectives, processes, tools and techniques.
2. Complete projects that require the integration of project management principles through team work, meeting scheduled milestones, utilization of presentation, writing and communications skills.
3. Analyze real project cases; develop complete project documents i.e. plans, reports, financials etc.
4. Summarize and evaluate project and people performance while exploiting project management concepts.
5. Develop hands-on experience with basic word processing; spread sheet and power point tools in addition to Microsoft Project 2010.

Instructional Methodology
This course has a classroom lecture and lab component. All labs are submitted through Blackboard, the online course management system, and all course materials are delivered through Blackboard. Students will participate in online discussions in Blackboard to earn class participation points. Students will be expected to complete a set of mini projects and a major class project. There will be two exams – a midterm and a final. Most of the work done in this class will be group work. If the student is unable to complete the projects during class time, he/she may work on them in open lab or on their own personal computers.

Course Topics:
- Project Management in the Information Technology Context
- Project Integration Management
- Project Scope Management
- Project Time Management
- Project Cost Management
- Project Quality Management
- Project Human Resource Management
- Project Communications Management
- Project Risk Management
- Project Procurement Management

Grade Policies
The class grade will be based on the student’s performance on the tests, completion of lab projects, and class participation.
- Attendance / Class Participation ............................................................... 50 points
- Mini projects .......................................................... 3 @ 50 points each - 150 points
- Major project .......................................................... 1 @ 100 points each - 100 points
- Exams ................................................................................. 2 @ 100 points each - 200 points

Total points Possible........500

There MAY be extra credit work assigned during the semester. This work will be announced to the class through Blackboard. Extra credit cannot be applied towards a missed lab or exam. Only students who have turned in all the labs and taken all the exams will be eligible for the extra credit.

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The following grading scale will be used to assign the final grade:

- 90% and above..............................A
- 80% – 89%........................................B
- 70% - 79%.........................................C
- 60% - 69%........................................D**
- <60%..............................................F

** Grades D and F do not count as valid prerequisite grades or a transfer grades

**There will be no make-up exams – no exceptions will be made to this rule. All exams must be taken on the dates listed in the schedule. Assigned labs are due by the dates indicated on the schedule.**

For projects that are turned in late, the following late policy will apply:
- a) Up to two calendar day late.......50% off
- c) More than 2 calendar days late..100% off

Teaching Methods

This is an in-class course with a lecture and lab component. There will be many group assignments and class discussions. Guest speakers from industry will be invited to come and address the class. All class PowerPoint presentations; project instructions and handouts will be placed in Blackboard. Printed handouts will not be given in class. If the student wishes, he/she may come to class early and print any handout needed. In order to complete the course students must fulfill the following requirements:

- Miss no more than four (4) classes in the whole semester. After four absences the instructor will have the prerogative to withdraw the student from the class. Four unexcused absences may also cause the grade to drop by one letter grade.
- Complete and submit assigned mini projects by the due dates.
- Complete two in-class exams.
- Complete the class participation requirements.
- Complete and present one major group project.

Students can log into Blackboard at http://acconline.austincc.edu AFTER they have their ACCeID. Open lab hours, room and phone numbers can be viewed by visiting http://cis.austincc.edu

Course Policies

**Academic Dishonesty:** Plagiarism and cheating are serious offenses and may be punished by failure on exam, paper or project; and/or failure in course. I consider cheating to be a serious offense. The first incident will earn the student a grade of 0 or F for that particular lab or exam. A second offense will result in an F in the course. **The burden of proof rests on ALL parties involved.** Penalties for academic dishonesty will be assessed as per college and department policies. You may view the ACC policy on academic dishonesty at http://www.austincc.edu/current/needtoknow/policies.php#conduct

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**Posting of Grades:** Final course grades will not be posted. The final course grade is mailed to the student by the ACC Admissions and Records office. Students may also log into their ACC Online account after the end of the semester and look at their grade. A final letter grade will also be posted to the Blackboard grade book in the last week of class.

**Incomplete:** An Incomplete may not be used as a shelter from a potentially low grade in the class. A student may qualify for an “I” (Incomplete) at the end of the semester only if ALL of the following conditions are satisfied:

1. The student is unable to complete the course during the semester due to documented extenuating circumstances.
2. The student must have earned at least half of the grade points needed for a “C” by the end of the semester.
3. The request for the grade must be made in person at the instructor’s office and necessary documents completed.
4. To remove an “I”, the student must complete the stipulations of the Incomplete contract signed with the instructor no later than two weeks prior to the end of the next semester. Failure to do so will result in the grade automatically reverting to an “F”.

**Withdrawal:** It is the student’s responsibility to complete a Withdrawal Form in the Admissions Office or online if they wish to withdraw from this class. If the withdrawal is not completed by 5 PM on April 27, the student will receive a performance grade (A, B, C, D, or F) that they have earned at the end of the semester. Although I have the prerogative to withdraw the student based on a lack of progress, I am under no obligation to do so. Students can view the entire academic calendar for the college at: [http://bit.ly/1q0BziB](http://bit.ly/1q0BziB)

The **census date for the semester is February 4**. This is the official attendance reporting date and the last date to drop without a “W” on your transcript.

**ALERT:** Under Section 51.907 of the Texas Education Code, a student is allowed only 6 withdrawals in the entire undergraduate degree no matter how many colleges he/she attends. This applies to students who entered college in Fall 2007 or later. Please see the Counseling / Student Services offices if you have questions about this law.

**Freedom of Expression Policy:** Each student is strongly encouraged to participate in classroom discussions. In any classroom situation that includes discussion and critical thinking, there are bound to be many differing viewpoints. These differences enhance the learning experience and create an atmosphere where students and instructor alike will be encouraged to think and learn. On sensitive and volatile topics, students may sometimes disagree not only with each other but also with the instructor. It is expected that faculty and students will respect the different views expressed in classroom discussions.

**Attendance:** Attendance is an important part of success in the classroom. There MAY be random attendance quizzes given in the class. These will be unannounced and may be given at any point in the class. There will be a total of 5 attendance quizzes. Each attendance quiz will earn the student 1 point with a total of 5 points possible during the semester. At the end of the semester, the points earned on the attendance quizzes will be added to the student’s class average. The attendance quiz CANNOT be made up – if a student is not in class for ANY reason and a quiz is given in that class, the student will not be able to make it up.

**Students with Disabilities:** Each ACC campus offers support services for students with documented physical or psychological disabilities. Students with disabilities must request reasonable accommodations through the Office for Students with Disabilities on the campus where they expect to take the majority of their classes. Students are encouraged to do this
three weeks before the start of the semester. The student can view the current ACC policies on students with disabilities [http://www.austincc.edu/support-and-services/services-for-students/disability-services-and-assistive-technology](http://www.austincc.edu/support-and-services/services-for-students/disability-services-and-assistive-technology)

**Student Files – Privacy:** The information that a student stores in his/her student volume in the Computer Studies Labs may be viewed by their instructor for educational and academic reasons.

**Communication:** The ACC online Blackboard system [http://acconline.austincc.edu](http://acconline.austincc.edu) or equivalent and the ACCmail accounts will be used as the official communication system during this semester. Lecture notes, handouts, changes to course schedule or assignments and grades will be posted on Blackboard and all email communication will be via the ACCmail accounts. All students are expected to check both Blackboard and their ACCmail accounts on a regular basis. For information on how to log onto Blackboard and ACCmail please visit the following sites: [http://irt.austincc.edu/blackboard/StudentSupport.php](http://irt.austincc.edu/blackboard/StudentSupport.php) and [http://www.austincc.edu/google/](http://www.austincc.edu/google/).

**Safety Statement:** Each student is expected to learn and comply with ACC environmental, health and safety procedures and agree to follow ACC safety policies. Emergency posters and Campus Safety Plans are posted in each classroom. Additional information about safety procedures and how to sign up to be notified in case of an emergency can be found at [http://www.austincc.edu/emergency/](http://www.austincc.edu/emergency/). Anyone who thoughtlessly or intentionally jeopardizes the health or safety of another individual will be immediately dismissed from the day’s activity, may be withdrawn from the class, and / or barred from attending future activities.

**Tutoring:** Free tutoring is provided for this course. For schedules and details please refer to [http://cis.austincc.edu/cis-tutoring-schedules](http://cis.austincc.edu/cis-tutoring-schedules)

**Cell phone and laptop use:** Cell phones may not be used in the classroom or lab. Students are asked to set their cell phones to vibrate or silent mode. If any student must take an emergency call, he/she is requested to step out into the hallway. Please refrain from texting or tweeting during class. iPod and MP3 player use is not allowed during lecture time or during exams. Laptops or tablets may only be used for class-related activities. Laptops cannot be connected to the LAN in the lab. Please do not use technology for recreational purposes during class.

If the lecture portion of the class is held in a lab there will be no food allowed in the class. Drinks must be in a screw-cap bottle. All the policies relating to the labs will be discussed in the first week of class.

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**SCANS (Secretary’s Commission on Achieving Necessary Skills):**

<table>
<thead>
<tr>
<th>CODE</th>
<th>DESCRIPTION</th>
<th>ITSE1450 LEVEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>F1</td>
<td><strong>READING</strong>: Locates, understands, and interprets written information in prose and documents such as manuals, graphs, and schedules.</td>
<td>2</td>
</tr>
<tr>
<td>F3</td>
<td><strong>ARITHMETIC</strong>: Performs basic computations; uses basic numerical concepts such as whole numbers, etc.</td>
<td>2</td>
</tr>
<tr>
<td>F4</td>
<td><strong>MATHEMATICS</strong>: Approaches practical problems by choosing appropriately from a variety of mathematical techniques.</td>
<td>2</td>
</tr>
<tr>
<td>F5</td>
<td><strong>LISTENING</strong>: Receives, Attends to, interprets, and responds to verbal messages and other cues.</td>
<td>2</td>
</tr>
<tr>
<td>F9</td>
<td><strong>PROBLEM SOLVING</strong>: Recognizes problems and devises and implements a plan of action.</td>
<td>2</td>
</tr>
<tr>
<td>F10</td>
<td><strong>SEEING THINGS IN THE MINDS EYE</strong>: Organizes and processes symbols, pictures, graphs, objects, and other information.</td>
<td>2</td>
</tr>
<tr>
<td>F12</td>
<td><strong>REASONING</strong>: Discovers a rule or principle underlying the relationship between two or more objects and applies it when needed.</td>
<td>2</td>
</tr>
<tr>
<td>C1</td>
<td><strong>TIME</strong>: Selects goal relevant activities, ranks them, allocates time, and prepares and follows schedules.</td>
<td>2</td>
</tr>
<tr>
<td>C5</td>
<td>Acquires and evaluates information.</td>
<td>2</td>
</tr>
<tr>
<td>C6</td>
<td>Organizes and maintains information.</td>
<td>2</td>
</tr>
<tr>
<td>C7</td>
<td>Interprets and communicates information.</td>
<td>2</td>
</tr>
<tr>
<td>C8</td>
<td>Uses computers to process information.</td>
<td>2</td>
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Refer to [http://www.austincc.edu/mkt/scans.php](http://www.austincc.edu/mkt/scans.php) for a complete definition and explanation of SCANS.

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