

**Homework Assignment**  
**Unit 1 - Business Processes**  
**5 Points**

- Due at the beginning of class on Thursday, January 21.
- Turn in a typed, hard copy.
- Answer Problem 9 on page 29 ( parts 1, 2, and 3 only).  
For parts 2 and 3, do *not* design a report. Instead, simply specify the types of information that should be on each report.