

Hello my name is Jamie Manburg and I will be your professor this semester for EDD 8006: System Analysis and Design. It is my honor and privilege to work with each of you. Our term this summer is 14 weeks which is two weeks shorter than the usual 16 week term.

System Analysis and Design is the analysis and design of educational and instructional systems. Particularly, you will be conducting a needs assessment and providing project management to a distance education delivery system. Distance Education systems need to be analyzed periodically to ensure efficiency in instructional delivery and to measure the learning outcomes. You will learn that within a successful distance education system, there are multiple subsystems or components that must work together to accomplish your objectives.

In a doctoral program you should be attempting to expand your thinking, rather than just meeting the requirements of an assignment. Additionally, you should be inclined to motivate the thinking of your colleagues in this class. You will review course materials, participate in discussions, apply your previous knowledge of using hardware and/or software tools, and review and complete course projects. Some of the online communication tools, such as the online discussion board will be asynchronous, while other class requirements such as the Elluminate sessions will be synchronous (and recorded for those who are absolutely unable to attend "live").

The course will be housed on Blackboard and you can access Blackboard by going through Sharklink. The web address is: <https://sharklink.nova.edu> or can be found by going to [www.nova.edu](http://www.nova.edu) and then selecting the 'Quick Links' option on the very top right hand of the page. There you will find the Sharklink tool.

As a first step, you will want to read the syllabus and my welcome letter for the class. It will explain the course in detail. Also there are several other items in the course to consider. After logging into Blackboard, please click 'Weekly Lessons'. This will provide you with all of the material you need each week which includes the weekly course objectives, the reading for the particular week via PDF format, the discussions for the week, YouTube videos, and instructional videos which will be provided. Please also see the 'Assignments' link which provides you with a detailed overview of each assignment for this course.

Please navigate through the menus and familiarize yourself with the general structure of the course.

If you haven't already done so, please go ahead and purchase the course textbooks:

Gupta, K., Sleezer, C., Russ-Eft, D. (2007). *A Practical Guide to Needs Assessment*. (2<sup>nd</sup> Ed).

Wysocki, R.K. (2009). *Effective Project Management: Traditional, Agile, Extreme*. (5<sup>th</sup> Ed).

If you are having technical difficulties you should contact the Office of Information Technologies at: (954) 262-HELP (4357) or Toll Free: (800) 541-NOVA (6682) x24357. If you are having difficulties understanding the course materials do not hesitate to contact me. My contact information is below.

Finally, one brief announcement: we will be having our introductory live session meeting on Tuesday evening, May 17<sup>th</sup> at 7:00PM EST. We will be conducting this meeting via Elluminate Live, so you can access it from anywhere. The purpose of this *optional* meeting is to go over the syllabus and allow you to ask questions. Well that's all for now.

I hope we have a wonderful semester. Looking forward to seeing you online!

Jamie Manburg