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

OFFICE HOURS:
Tuesday 0930 – 1100 (in office)
Wednesday 0930 – 1100 (via e-mail or by appointment)

COMMUNICATIONS:
- 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 a scheduling conflict may require a change in the office hours, these changed will be posted in the “Announcements” section on CourseDen.
- Only your assigned University of West Georgia e-mails accounts will receive an e-mail response.
- No e-mails are answered within the CourseDen environments.
- Students are responsible to check the “announcements” section on CourseDen daily for changes.

CRITICAL INFORMATION:
- IF YOU CANNOT OR WILL NOT FOLLOW DETAILED INSTRUCTIONS YOU MAY HAVE 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 ASSIGNMENTS AND READINGS ARE THE EXAMPLES TO FOLLOW TO COMPLETE YOUR WORK.
- ALL WORK SUBMITTED WILL BE INDIVIDUALLY CREATED AND WILL ONLY CONTAIN ORIGINAL WORK.
- DO NOT COPY OR USE ANY TEXTS OR DFD DESIGN THAT YOU HAVE NOT CREATED.
- ATTENDANCE IS NOT TAKEN, BUT REMEMBER THAT INDIVIDUAL CLASS INSTRUCTION SESSIONS WILL NOT BE OFFERED.
- EACH STUDENT MAY MISS ONE HOMEWORK ASSIGNMENT WITHOUT PENALTY.
- IF YOU HAVE DIFFICULTIES UNDERSTANDING THE MATERIAL YOU ARE OBLIGATED TO ASK QUESTIONS IN CLASS.
- ALL DELIVERABLES (ASSIGNMENTS) ARE DUE AS POSTED, IF DUE DATES AND TIMES CONFLICT WITH YOUR SCHEDULE YOU MAY SUBMIT ITEMS EARLY TO MY OFFICE MAILBOX WITH AN EMAIL NOTIFYING ME (dturner@westga.edu) WHEN YOU DO SO.
- YOU HAVE THE OPTION TO BEGIN THIS WORK IMMEDIATELY.
- 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.
- Beyond the one missing homework without penalty, late work is NOT accepted for a grade without approval.
- The course contains distinct activities in a chronological order.
- 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 SYLLABUS COMMON LANGUAGE BELOW EACH SEMESTER:
https://www.westga.edu/UWGSyllabusPolicies/
PREREQUISITES:
- CISM 3330.
- It is expected that all students will be familiar with, and have the necessary skills to prepare materials in Excel and Word.

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 1” D ring binder (item may not be returned).
- Windows 95 or better based software and hardware, and label printing capability.

SUGGESTED MATERIALS 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 deliverables (assignments and materials) may be returned to the student, all material submitted as part of this course requirements become the property of the professor.
- Students are obligated to maintain electronic copies of ALL 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!
- The University of West Georgia Academic Honesty Policy will be enforced.

ATTENDANCE:
- Attendance is expected every day regardless of the assignment type or location.
- Class begins promptly on time.
- Items marked in Green are the scheduled class meeting dates unless changed on the “Announcements” section on CourseDen.

EVALUATION:
05% EX_01: DFD rules quiz (percentage points earned equals the DFD exam score)
10% EX_02: DFD exam
18% HW_01 - 07: Allowed one missed submission (individual assignments @ 3.0 points)
24% PC_01 - 04: Project components (each component assignments @ 6.0 points)
40% NB_01: Individual completed portfolio (notebook)
03% NB_02: Individual jump drive copy of completed portfolio

METHOD OF INSTRUCTION:
- You need to be prepared for class to ask relevant questions pertaining the next upcoming assignment as the class methodology will be to collect the homework due, return last homework, then discuss and answer questions about the next assignment.
- 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.

**EXAM AND QUIZ:**
- **EX_01.** Submit DFD quiz as an email word attachment
- **EX_02.** In class DFD exam

**HOMEWORK (HW)**
- Always maintain an electronic copy of your individual items.
- **Homework submissions CANNOT be used for your project.**
- Homework submitted is graded as 100% (3 points), but you need to get your return homework to see the errors.
- The total for homework is 18.0 points, with one homework score is dropped.
- Early homework can be delivered to the office mailbox, but late homework is **NOT** accepted.
- Please do not “skip” a homework as you will need all of these skills to produce a quality project.
  - **No handwritten components or notations allowed on homework** (the exception is that you should write your name on the back of the last sheet and include the homework number).
  - Each DFD will (ALWAYS) be on a single sheet, staple sheets if more than one sheet is submitted.
  - No cover sheet is needed just write your name and the homework number on the back side of the last sheet (if more than one is submitted), staple, and fold over.

- **HW_01.** Produce a one page “excel” report of a process tree (just processes, show the parent child relationship).
  Begin to develop, and ask questions during the class period. Homework (paper) is the next in class meeting day.
- **HW_02.** Produce an “excel” CONTEXT and SYSTEM level DFDs.
  Begin to develop, and ask questions during the class period. Homework (paper) is the next in class meeting day.
- **HW_03.** Produce an “excel” of one DFD of a major system level process.
  Begin to develop, and ask questions during the class period. Homework (paper) is the next in class meeting day.
- **HW_04.** Produce a one page “word” report of at least three entities.
  Begin to develop, and ask questions during the class period. Homework (paper) is the next in class meeting day.
- **HW_05.** Produce one complete (child) DFD in decomposition sequence from System level DFD, produce a DFD containing a linear relationship and define (also include copy of System DFD). Begin to develop, and ask questions during the class period. Homework (paper) is the next in class meeting day.
- **HW_06.** Produce a “word” document of a sample MLOG/LOG format.
  Submit in office mailbox with email notification.
- **HW_07.** Produce a description of two atomic and one parent process.
  Submit in office mailbox with email notification.

**PREPARATION:**
- To assist in your development of the individual deliverables you must read and understand 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 or examples will be allowed. **ALL WORK MUST BE OF ORIGINAL DESIGN.** Any resemblance or similarity in DFD design to ANY other work will result in a zero and may result in a charge of academic dishonesty.

**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 if and when meeting with project end users.

**PROJECT COMPONENTS (PC)**
- Late work is **NOT** accepted for a grade without approval.
- Each student will identify a name of a single specific organization to study (subject to approval).
- The Context level DFD (submitted in **PC_01**) will be the means of organization identification.
- Duplicate organizations between students is not allowed.

- **YOUR HOMEWORK AND PROJECT CANNOT USE THE SAME COMPANY OR ORGANIZATION.**

- While no specific organization will be assigned, each project could represent one of the following company types:
  - Florist
  - Pizza chain
  - Autoparts
  - Gas station
  - Restaurant with catering
  - Body shop
  - Grocery
  - Beauty salon
  - Cellular services
  - Home improvement

- **PC_01 – 04**: Project components assignments @ 6.0 points.

- These exercises are based on your final project submission **(THESE ARE THE FOUNDATION OF YOUR PROJECT)**.

- You can and may have to change/refine the content of these sections for your final project submission.

- Each of these five project components will be submitted as a single (possible multiple page) PDF email attachment.

  - **PC_01** (*use for 02 and 04 below*) - Context level DFD and System level DFD.
  - **PC_02** (*use for 03 below*) - Entity descriptions (Remember entity name and descriptions never change).
  - **PC_03** (*use for 06 below*) - Examples of one completed DFD with descriptions (may change later) and DFLs.
  - **PC_04** (*use for 01 and 08 below*) - The process diagram to match project layout (highlight atomic processes) and a sample M_LOG (complete with all LOGs and three field expansions).

- *See “NOTEBOOK LAYOUT” below.*

**COMPLETED PROJECT**

- Late work is **NOT accepted for** NB_01.
- Individual project notebook (also submit the labeled jump drive NB_02 with NB_01).
- Late work is **NOT accepted for a grade without approval**.

- **THIS IS A BUSINESS DOCUMENT, no handwritten components or notations anywhere in or on the notebook.**

- Focus on the detail of diagramming and ask yourself if you could build a data system with your analysis?
- Analyzing a process description is focused on the use and flow of data (thus called Data Flow Diagraming) between entities, 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.

- 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.
- **DO NOT USE PAGE PROTECTOR SLEEVES!**

- **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 (excel) of DFLs flow names to prevent duplication.

- **THE CONCEPT DFD DESIGN IS VERY SIMILAR TO THAT OF PEOPLE, WHERE NO TWO DFDS ARE IDENTICALLY.**

- **EACH DFD WILL BE UNIQUE IN DESIGN, USING COPIED, DUPLICATED, OR VERY SIMILAR DESIGNED DFDS OR ANY TEXT FROM ANY SOURCE IS ACADEMIC DISHONESTY.**

- **AGAIN, 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.**

- 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, but may contain DFL labels.
- Remember that the description of the parent process is a generalization of the children as you move back up to the System level.
- Each atomic level process will be differentiated by shading for identification.
- 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.
- Consider keeping a running list (excel) of DFLs flow names to prevent duplication.
- Utilize the same printing format for all word processing of the project.

- **ASK THE QUESTION: WOULD I SUBMIT THIS PRODUCT IF MY CAREER DEPENDED ON IT?**

- Maintain document design and flow of 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.
- Remove grid lines on excel sheets.
- Be sure to proofread 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!
The only DFD with one process is the Context level DFD. Remember M_LOGs have LOGs, and LOGs have fields. It is impossible to follow the decomposition down to the atomic level when intermediate DFDs have incorrect 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 (Only the Context DFD has a single process). Each process rarely has just one entities, if so you must supply a detailed explanation. Linear relationships need to be discussed and defined (oneway arrow line between processes). Place an additional sheet behind the DFD with the linear relationship to explain what is occurring, why, and using which fields. Data flow lines never cross, touch each other, or curve. Data flows always (except with linear relationships) connect to and from processes only. 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. 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.). 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. Review the actual project grading matrix (rubric) available on CourseDen.
NOTEBOOK LAYOUT
01 - Process diagram to match project layout (highlight atomic processes). 02 - Context System level DFD (the only DFD with one process). 03 - Entity descriptions (Remember entity name and descriptions never change). 04 - System level DFD. 05 - System level DFD process descriptions. 06 - All DFDs (excluding Context and System level DFDs) from this point on require process descriptions, DFL numbers and labels). - The decomposition of ALL major system processes containing a minimum of \textbf{14 DFDs} (Your Context and System DFDs count as the first two, but create as many as you require) to illustrate \textit{at least eight atomic level processes}. - DFL labels may be on the DFD if there is room, or move the DFLs listing to the second separate page if needed. - Remember that each DFL line number represents both a “to and from” line description, where every single DFL description within the project is unique, no duplicate labels anywhere. - Each process needs to have at least two entities, if only one is used (rare) it must be explained and shaded. - It will be very rare when an Atomic level process appears a just one level below the system level, if this occurs an explanation on an additional page is needed. - Every DFD page will be followed with the DFLs. - Process descriptions follow after the DFLs. - Define all processes with the identifying description and number. - All processes must be defined, with Atomic processes are discussed at the granular level and will define how specific fields of data are used. 07 - At least \textbf{one example} of a linear relationship with an explanation. 08 - Two (complete) M_LOGs, expanded to represent the fields of two selected Atomic processes (the fields of the LOGs used by atomic processes will be highlighted).

CONSIDERATIONS:
- Below is a listing of \textbf{some} of the errors to avoid to achieve maximum points. - There can be multiple instances of each error. - 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.
- Atomic level process detailed descriptions lack specific details.
- Atomic level process not 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.

PROJECT GRADING CRITERIA FROM RUBRIC:
Process tree error (fails to match overall DFD content and design, labels).
Project not in required notebook format.
Missing external cover sheet (name, date, class).
Notebook exterior cover clear of labels.
Below the required number of DFDs.
Below the required number of atomic process.
DFD layout (missing parent DFD in sequence, or DFD not on a single page).
DFD error (number of processes, missing parent entity or data store).
DFD title error (not labeled or numbered incorrectly from parent).
Entity error (missing, balance, single or changed from parent).
Data store error (missing, balance, or not nested in M_LOG if expanded).
Process error (not labeled or numbered in correctly from parent in header).
Line error (crossed lines, not to/from processes, DFL numbers, arrowheads).
DFL error (every to/from has a different label, exclude CONTEXT/SYSTEM).
Linear processes error (missing, lack of explanation).
Missing entity description for CONTEXT level DFD.
Missing process descriptions on DFDs.
Atomic level process shaded to differentiated.
Required number of M_LOGs (highlight fields used by ATOMIC processes).
Lack of overall professional quality business document standards (Consistency of presentation, spelling, fonts, symbols, front side of paper only, no hand written components).

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.

Spring 2020 SCHEDULE:
INCLASS ASSIGNMENTS DUE

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<td>TUE</td>
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SPRING 2020 – CISM 4310
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Discuss HW_03 components, HW_02. due Context and System DFDs
Discuss HW_04 components, HW_03. due Major system processes
Discuss HW_05 components, HW_04. due Defining entities
Discuss HW_06 & 07 components, HW_05. due Decomposing DFD, linear relationship (with System)
(NO CLASS MEETING) HW_06. due M_LOG (due in office mailbox by class time)
(NO CLASS MEETING) HW_07. due Describe processes (+DFD) (due in office mailbox by class time)
(NO CLASS MEETING) EX_01. Quiz submitted as an email word attachment due by 4:00 pm
(NO CLASS MEETING) PC_01 due as a single PDF email attachment
(NO CLASS MEETING) PC_02 due as a single PDF email attachment
(NO CLASS MEETING) PC_03 due as a single PDF email attachment
(NO CLASS MEETING) PC_04 due as a single PDF email attachment
(NO CLASS MEETING) NB_01 & NB_02. Project Notebook and jump drive due by 12:00 noon
(ATTENDANCE REQUIRED) EX_02. DFD exam in Class