Fall 2017 - Business Systems Analysis and Design  
CISM 4310-01D (crn: # 81242) M / W 0800 – 0915, M / W (Miller 2328)  
CISM 4310-02D (crn: # 81243) M / W 1400 – 1515, M / W (Miller 2328)  
Syllabus revision: # 170723

FACULTY DATA:  
Dr. Douglas Turner  
Phone: 678.839.5252  
Miller 2223

OFFICE HOURS:  
- Monday 0800 – 1000 (via email)  
- Tuesday 1230 – 1500  
- or by appointment

COMMUNICATIONS:  
- All e-mails are to be sent to dturner@westga.edu.  
- The Management Department believes in work-life balance for both faculty and students. Faculty will typically respond to student emails within 24 hours. Students should not expect a response during non-business hours, which includes nights, weekends, holidays, and school breaks.  
- There may be occasions when scheduling conflict may require a change in the office hours. In those cases the change information will be posted in the “Announcements” section on CourseDen.  
- Only assigned University of West Georgia emails accounts will receive an e-mail response.  
- No emails are answered within the CourseDen environments.  
- The professor will communicate to the class in the “announcements” section on CourseDen.

CRITICAL INFORMATION:  
- IT IS VERY EASY TO FAIL THIS COURSE BY NOT PROPERLY PREPARING YOUR PROJECT.  
- DO NOT EXPECT ASSISTANCE TO “BEGIN” THE PROJECT DURING THE LAST THREE WEEKS OF CLASS.  
- This syllabus is subject to change by the professor.  
- Syllabus changes are defined by the revision date stated above on this page.  
- View the “Announcements” section on CourseDen daily for updates about the course.  
- The contents of the “announcements” are viewed as technically part of the syllabus contract.  
- The due dates are posted below in the FALL 2017 SCHEDULE.  
- Do not expect a grade for late submissions as you have the option to begin this work immediately.  
- Deliverables will be graded against the posted criteria.  
- If something is not clear the student has the obligation to ask the professor, do not expect a step by step review of your project progress.  
- The course contains 15 distinct activities in chronological order.  
- Items marked in Yellow are individual deliverables containing ONLY individual original work.  
- Items marked in Blue are team deliverables containing collaborative work.

PREREQUISITES:  
- CISM 3330.  
- It is expected that all students will be familiar with, and have the necessary skills to prepare materials in Excel, Access, and PowerPoint.  
- There is no assigned textbook for this course.
COURSE TIME EXPECTATIONS:
- Beyond the lecture, discussions, development, and review time occurring within the scheduled course period, each student should plan to spend additional hours each day to properly complete this course.
- Additional hours often are represented by business site visits, team meeting, and individual curriculum study.

STUDENTS SHOULD REVIEW THE SYLLABI COMMON LANGUAGE BELOW EACH SEMESTER.

ACADEMIC SUPPORT:
- Accessibility Services: Students with a documented disability may work with UWG Accessibility Services to receive essential services specific to their disability. All entitlements to accommodations are based on documentation and USG Board of Regents standards. If a student needs course adaptations or accommodations because of a disability or chronic illness, or if he/she needs to make special arrangements in case the building must be evacuated, the student should notify his/her instructor in writing and provide a copy of his/her Student Accommodations Report (SAR), which is available only from Accessibility Services. Faculty cannot offer accommodations without timely receipt of the SAR; further, no retroactive accommodations will be given. For more information, please contact Accessibility Services.
- Center for Academic Success: The Center for Academic Success provides services, programs, and opportunities to help all undergraduate students succeed academically. For more information, contact them: 678-839-6280 or cas@westga.edu.
- University Writing Center: The University Writing Center assists students with all areas of the writing process. For more information, contact them: 678-839-6513 or writing@westga.edu.
- Online Courses: UWG takes students’ privacy concerns seriously: technology-enhanced and partially and fully online courses use sites and entities beyond UWG and students have the right to know the privacy policies of these entities. For more information on privacy and accessibility for the most commonly used sites, as well as technology requirements visit the UWG Online site. Students enrolled in online courses can find answers to many of their questions in the Online/Off-Campus Student Guide. If a student is experiencing distress and needs help, please see the resources available at the UWG Cares site. Online counseling is also available for online students.

UWG EMAIL POLICY:
- University of West Georgia students are provided a MyUWG e-mail account. The University considers this account to be an official means of communication between the University and the student. The purpose of the official use of the student e-mail account is to provide an effective means of communicating important university related information to UWG students in a timely manner. It is the student’s responsibility to check his or her email.

CREDIT HOUR POLICY:
- The University of West Georgia grants one semester hour of credit for work equivalent to a minimum of one hour (50 minutes) of in-class or other direct faculty instruction AND two hours of student work outside of class per week for approximately fifteen weeks. For each course, the course syllabus will document the amount of in-class (or other direct faculty instruction) and out-of-class work required to earn the credit hour(s) assigned to the course. Out-of-class work will include all forms of credit-bearing activity, including but not limited to assignments, readings, observations, and musical practice. Where available, the university grants academic credit for students who verify via competency-based testing, that they have accomplished the learning outcomes associated with a course that would normally meet the requirements outlined above (e.g. AP credit, CLEP, and departmental exams).
HONOR CODE:
- At the University of West Georgia, we believe that academic and personal integrity are based upon honesty, trust, fairness, respect, and responsibility. Students at West Georgia assume responsibility for upholding the honor code. West Georgia students pledge to refrain from engaging in acts that do not maintain academic and personal integrity. These include, but are not limited to, plagiarism, cheating, fabrication, aid of academic dishonesty, lying, bribery or threats, and stealing.
- The University of West Georgia maintains and monitors a confidential Academic Dishonesty Tracking System. This database collects and reports patterns of repeated student violations across all the Colleges, the Ingram Library, and the School of Nursing. Each incidence of academic dishonesty is subject to review and consideration by the instructor, and is subject to a range of academic penalties including, but not limited to, failing the assignment and/or failing the course. Student conduct sanctions range from verbal warning to suspension or expulsion depending on the magnitude of the offense and/or number of offenses. The incident becomes part of the student’s conduct record at UWG.
- Additionally, the student is responsible for safeguarding his/her computer account. The student’s account and network connection are for his/her individual use. A computer account is to be used only by the person to whom it has been issued. The student is responsible for all actions originating through his/her account or network connection. Students must not impersonate others or misrepresent or conceal their identities in electronic messages and actions. For more information on the University of West Georgia Honor Code, please see the Student Handbook.

HB 280 (Campus Carry):
- UWG follows University System of Georgia (USG) guidance: http://www.usg.edu/hb280/additional_information#
- You may also visit our website for help with USG Guidance: https://www.westga.edu/police/campus-carry.php

REQUIRED SUPPLIES BY EACH STUDENT:
- One blank CD and case (item will not be returned) for team submission.
- One (for each student) Avery white one inch durable D ring binder (item will not be returned).
- Windows 95 or better based software and hardware, and CD generation and label capability.

Suggested below but not required:

COURSE LEARNING OBJECTIVES:
- The following course learning objectives are specific to the BBA Degree in Management Information System Learning Goals, they are:
  1. Have acquired at least limited proficiency in a programming language and several software packages, beyond spreadsheets and word processing (BBA 3, MIS 1).
  2. Understand the basic principles and concepts of business systems analysis, systems design, and data communications (BBA 3, MIS 1).
  3. Apply the above knowledge analogously to other areas of human endeavor (BBA 6).
  4. Critically analyze complex information systems, issues, and problem (BBA 6).

DEMEANOR:
- The highest degree of professionalism is required when interacting with end users in public.
- Proper business attire is always required when meeting with end users.
- Chose your questions carefully for the end users.
METHOD OF INSTRUCTION:
- There are both individual and team graded components in this course.
- The three primary causes of failure in this course are the lack of expectation management with end users, failure to follow project guidelines, and time management.
- Note that the project methodology presented by the professor will be used to grade project components and may differ slightly with various authors that may be referenced.
- The development of a substantial project is a very time consuming endeavor **START EARLY!**
- There will be days during the term that teams will meet as breakout teams outside of the physical classroom (students are held accountable for attendance).
- Grades are impacted by the lack of the quality of content and the lack of attention to stated requirements.

COURSE POLICIES:
- While some assignments and materials may be returned to the student(s) for correction and evaluation, all material submitted as part of the course requirements become the property of the professor (make a copy for you).
- As this course is designed to be centered on teamwork incomplete grades are not issued.
- The professor retains the right to subjectively evaluate an individual student's grade upward in appropriate cases based upon observed performance.
- Within class all computer screens and cell phones are to remain off unless told otherwise.
- Know from the beginning that this course that are far less structured than most courses!
- Acceptance of late work or other time related accommodations require reasonable justification and are subject to the professor’s approval.
- Ensure that you have a file backup method for the worst case scenario.

STUDENTS RIGHTS AND RESPONSIBILITIES:
- Please carefully review the information at the following link:
- This link contains important information pertaining to your rights and responsibilities in this class.
- Because these statements are updated as federal, state, university, and accreditation standards change, you should review the information each semester.
- The University of West Georgia Academic Honesty Policy will be enforced.

ATTENDANCE:
- Attendance is taken on each session that is held physically in the classroom.
- Attendance is expected every day regardless of the assignment type or location.
- Students are responsible for the discussions and materials covered in class.
- There is one day of grace for attendance.
- Each day missed (beyond grace) as defined by not properly signing the attendance sheet will deduct 2.0 percent from your final grade.
- Failure to participate or engage in class activities will count as NOT ATTENDING class.
- Failure to attend class can cause concurrent loss of both attendance and scheduled activity points.
- Arriving late or leaving class before being dismissed will be counted as NOT ATTENDING.
- Class begins promptly on time, be late for a test start time and you may earn a zero.
- Items marked in **Green** are scheduled class meeting dates.
- Items marked in **Gray** are scheduled class meeting dates for individual teams.
THREE DELIVERABLE SUBMISSIONS TYPES:
- There are four submission types defined below PIC, EML, and PRS.
- As this is a business course all submissions will be of business content and quality.
- Point deductions (including 0 points) for format, grammar, and punctuation issues.
- This is a business class, any submission of any type that contains hand written or hand drawn content will receive a grade of zero.
- Incorrectly submitted EML assignments may result in a significant loss of points (zero points possible) regardless of content quality of the submission.
- All submissions are due at the beginning of class time.

- ALWAYS, ALWAYS KEEP AN ELECTRONIC COPY OF ALL OF YOUR WORK, YOU WILL NEED IT FOR YOUR NOTEBOOK SUBMISSION.

- PIC
  - Printed paper deliverables include printed word documents, printed power point slides, and printed excel files ready to turn to the professor, or in the office mailbox (when instructed to do so) by the beginning of the class period.
  - A stapled typed cover sheet is required for all individual PIC submissions (you may submit multiple individual assignments under a single cover sheet if you prefer).
  - Each assignment is to be on a single page.
  - Prior approval is required to seek EML as a substitute submission.

- EML
  - Electronic media deliverables are word documents (.docx), power point slides (.ppt), and excel files (.xlsx) that are submitted as e-mail attachments to dturner@westga.edu.
  - Acceptance of your submitted attachments will be based on the time stamp of your sent email from your mywestga account to dturner@westga.edu.
  - Label each attached file with your last name and item number (example: Turner_01.docx)

- PRS
  - Electronic media deliverables presented in front of the class.
  - No additional materials or copies of material are required for turn in.

INDIVIDUAL DELIVERABLES:
- There are three deliverable segments required by each student, the initial homework items, one quiz and one exams, and the student binder containing the individual student project leg (item 14 below).
- All individual work must be original, similarities in any individual deliverables between students will result in zero scores for each student.

INDIVIDUAL HOMEWORK (items 01-08)
- To assist in your development of the individual deliverables you must read the following pages:
  - The Tool (001.docx)
  - The process rules (002.docx)
  - The MLOGs (003.docx)
  - The “Defined” (004.docx)
  - The “Drilldown” (005.docx)
- Each student will identify and define their own individual product or service to complete the components of the homework below.
- The items below (except item 08 at 5.0 points) are valued at 4.0 points each.
- Item 01-07 are **PIC** deliverables, item 08 is **EML**.
- Due dates are listed on the SCHEDULE below.

01. **Produce** a one page “word” report (100 words maximum) of the major systems used in your selected business.
03. **Produce** a one page “word” report (100 words maximum) of at least four entities associated (needed) in your selected business.
02. **Produce** your individual “excel” CONTEXT level DFD for your select firm.
04. **Produce** your individual “excel” SYSTEM level DFD for your selected firm.
05. **Produce** a one paragraph “word” narrative (40 words minimum) of any one specific atomic process.
06. **Produce** one “excel” major process DFD from your individual system DFD.
07. **Produce** a “word” document of any one MLOG/LOG format.
08. **Produce** your “word” DFD rules quiz.
   - Each student will take a quiz on DFD rules in class, then review the submissions in class with their team and submit their own unique final version (item 08) as an **EML**. THIS MUST BE ORIGINAL AND NOT COPIED WORK.
   - Keep a copy and study it as you will need this quiz to succeed on the DFD exam.

**EXAM**
- Each student will a closed book/notes exams in class that is based on the concepts and understanding of DFD rules.

**TEAM DELIVERABLES:**
**PROJECT STRUCTURE**
- Chose you team carefully as they are with you for the entire term!!!
- There will be no team peer evaluations in this course.
- Teams will consist of three or four members.
- Three member teams may have a fourth person assigned to the group by the professor.
- While teams are self-selected the professor retains the right to reassign team members as required.
- Students can expect to encounter a variety of interesting challenges in learning the concepts of system development and in applying these concepts in real-world situations.
- Learning to effectively use a systems modeling tool will be a part of this process.
- Do not expect credit for copied, duplicate, or very similar designed DFDs.
- Each team to prepare/discuss a total of four separate focused deliverables (items 09-12).

**PROJECT TOPIC SELECTION**
- The team will submit a name of a single specific organization to study (subject to approval).
- When no specific organization has been assigned, the team will investigate (at least two) similar firms in the surrounding community.
- Using the concepts and observations found at the locations each team will develop their base (context and system level) DFD model.
- Company types may include:
  Florist Pizza chain Auto parts
  Gas station Beauty salon Restaurant with catering
  Body shop Grocery Cellular services
  Home improvement
- The team has an obligation to select a firm that is sufficiently complex to allow each student to have an area of study to complete their individual decompositions.
PROJECT DEMONSTRATIONS
- The objective of the scheduled demonstrations is to reconcile design and concept questions that your group has encountered, and progress the class at a relative constant pace.
- A team who does not present anything will receive nothing, if you do not attend the class session you will not receive credit for that demonstration.
- Coordinate where your problems are with your team, and use those for the class discussion.
- Expect to answer questions and re-present in the next demonstration if errors are presented.
- Items 09-13 are valued at 3.0 points each.

09. **Produce** Team DFD components_01 (PIC & PRS)
- The project proposal.
  - Each team will offer a single point of contact (name, e-mail, and telephone number) for the professor to use as an information clearinghouse to the team.
  - **Warning, be aware of the required individual number of atomic level processes (item 14) that will be needed to complete the requirements.**
  - At least one major level process per team member (those processes at the context level).
  - Limited electronic delivery (.ppt) may be used.
  - The project proposal submission will include:
    - The Organization’s name, Organization’s contact name, telephone number and address (The organization should have minimum of ten members).
    - Listing of team members, each member’s e-mail address, and the name and telephone number of the contact member.
    - Description of team organizational structure chart of associated duties.
    - Identify which DFD leg each student wishes to be assigned.
    - **500 word minimum history of the firm (include the description of the business).**

10. **Produce** Team DFD components_02 (PIC & PRS)
- Complete and correct Context and Systems level DFDs.

11. **Produce** Team DFD components_03 (PIC & PRS)
- All entity dictionary descriptions, one example of a data store content with M-LOGs.

12. **Produce** Team DFD components_4 (PRS)
- Open review, present at least two questions concerning your project.
  - **This is the last opportunity to engage in questions concerning methodology and project requirements.**

13. **Produce** Team DFD components_5 (PRS)
- Each team to present and recap their project to the class (maximum of eight minutes).
- Open format, the team will decide what to and how to communicate the completed project to the class.

THE INDIVIDUAL PROJECT LEG STUDENT BINDER (14) and CD (15)

14. **Produce** a binder containing four sections, include a CD copy (item 15).
- The very first sheet will be a student ID sheet with you name and the CISM 4310.
  - Section 1 containing item 10 and the entity descriptions from item 11 materials.
  - Section 2 containing the decomposition of the major system level leg you are using, and will contain a minimum of **20 DFDs** (or more as required) to illustrate **at least 15 atomic level processes** found in your system level process.
  - One complete M_log (different from the one presented in team item 11).
  - Each DFD in item 14 represents the continuing decomposition of the major system level process **YOU** are using from the team selected project.
  - Each DFD will include a listing of data flow label (remember each is unique to your project).
- A DFD must reside on a single page.
- Each DFD will include a listing of data flow (to/from) labels (remember each is unique to your project).
- You may move the data flow labels to a second separate page if needed.
- Print only on one side of the paper.
- Process descriptions are to be placed behind each appropriate DFD.
- Each atomic level process description will explain in detail why and how each associated entity is being used to complete the process.
- Each atomic level process will explain in detail the fields used from a M_log (even if you did not model that M_log previously above).
- Each atomic level process will be differentiated by color or shading for identification.
- Do not expect credit for copied, duplicate, or very similar designed DFDs.
- All item submitted will be printed (no hand written materials).
- Section 3 containing at least one additional DFD representing and defining a linear relationship.
- Section 4 containing the complete student work of items 01-08.

15. The CD (or case) will have a computer printed labeled showing your name, CISM 4310, and the date.
- The CD will be a digital copy of your binder.

Considerations:
Follow the structure as shown in “The Tool_001”, do not “create” your own methodology
All processes need to be described (not just labeled) and properly numbered
DFDs need to be labeled and numbered (as the parent) at the top of each page
DFDs have two processes or more (a single process DFD is reserved for the content DFD)
Each process normally has at least two entities attached (explanation if only one is needed)
All to and from data flows are to be uniquely defined on the DFDs
Any linear relationship needs to be well discussed and defined
Data flow lines never cross, touch each other, or curve
Data flows always (except with linear relationships) connect to and from processes only
Nothing is hand drawn or written on any submission
Entities must be balanced on all DFDs, can only use those attached at the parent level
Only one DFD on each page, and only on one page
Maintain consistency in the design / style / size of the components in all DFDs (not the content)
Fonts that do not match counts as an error
Proof read, proof read!

EVALUATION:
- The total grade is based on a 10 point scale.
  Individual work generates 85 percent of the grade

  Items 01 – 07: individual assignments @ 4.0  28.0%
  Item 08: DFD rules quiz              05.0 %
  DFD exam                           15.0 %
  Items: 09 - 13 @ 3.0 points         15.0 %
  Item 14: Individual completed portfolio 35.0 %
  Item 15: Individual CD copy of completed portfolio 02.0 %
PROJECT GRADING:
- The project portfolio binder has a value of 35 points.
- Any hand written component on a page will result in that page being ignored and not counted.
- 4.0 point loss for each missing or incomplete components of a DFD (process and data flow labels, etc.).
- 1.5 point loss for each missing or improperly identified atomic level process.
- 0.5 point loss for each spelling errors.
- 0.5 point loss for each rule error or violation on each DFD (numbering, duplicate data flow labels, etc.).
- 10.0 point loss for missing or incomplete components of sections 1, 3, or 4.
- Up to 15.0 point loss for less than professional content display.

OTHER PROJECT DETAILS:
- Never, never, pass up an opportunity to meet with you team.
- The final project should address functional problems in the original organizational design.
- MAINTAIN BACK UP COPIES WITHIN YOUR TEAM. DISKS DO FAIL!
- Consider the use of a father, grandfather, great grandfather method of data backup.
- Consider keeping a running list of data flow names to prevent duplication.
- Utilize the same printing format required for the word processing of the project.
- Do not expect approval if the team has a minimal grasp of the organization to be studied or is not adequately prepared to discuss organizational particulars.

TROUBLE SHOOTING:
- Each team is expected to maintain adequate control of back up programs and data.
- Loss of a system or data is not an acceptable response to project requirements and consultation reviews.
- Each team must organize and manage itself to effectively meet the requirements of the professor and the user for whom you will be developing a system.
- It is strongly recommended that team members be assigned specific tasks (contact point, archive librarian, hardware specialist, software specialist, flow consistency, quality assurance, proof reader).
- You may discover other major tasks that should be assigned as well.
- Consider assigning a primary and secondary role to each team member.
- However, all team members should be knowledgeable in all aspects of the project.

BREACH OF ACADEMIC INTEGRITY:
- Each incidence of academic dishonesty is subject to review and consideration by the professor, and is subject to a range of penalties including but not limited to failing the assignment, failing the course, and referral to Office of the Vice President for Academic Affairs.
- Signing the attendance sheet for another person is deemed to be a violation of the academic integrity.
- Making of any type of copy or failing to return a test are deemed to be violations of the academic integrity.
- Submitting work for grading that is not of original individual student design is deemed to be a violation of the academic integrity.
- Students are responsible for understanding plagiarism. In general, plagiarism is defined as the use of intellectual material produced by another person without acknowledging its source.
- The following are some examples of what is considered plagiarism:
  * Copying of passages from works of others into an assignment, paper, discussion board posting, without acknowledgment.
  * Cutting/pasting information available on the web or online databases.
  * Using the views, opinions, or insights of another without acknowledgment.
  * Paraphrasing another person’s characteristic or original phraseology, metaphor, or other literary device without acknowledgment.
### FALL 2017 SCHEDULE:

**INCLASS DAYS**  INDIVIDUAL OR TEAM SCHEDULED ATTENDANCE DAYS

**ALL SUBMISSIONS ARE DUE AT THE BEGINNING OF CLASS TIME**

<table>
<thead>
<tr>
<th>DAY</th>
<th>DATE</th>
<th>MATERIAL COVERED</th>
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<tbody>
<tr>
<td>WED</td>
<td>AUG 09</td>
<td>Complete the first initial reading of 001 – 006 <em>(NO CLASS MEETING)</em></td>
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<tr>
<td>MON</td>
<td>AUG 14</td>
<td>DFD examples and team assignments</td>
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<tr>
<td>WED</td>
<td>AUG 16</td>
<td>Team project work outside of class</td>
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<tr>
<td>MON</td>
<td>AUG 21</td>
<td>Work as teams inside of class <em>(Items 01 &amp; 02 due <strong>PIC</strong>)</em></td>
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<tr>
<td>WED</td>
<td>AUG 23</td>
<td>DFD examples</td>
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<tr>
<td>MON</td>
<td>AUG 28</td>
<td>DFD examples <em>(Items 03 &amp; 04 due <strong>PIC</strong>)</em></td>
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<tr>
<td>WED</td>
<td>AUG 30</td>
<td>Team project work outside of class</td>
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<tr>
<td>MON</td>
<td>SEP 04</td>
<td>Labor Day</td>
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<tr>
<td>WED</td>
<td>SEP 06</td>
<td>DFD discussions <em>(Item 05 due <strong>PIC</strong>)</em></td>
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<tr>
<td>MON</td>
<td>SEP 11</td>
<td>DFD quiz in class <em>(Items 06 &amp; 07 due <strong>PIC</strong>)</em></td>
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<tr>
<td>WED</td>
<td>SEP 13</td>
<td>Team project work outside of class <em>(Item 08 due <strong>EML</strong>)</em></td>
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<tr>
<td>MON</td>
<td>SEP 18</td>
<td>Individual Team class meeting <em>(Item 09 due <strong>PRS &amp; PIC</strong> in mailbox)</em></td>
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<tr>
<td>WED</td>
<td>SEP 20</td>
<td>Individual Team class meeting</td>
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<tr>
<td>MON</td>
<td>SEP 25</td>
<td>Individual Team class meeting <em>(Item 10 due <strong>PIC</strong> in mailbox)</em></td>
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<tr>
<td>WED</td>
<td>SEP 27</td>
<td>Item 10 <em>(PRS)</em> discussion by teams</td>
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<tr>
<td>MON</td>
<td>OCT 02</td>
<td>Item 10 <em>(PRS)</em> discussion by teams</td>
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<tr>
<td>WED</td>
<td>OCT 04</td>
<td>Team project work outside of class</td>
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<tr>
<td>MON</td>
<td>OCT 09</td>
<td>Team project work outside of class <em>(Item 11 due <strong>PIC</strong> in mailbox)</em></td>
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<tr>
<td>WED</td>
<td>OCT 11</td>
<td>Item 11 <em>(PRS)</em> discussion by teams <em>(presentation schedule to be posted)</em></td>
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<td>MON</td>
<td>OCT 16</td>
<td>Item 11 <em>(PRS)</em> discussion by teams <em>(presentation schedule to be posted)</em></td>
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<tr>
<td>WED</td>
<td>OCT 18</td>
<td>Team project work outside of class</td>
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<td>MON</td>
<td>OCT 23</td>
<td>Team project work outside of class</td>
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<tr>
<td>WED</td>
<td>OCT 25</td>
<td>Item 12 <em>(PRS)</em> discussion by teams</td>
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<td>MON</td>
<td>OCT 30</td>
<td>Team project work outside of class</td>
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<tr>
<td>WED</td>
<td>NOV 01</td>
<td>Team project work outside of class</td>
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<td>MON</td>
<td>NOV 06</td>
<td>DFD exam <em>(closed notes)</em></td>
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<tr>
<td>WED</td>
<td>NOV 08</td>
<td>Team project work outside of class</td>
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<td>MON</td>
<td>NOV 13</td>
<td>Item 13 <em>(PRS)</em> discussion by teams <em>(presentation schedule to be posted)</em></td>
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<tr>
<td>WED</td>
<td>NOV 15</td>
<td>Item 13 <em>(PRS)</em> discussion by teams <em>(presentation schedule to be posted)</em></td>
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<tr>
<td>MON</td>
<td>NOV 20</td>
<td>Thanksgiving</td>
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<tr>
<td>WED</td>
<td>NOV 22</td>
<td>Thanksgiving</td>
</tr>
<tr>
<td>MON</td>
<td>NOV 27</td>
<td>Team project work outside of class <em>(Items 14 &amp; 15 due <strong>PIC</strong> in mailbox)</em></td>
</tr>
<tr>
<td>WED</td>
<td>NOV 29</td>
<td>Prior approved make up exams</td>
</tr>
</tbody>
</table>

**THE FILES ON COURSEDEN ARE ALSO HERE**

DFD Template

http://www.westga.edu/~dturner/4310/templete.xlsx

Rules quiz

http://www.westga.edu/~dturner/4310/quiz.docx

Style standards

http://www.apastyle.org/
The “Tool” (001)
http://www.westga.edu/~dturner/4310/001.docx

Rules Process (002)
http://www.westga.edu/~dturner/4310/002.docx

Data log (003)
http://www.westga.edu/~dturner/4310/003.docx

The “Defined” (004)
http://www.westga.edu/~dturner/4310/004.docx

Drill down (005)
http://www.westga.edu/~dturner/4310/005.docx

FIRST SET OF EXAMPLES

Context DFD
http://www.westga.edu/~dturner/4310/BSD00C.docx

System DFD
http://www.westga.edu/~dturner/4310/BSD00S.docx

Sales and Service DFD
http://www.westga.edu/~dturner/4310/BSD00P00.docx

Online Sales DFD
http://www.westga.edu/~dturner/4310/BSD000P01.docx

Process Sales DFD
http://www.westga.edu/~dturner/4310/BSD0000P02.docx
SECOND SET OF EXAMPLES

The Context level
http://www.westga.edu/~dturner/4310/isp00c.xlsx

The System level
http://www.westga.edu/~dturner/4310/isp00s.xlsx

The Sales and Service
http://www.westga.edu/~dturner/4310/is00p00.xlsx

Order Generation
http://www.westga.edu/~dturner/4310/is0000p00.xlsx

Customer Relations
http://www.westga.edu/~dturner/4310/is0000p01.xlsx

Internal Sales
http://www.westga.edu/~dturner/4310/is000000p01.xlsx

Service Reconciliation
http://www.westga.edu/~dturner/4310/is000001p00.xlsx

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