FACULTY DATA:
Dr. Douglas Turner
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Miller 2223

IMPORTANT: IF YOU REQUIRE ANY ASSISTANCE OR ACCOMMODATIONS TO COMPLETE THIS COURSE YOU ARE REQUIRED TO CONTACT ME AT DTURNER@WESTGA.EDU ON THE FIRST DAY OF CLASS (JUNE 1, 2020).

OFFICE HOURS:
- Tuesday, Wednesday and Thursday, 0830 am – 1000 am (via e-mail)
- As this is an “N” course defined as 94-99% online all materials are offered as off campus content.

COURSE OBJECTIVE:
- To systematically analyze the flow of the required information between entities by using a hierarchical method called Data Flow Diagraming (DFD). This method is centered around processes and focuses on the flow of data between entities. This is accomplished by defining the exact data fields that are needed to complete a given transaction. The technique is derived from the previous work of Gane and Sarson.

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.
- When submitting an email please include your course and section number in the subject line.
- 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 ISSUES IN 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 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 INDIVIDUALLY CREATED.
- IF YOU HAVE DIFFICULTIES UNDERSTANDING THE MATERIAL YOU ARE OBLIGATED TO ASK QUESTIONS.
- 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 (dtturner@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.
- 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 SYLLABI COMMON LANGUAGE BELOW EACH SEMESTER:
- This data can be found at:
  https://www.westga.edu/UWGSyllabusPolicies/

PREREQUISITES:
- CISM 3330.
- All students will be familiar with and have the necessary skills to prepare materials in Excel, Word, and PDF formats.

REQUIRED SUPPLIES BY EACH STUDENT:
- Windows 95 or better based software and hardware, adequate network capacity to access the internet, printing capability.

SUGGESTED MATERIALS BUT NOT REQUIRED:
- Technology Forecast: 2002-2004, Volume 1 is under a $1.00, but newer the version the better

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:
- All materials submitted are retained as part of this course requirement and becomes the property of the professor.
- Students are obligated to maintain electronic copies of ALL their work.
- The professor retains the right to subjectively evaluate an individual student's grade upward in appropriate cases based upon observed performance.
- Know from the beginning that this course is structured differently than most courses!
- The University of West Georgia Academic Honesty Policy will be enforced.
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)  
  Defined (004.docx) Drilldown (005.docx)  
  The MLOGs (003.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.**

ATTENDANCE:
- There is no mandatory classroom attendance. 
- There **IS** an expectation of preparing for each assignment and submitting those assignments by the posted due date and time. 
- You may email me at any time. But realize that I will probably only email you back during the posted days and hours. 
- This means that if you delay in preparing your assignments and do not ask questions in a timely manner you may not have your answers in a timely manner to submit a quality product.

METHOD OF INSTRUCTION:
- There are only individually graded components in this course. 
- The primary cause of failures in this course are not following project guidelines and poor 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.

EVALUATION:
05% EX_01: DFD rules quiz (percentage points earned equals the DFD exam score) 
12% EX_02: DFD exam 
08% HW_01 - 02: (individual assignments @ 4.0 participation points each)* 
18% PC_01 - 03 (component PDF assignments @ 6.0 points each)* 
57% RQ_01 - 05 (five specific PDF files submitted via email representing your project – SEE PROJECT LAYOUT) 
* - The late work policy reduces the potential available points by 10% past the due date and time, then an additional 10% reduction for each 24 hour period after the due date and time.

EXAM AND QUIZ:
EX_01. Submit DFD quiz as an email word attachment 
(A place holder grade of “1” denotes the receipt of your quiz, a grade of “0” denotes a missing quiz) 
EX_02. DFD exam (45 minute timed, one attempt) on CourseDen.
HOMEWORK (HW):
- The late work policy applies to HW_01 and HW_02.
- Always maintain an electronic copy of your individual items.
- **Homework submissions CANNOT be used for your project.**
- Homework submitted is graded as 100% (4.0 points), but you need to review your retained submissions to see the errors.
- Homework will be “scored” based against the published procedures and rubric to identify errors found.

HW_01. Produce an “excel” CONTEXT and SYSTEM level DFDs.
HW_02. Produce an “excel” of one DFD of a major system level process.

PROJECT COMPONENTS (PC):
- The late work policy applies to PC_01, PC_02, and PC_03.
- **YOUR HOMEWORK AND PROJECT CANNOT USE THE SAME COMPANY OR ORGANIZATION.**
- These (PC) 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 project components will be submitted as a PDF email attachment.
- 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. (*use for RQ_02 below) - Context level DFD and System level DFD.
PC_02. (*use for RQ-02 below) – All entity descriptions (Remember entity name and descriptions never change).
PC_03. (*use for RQ_01 and RQ_04 below) - The process tree diagram to match project layout (highlight Atomic processes) and a sample M_LOG (complete with all LOGs and three field expansions).
* See “PROJECT LAYOUT” below.

PROJECT LAYOUT (RQ):
- The late work policy applies to RQ_01 - 05.
- As your submissions will be print by me the format and layout will greatly impact the grading. Strongly, strongly consider printing the item first before sending them.
- Feel free to send all five PDF items in a single email.
- **IT IS IMPERATIVE THAT EVERY PAGE OF YOUR SUBMISSIONS HAVE A PAGE NUMBER ON THE TOP EACH PAGE.**
- **IN EXAMPLE, RQ_01 IS PAGE “01”, RQ_02 CONTEXT IS PAGE “02”.
- RQ_01 - 05 (five separate attachments) due by 11:00 am.
  RQ_01. Process diagram (page 01) to match project layout (highlight atomic processes).
  RQ_02. Context System level DFD (page 2)(the only DFD with one process).
  Entity descriptions (page 3, 4 and so on)(Remember entity name and descriptions ever change).
  System level DFD.
  System level DFD process descriptions.
  RQ_03. 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 **14 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.
- DFL labels may be on the bottom of the DFD page 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 PDF 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.

RQ_04. At least one example of a linear relationship (that with an explanation).
- 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).

RQ_05. A single PDF file containing all of the sequentially numbered pages from RQ_01 - 04 above.

COMPLETED PROJECT:
- 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.
- Remember that the description of the parent process is a generalization of the combined description 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 Data Flow Labels (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 submissions.
- Be sure to proofread and compare to the rubric requirements as the majority of errors are easily 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 will have two processes or more (only the Context DFD has a single process).
- Each process rarely has just one entity, If so you must supply a detailed explanation.
- Linear relationships need to be discussed and defined (use oneway arrow line between processes).
- Place an additional sheet behind the DFD with the linear relationship to explain what is occurring, why, by who, and using which fields.
- Data flow lines never cross, touch each other, or curve.
- Data flows always (except with linear relationships) ONLY connect to and from processes.
- Entities must be balanced on all DFDs (can only use those entities attached at the parent level process).
- 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.
- 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).
- Again, review the actual project grading matrix (rubric) available on CourseDen.
- Again, proofread, proofread!

CONSIDERATIONS:
- Below is a listing of some of the errors to avoid to achieve maximum points.
- There can be multiple instances of each error creating multiple deductions.
- 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 descriptions lack specific details.
- Atomic level process not shaded or differentiated.
- 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.

Summer 2020 SCHEDULE (all times are listed as United States Eastern Standard Time):

<table>
<thead>
<tr>
<th>DAY</th>
<th>DATE</th>
<th>ASSIGNMENTS DUE</th>
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<tbody>
<tr>
<td>MON</td>
<td>June 01</td>
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TUES June 02     HW_01. due Context and System DFDs as a single excel email attachment by 5:00 pm
WED Jun 03       HW_02. due Major system processes as a single excel email attachment by 5:00 pm
THU June 04
FRI June 05       PC_01. due as a single PDF email attachment by 5:00 pm
SAT June 06
SUN June 07       PC_02. due as a single PDF email attachment by 5:00 pm
MON June 08
TUES June 09     EX_01. DFD quiz submitted by 5:00 pm
WED Jun 10
THU June 11
FRI June 12       PC_03. due as a single PDF email attachment by 5:00 pm
SAT June 13
SUN June 14
MON June 15
TUES June 16     EX_02. DFD exam opens on CourseDen at 5:00 pm
WED Jun 17
THU June 18
FRI June 19       RQ_01 – 05. due as five individual PDF email attachments by 5:00 pm
SAT June 20
SUN June 21
MON June 22     EX_02. DFD exam closes on CourseDen at 5:00 pm
TUES June 23