Summer 2015 - Theory and Philosophy of Management
(Business Process Development techniques and challenges)
Business Systems Analysis and Design
MGNT 6672 - D (crn: # 50074)
Miller 2202
(Syllabus revision: # 042915)

FACULTY DATA:
Dr. Douglas Turner, Professor
Phone: 678.839.6472

OFFICE HOURS:
- Tuesday and Wednesday 11:00 am – 3:00 pm
- Thursday 1:00 pm – 3:00 pm

COURSE TIME EXPECTATIONS:
- Beyond the lecture, discussions, development and review time occurring within the scheduled course periods, each student should plan to spend a minimum of at least two additional hours each day to properly complete this course.
- The additional required time is often represented by business site visits, team meeting, and individual curriculum study.

STUDENT RIGHTS AND RESPONSIBILITIES:
- Please carefully review the information at the following link:
  http://www.westga.edu/assetsDept/vpaa/Common_Language_for_Course_Syllabi.pdf.
- The document at 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.

CREDIT HOUR POLICY (3 credit hours):
- For approximately fifteen weeks, students in this class will generally spend 150 minutes with direct faculty instruction (either face-to-face or online) and work about 360 minutes outside of the classroom each week. This out-of-classroom work may include, but not limited to, reading, assignments, projects, group work, research, and test preparation.

COURSE LEARNING OBJECTIVES:
1. Recognize data as an organizational resource that must be planned for, controlled, allocated appropriately, managed, and deployed at different levels of management for competitive advantage. (BBA 3)
2. Recognize organizations as systems, where information technology is used to process information at different levels of management (BBA 3, BBA6)
3. Demonstrate the ability to use technological applications to create and communicate business solutions. (BBA 1,BBA 3,BBA 6, MIS 1)

COMMUNICATIONS:
- All e-mails are to be sent to dturner@westga.edu.
- Your UWG e-mail account is the official individual communication method at UWG.
- Only assigned University of West Georgia e-mails accounts will receive an e-mail response.
- The only website utilized in this course can be found at http://www.westga.edu/~dturner/sum2015.htm.
- No other website or software is utilized, even if a website is listed as active by the University, no submissions or e-mails are answered within environments such as CourseDen or WebCT.

REQUIRED SUPPLIES:
- (One per team) Windows 95 or better based software and hardware, and CD generation and label capability.

Suggested below but not required:
- (One per team) A laser pointer for the team is an extremely useful tool during presentations.
- (One per team) A reference copy of “Systems Analysis and Design”, Gibson, Michael, and Hughes, Cary (ISBN # 0-87709-247-8). Copies can be found on the Web for as little as $5.00.

METHOD OF INSTRUCTION:
- While Data Flow diagrams (DFDs) are utilized, prior knowledge of DFD methodology is not required.
- 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 team 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.
- 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 detail and attention to stated requirements.

INDIVIDUAL DELIVERABLES:
- Each student will take one quiz and one exam.
- The open note take home quiz will cover the materials covered in the 03 class concerning the rules and constraints of DFDs.
- The closed book exam will cover the textbook materials chapters 1-8, 11 and 14.

TEAM DELIVERABLES:
- Each team (or individual) will produce four reports and a final project presentation.
- At the beginning of the term each student must determine if they wish to produce the required deliverables as an individual or prefer to work in a two or three member team.

EVALUATION:
- The total grade is based on a 10 point scale.

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<tr>
<th>Individual components</th>
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<tr>
<td>Take home quiz</td>
<td>10.0 %</td>
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<tr>
<td>Textbook exam</td>
<td>20.0 %</td>
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<table>
<thead>
<tr>
<th>Team components</th>
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<tr>
<td>Team reports 1 – 3 (4.0 points each)</td>
<td>12.0 %</td>
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<tr>
<td>Team report 4</td>
<td>35.0 %</td>
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<td>Team presentation</td>
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<td>Team CD</td>
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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 members of each team be assigned the task of contact point, archive librarian, hardware specialist, software specialist, quality assurance proof reader (text), diagram flow consistency proof reader, treasurer, prototype coordinator, and presenter.
- 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.

TEAM PEER EVALUATIONS:
- As teams are self-selected no peer evaluations are offered in this course.
- Team scores are equally distributed.

OTHER PROJECT DETAILS:
- Never, never pass up an opportunity to meet/talk with your team.
- The final project should address functional problems in the original organizational design.
- Your project should meet the requirements of the end user.
- The project should be creative and explained thoroughly and clearly.
- 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.
- Quality issues (graphics, text, grammar, spelling, etc.) can severely damage a project grade.

ATTENDANCE:
- Attendance is taken daily or at the discretion of the Professor.
- Attendance is expected every day regardless of the assignment, whether it is in class, in the break out rooms, or at the work site with the end users.
- This course engages in detailed class discussion so materials will only be covered once.

FORMAT OF DOCUMENTS:
- Late assignments are subject to zero grades.
- As this is a business course all submissions will be of business content and quality.
- Point deductions (including 0 points issued) for format, grammar, and punctuation errors.

COURSE POLICIES:
- This syllabus is subject to change by the Professor.
- While assignments 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.
- As this course is designed to be centered on teamwork incomplete grades are not given.
- 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.
- Note from the outset that this course that are far less structured than most courses!
- Individual initiative and responsibility is required to succeed in this course.
- Plan your time carefully, acceptances of late work would require extraordinary circumstances and are subject to the Professors approval.
- A legitimate and verifiable physician or court related written excuse is required to prevent any type of point loss.
- Ensure that you have a file backup method for the worst case scenario.

**PENALTIES FOR BREACH OF ACADEMIC INTEGRITY:**
- Each incidence of academic dishonesty is subject to review and consideration by the instructor, 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, making of any type of copy of, or failing to return a test are all deemed to be violations 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.

**STUDENT ACCOMMODATIONS AND THE AMERICANS WITH DISABILITIES ACT:**
- Any students with special needs or requirements please notify me using the UWG email system (dtturner@westga.edu) by the end of the third day of class.
- If you are a student who is disabled as defined under the Americans with Disabilities Act and require assistance or support services, or believe some type of accommodation is required for this course please contact The Office of Disability Services. They will help you understand your rights and responsibilities, and provide you further assistance with requesting and arranging accommodations.
- Once I receive an attached a PDF copy of your Student Accommodations Report (SAR) I will communicate with you by email acknowledging receipt and establish the needed accommodation.
- A Student Accommodations Report (SAR) is available only from the Office of Disability Services. Accommodation.
- If you special arrangements in case the building must be evacuated, please notify me using the UWG email system (dtturner@westga.edu) by the end of the third day of class.