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

OFFICE HOURS:
Tuesday 0930 – 1100 (via e-mail or by appointment
Wednesday 0930 – 1100 (in office)
Office hours will not be available on October 2.

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 e-mails 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 changed information will be posted in the “Announcements” section on CourseDen.
- Only assigned University of West Georgia e-mails accounts will receive an e-mail response.
- No e-mails are answered within the CourseDen environments.
- The professor will communicate to the class in the “announcements” section on CourseDen.

CRITICAL INFORMATION:
- IF YOU CANNOT OR WILL NOT FOLLOW DETAILED INSTRUCTIONS YOU MAY HAVE EXTREME DIFFICULTIES PASSING THIS COURSE.
- 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 COURSE WILL USE ONLY ONE METHODOLOGY MODEL OF DECOMPOSITION.
- THE EXAMPLES AND ASSIGNMENTS ARE THE SAMPLES TO FOLLOW FOR YOUR WORK.
- ALL WORK SUBMITTED WILL BE INDIVIDUAL AND WILL CONTAIN ONLY ORIGINAL WORK.
- DO NOT COPY OR USE ANY TEXTS OR DFD DESIGN THAT YOU HAVE NOT CREATED.

PENALTIES FOR PLAGERISM WILL BE SEVERE
- 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 2019 SCHEDULE.
- You have the option to begin this work immediately.
- Late work is NOT accepted for a grade unless for an approved reason.
- 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 explanation. Read the exercises and then ask questions.
- The course contains distinct activities in a chronological order.
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 individual curriculum study.

STUDENTS SHOULD REVIEW THE SYLLABI COMMON LANGUAGE BELOW EACH SEMESTER:
https://www.westga.edu/UWG5yllabusPolicies/

REQUIRED SUPPLIES BY EACH STUDENT:
- One (for each student) blank jump drive (placed inside the cover of the notebook), item will not be returned).
- One (for each student) white one inch D ring binder (item may not be returned).
- Windows 95 or better based software and hardware, and label printing 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).

COURSE POLICIES:
- While some assignments and materials may be returned to the student, all material submitted as part of the course requirements become the property of the professor.
- Students are obligated to maintain electronic copies of their work (including a copy the submitted jump drive).
- The submitted jump drive will be retained by the professor as the archive data copy used for any grade disputes (All data must be present and readable on the jump drive, check condition prior to submission).
- 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 is structured differently 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.

FALL 2019 – CISM 4310
- The University of West Georgia Academic Honesty Policy will be enforced.

**METHOD OF INSTRUCTION:**
- There are only individually graded components in this course.
- The primary cause of failures in this are the 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!**
- Grades are directly impacted by the lack of the quality in content and the lack of attention to the requirements.

**DEMEANOR (if utilizing an external organization):**
- The highest degree of professionalism is required when interacting with project end users in public.
- Proper business attire is always required when meeting with project end users.

**ATTENDANCE:**
- Expect attendance to be taken at the beginning of each class 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 1.0 percent from your final grade.**
- All absences must be reconciled by the next class period as scheduled in the Scoop if you seek to have the absence approved.
- 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 the scheduled activity points.
- Arriving late or leaving class before being dismissed will be counted as NOT ATTENDING.
- Class begins promptly on time, be late and you may be denied access to the class.
- If I can be here on time so can the students.
- Items marked in **green** are scheduled traditional class meeting dates.

**EVALUATION:**
28% HW_01 – 07: individual assignments @ 4.0 points (HW1 has two assignments for 8.0 points total)
05% A_01: DFD rules quiz (percentage points based on the DFD exam score)
50% A_02: Individual completed portfolio (notebook)
05% A_03: Individual jump drive copy of completed portfolio
12% A_04: DFD exam

**DELIVERABLES:**

**PREPARATION**
- To assist in your development of the individual deliverables you must read the following pages:
  - Tool (001.docx)  The process rules (002.docx)
  - The MLOGs (003.docx)  Defined (004.docx)
  - Drilldown (005.docx)  Bringing it all together (006.docx)

- While a template is offered to assist in the design of the components (processes, entities, etc.) under no circumstances will cut and pasted section(s) of other (student) DFD work will be allowed. **ALL WORK MUST BE OF ORIGINAL DESIGN. BE CAUTIOUS!** Any resemblance or similarity in DFD design to ANY posted work or work of others will result in a zero and may result in a charge of academic dishonesty.
PROJECT TOPIC SELECTION
- Each student will submit a name of a single specific organization to study (subject to approval).
- While no specific organization will be assigned, each project could represent one of the following company types:
  - Florist
  - Pizza chain
  - Auto parts
  - Gas station
  - Beauty salon
  - Restaurant with catering
  - Body shop
  - Grocery
  - Cellular services
  - Home improvement

OTHER PROJECT DETAILS:
- MAINTAIN BACK UP COPIES OF YOUR INDIVIDUAL MATERIALS. DISKS DO FAIL!
- Consider the use of a father, grandfather, great grandfather method of data backup.
- Consider keeping a running list of DFLs flow names to prevent duplication.
- Utilize the same printing format required for the word processing of the project.

NON HOMEWORK INDIVIDUAL COMPONENTS
- Each student will complete the components for their notebook / jump drive submission.
- Each student will participate in a rule quiz.
- Each student take a closed note / book exam on DFD structures.

A.01. Submit DFD quiz as an email word attachment.

A.02. Individual project notebook (submit with A.03).
- A white 1” D ring binder is needed (below $10.00, a binder similar to Staples item 82696, model # 24667-US).
- The external binder cover sheet will include your name, CISM 4310, and the course CRN.
- Dividers between the four sections, with all sheets in the rings (not the pockets or page protector sleeve).
- All item will be printed (no hand written data or information anywhere in the submitted project).
- Produce a binder containing three sections.

SECTION 1
- Context and System level DFDs.
- Entity descriptions (Remember entity name and descriptions never change).
- The decomposition of the major system processes containing a minimum of 12 DFDs (Your Context and System DFDs count as the first two, but create as many as you require) to illustrate at least eight atomic level processes.
- Submit at least one example of a linear relationship with an explanation.
- Each DFD will be unique in design, using copied, duplicated, or very similar designed DFDs or any text from another source is academic dishonesty.
- The symbols used for YOUR DFDs must stay consistent.
- A DFD must reside on a single page and print only on one side of the paper.
- Every DFD page (not required on Context and System level DFDs) will be followed with the DFLs, and then followed by the process descriptions.
- Each DFD will include a listing of data flow labels (DFLs) with the corresponding numbers on the graphic (showing both to/from, remember each line direction is unique, no duplicate labels anywhere).
- DFLs may be on the DFD if there is room or move the DFLs listing to the second separate page if needed.
- After the DFLs page(s) the process descriptions are listed.
- Remember that the parent process is a generalization of the children as you move back up to the System level.
- Define all processes with the identifying description and number.
- Each atomic level process will be differentiated by color or shading for identification as defined by the
- Each atomic level process description will explain in detail why and how each associated entity and fields from the data stores (fields from specific LOGs) are being used to complete the process.
SECTION 2
- At least two complete M_LOGs or as many as needed to support atomic process descriptions.
- The fields of the LOGs used by atomic processes will be highlighted.

SECTION 3
- New copy of your original submitted homework (items 01 – 07).

A_03. An identical jump drive copy of sections 1 and 2 of A_02.

A_04. In class DFD exam.

TROUBLE SHOOTING:
- Each student 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.

HOMEWORK
- Always maintain an electronic copy of your individual items as they will be needed for your notebook and CD.
- Homework submitted when due is graded as 100% (4 points) if no errors are present, 1 points for each error found (just as the project is graded). 0 points for four or more errors.
- Homework 01 is worth 8.0 points, four for each DFD.
- No handwritten components or notations allowed on homework (except you should write your name on the back of the last sheet)
- Staple if more than one sheet is submitted.
- Homework must be retained and corrected for the project notebook.
- No cover sheet needed just place your name on the back side of the last sheet and fold over.

HW_01. Produce an “excel” CONTEXT and SYSTEM level DFDs.
Developed and reviewed during the assigned class period and due by the following in class day.

HW_02. Produce an “excel” of one DFD of a major system level process.
Developed and reviewed during the assigned class period and due by the following in class day.

HW_03. Produce a one page “excel” report of a process tree.
Developed outside of class and due by the following in class day.

HW_04. Produce a one page “word” report of at least three entities.
Developed outside of class and due by the following in class day.

HW_05. Produce a series of four child DFDs (excel) of one decomposed parent DFD.
Developed outside of class and due by the following in class day.

HW_06. Produce a “word” document of a sample MLOG/LOG format.
Developed outside of class and due by the following in class day.

HW_07. Produce a description of two atomic and one parent process.
Developed outside of class and due by the following in class day.
PROJECT GRADING CONSIDERATIONS:
Focus on the detail of diagramming and ask yourself if you could build a data system with your analysis?

ASK THE QUESTION: WOULD I SUBMIT THIS PRODUCT IF MY CAREER DEPENDED ON IT?
Document design and flow material (proper order of materials).
It is highly suspect when the same DFD is duplicated or very similar to another within the same project (even if worse from another project). Please study the examples but design your own DFDs!
Remember that a mistake made once will repeat itself when DFDs are reused.
Each DFD in the project is to be unique and of an original design.
Again, no plagiarism of design or text, do not harvest copy, or duplicate.
This is a professional submission as if your professional reputation is at stake.
No hand written components.
Number sheets, prefer bottom right corner.
Work will be marked up, if inside a protective cover a dry erase marker is used.
Pencil marks are just check offs, red indicates an issue.
Place your labeled digital copy in the front exterior cover with your cover sheet.
Be sure to proof read and compare to the requirements, as a majority of the errors are found this way.
Experience show that the later you begin your project the more likely you will receive a poor grade.
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.
Process descriptions are focused on the use and flow of data (thus called Data Flow Diagraming) and not the performance of a mechanical action (such as cooking, moving, and cleaning). The objective is to identify what information is utilized to complete a process.
Each process need to have at least two entities, if only one is used (rare) it must be explained.
All processes must be defined, with Atomic processes are discussed at the granular level and will define how specific fields of data are used.
It will be very rare when an Atomic level process appears just below the system level, if this occurs include a 400 word explanation on an additional page.
The only DFD with one process is the Context level DFD.
Remember only LOGs have fields.
It will be impossible to follow the decomposition down to the atomic level without the intermediate DFDs with correct labeling.
DFDs need to be labeled and numbered (as the parent) at the top of each page.
Every DFDs should have two processes or more (a single process DFD is USED for the content DFD).
Each process normally has at least two entities attached (a detailed explanation is need if only one is Linear relationships need to be discussed and defined (one way arrow line between processes).
Place an additional sheet behind the DFD containing the linear relationship to explain what is occurring, why, and using which fields.
If you use a second sheet for the DFLs place the DFD number at the top as these pages are removed and shuffled during the grading process.
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.
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!
The jump drive must be an exact duplicate of the notebook.
Any hand written component on a page (excluding highlighting atomic level processes) will result in that page being ignored and not counted.
Hand written is defined by any mark made on a page that was not generated by a printer (page numbers, arrow heads, descriptions, etc.).

Missing or incomplete components of a DFD (process and data flow labels, etc.).

Missing or improperly identified atomic level process.

Spelling errors.

DFD rule error or violation (numbering, duplicate data flow labels, etc.).

All of the errors listed are not valued equally, but do expect a minimum of 1.0 point per event of each error.

Remember missing a DFD in the decomposition voids the submitted DFDs of the children below it (no parent, no children).

Remove all labels from the exterior of the notebook, and place cover sheet on the exterior of the notebook.

PROJECT GRADING CRITERIA:
- Below is a listing of some of the errors to avoid to achieve maximum points.
- The actual project grading matrix (rubric) is available on CourseDen.
- There can be multiple instances of each error.

Items not in a notebook.

Missing components of the three sections.

Below the required number of DFDs.

Below the required number of atomic process.

Illegal DFD design (such as having only one process or one entity).

Missing DFD in decomposition sequence.

DFD title not label or numbered correctly, or not on a single page.

Processes not label or numbered correctly.

Entity error (missing required entities, no descriptions, using entity not residing on parent DFD).

Data store error (missing required data store, using data store not associated with parent process).

Data flow errors (missing arrow head, crossed lines, not connecting to/from processes).

Without proper listing of data flow (to/from) labels (DFL)(second separate page allowed).

Linear relationship incorrectly identified or lacks adequate definition.

Missing process descriptions behind each DFD.

Atomic level process detailed descriptions.

Atomic level process shaded or differentiated.

Hand written components.

Required LOG fields for atomic processes with correctly structured M_LOGs.

Jump drive not submitted.

Jump drive missing duplicate data.

Lack of overall professional quality (consistency of page presentation).

Not submitted on time.

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 2019 SCHEDULE:**

**INCLASS WORK - ATTENDANCE TAKEN**

**ASSIGNMENTS DUE**

**OPEN IN CLASS PERIODS TO DISCUSS PROJECT ISSUES – NO ATTENDANCE**

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<th>DAY</th>
<th>DATE</th>
<th>TO STAY ON TRACK THE FOLLOWING SCHEDULE IS OFFERED</th>
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<td>01</td>
<td>Wed 14_Aug</td>
<td>Class Introduction</td>
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<tr>
<td>02</td>
<td>Mon 19_Aug</td>
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<tr>
<td>03</td>
<td>Wed 21_Aug</td>
<td>HW_01. due: Context and System DFDs</td>
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<td>04</td>
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<td>05</td>
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<td>HW_02. due: Major system processes</td>
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<td>06</td>
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<td>HW_03. due: Process tree</td>
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<td>HW_04. due: Defining entities</td>
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<td>HW_05. due: Decomposing DFDs</td>
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<td>HW_07. due: Describing processes</td>
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<td>20</td>
<td>Mon 21_Oct</td>
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<td>21</td>
<td>Wed 23_Oct</td>
<td>A_01. Quiz submitted as an email attachment due by 4:00 pm</td>
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<td>28</td>
<td>Wed 13_Nov</td>
<td>A_02 &amp; A_03. Project Notebook and jump drive due by 4:00 pm</td>
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