Faculty Data:
Dr. Joan Deng, Assistant Professor
Office - RCOB 118
Phone: 678.839.5532
Office Hours: MW 09:00 am – 12:00 pm, T 09:00 am – 01:00 pm
Lab Hours: MW 02:00 pm - 03:15 pm, 05:30 pm – 08:15 pm, BusCol 2329

CLASS WILL BE HELD IN ROOM 2329 ON WEDNESDAY (01/05/2011).
CLASS WILL BE HELD IN ROOM 2329 FOR ALL EXAMS AND FINAL TESTING.

Communications with the Professor:
- Students WILL receive individual e-mails concerning course updates and changes.
- Students should check their UWG email accounts on a daily basis.
- You are responsible to find out about any changes in due dates and course content.
- As UWG is the official means of e-mail communication, only UWG issued e-mail addresses will be answered by either the Professor or the GTAs. CourseDen mail is not utilized by the Professor (neither read nor answered).
- Please be sure you have adequate space available in your UWG e-mail in box account, as only one attempt will be made to contact a valid UWG address.
- My preference is to be contacted through the CourseDen discussion board; that should always be your first option. I urge you to post your questions on the discussion board so that everyone can benefit from the responses. I will check discussion board regularly to respond to your questions. This is the BEST method of communicating your questions regarding the course (e.g., assignments, lessons, etc.) with the instructor. Before posting a question, make sure that you read through the questions and answers that have been posted on the discussion board. Often, you will find the answer to your question there. The discussion forum is essential to this course. Please be sure to check it every day. Everyone can read the discussion forum postings; therefore, do not post private information.
- Please contact me directly through my UWG email (jdeng@westga.edu) for anything that is confidential or private. All e-mails to the Professor are to be sent to jdeng@westga.edu. If you would like to ask questions via email, please make sure you use CISM2335 as the subject line, so that I recognize that it is from one of you, and so that my spam filter do not accidentally delete your message. Emails will be answered within hours if not immediately. IF YOU DO NOT GET A REPLY, ASSUME I DID NOT RECEIVE IT AND PLEASE RESEND. I REPLY TO ALL EMAILS.
- You can also meet me in person in RCOB 2329 lab during my lab hours or in my office during my office hours.
Communications with the graduate teaching assistant (lab chapter exercise support):
- GTAs can be identified in the classroom by the GTA sign on the computer where they are working. But occasionally there are other classes that use this classroom, so when the class is occupied please check the MIS Lab on the second floor of the business building for a GTA.
- GTAs may also be available during other 3330 sessions and 2201 sessions, e-mail them if you wish to schedule some individual instruction time.
- UWG e-mail is still a viable method to ask reasonable chapter exercise questions. Again, UWG e-mail will be used exclusively, rendering CourseDen mail inoperative. CourseDen mail will not be used or answered.
- Again, as UWG is the official means of e-mail communication only UWG issued e-mail addresses will be answered.

GTA contact data:
Matthew Peters: mpeters2@my.westga.edu
Matthew Jordon: mjordan3@my.westga.edu

Course Description:
- This course introduces students to the study of organizations as systems supported by information processing.
- Students who have completed this course will be able to distinguish needs for information at different levels in organizations.
- Students will be able to evaluate information system decisions using formal methods.

Learning Objective Relates to Learning Goal(s):
- 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 (LG 3).
  1. Recognize organizations as systems, where information technology is used to process information at different levels of management (LG 3,6).
  2. Demonstrate the ability to use technological applications to create and communicate business solutions (LG 1,3,6).
  3. Utilize the World Wide Web and presentation software to present results of problem solving (LG 1,3).

To view the RCOB Learning Objectives go to http://www.westga.edu/~mgmtbus/learningobj.htm

Materials and Prerequisites:
- You can buy the hard copy or the online version of the textbook. A copy of the textbook in some form is required.
- Do not forget to read the tech guides as this material is on the exams.
Method of Instruction:
- There are four exams and a cumulative final exam in this course.
- Each of the four exams is worth 10 points, and the final is worth 24 points.
  - Exam 1 will cover Chapters 1 and 2, Technology Guides 1 and 2
  - Exam 2 will cover Chapters 3, 4 and 5, Technology Guides 3 and 4
  - Exam 3 will cover Chapters 6, 7, 8 and 9, Technology Guide 5
  - Exam 4 will cover Chapters 10, 11 and 12
  - Final Exam will be cumulative.
- To help you prepare for these exams, you will have access to an overview podcast for each chapter, PPT files, practice exams, and your textbook.
- Exams will be taken online in the computer lab during class time, closed book.
- To accompany each chapter, there is an Interactive Case Study to complete. There are 12 of these and you must complete **ALL OF THEM!**

Chapter/Exercise Rules:
- All chapter exercise work is to be submitted on CourseDen.
- **DO NOT SEND YOUR CHAPTER WORK TO THE PROFESSOR UNLESS INSTRUCTED TO DO SO BY THE PROFESSOR.**
- All work must be done individually by students.
- Modifying the work of another student is considered cheating.
- No additions or corrections will be accepted once chapters have been graded.
- Make-up for chapters will NOT be offered unless under extreme and verifiable circumstance are approved by the Professor.
- All chapter exercises are available after the first week of class, **WORK AHEAD.**
- IT IS YOUR responsibility to keep up with (store and secure) your work.
- Do not store your work on a lab PC, they are regularly purged of files.
- All chapter interactive case studies are due at 9:00 pm (EST) on the day they are due.
- Assignments not turned by the required time but submitted on or before 11:55 pm (EST) the same day will be marked **LATE** and will be subject to a 1 point penalty.
- Assignments turned in on or after 11:56 pm (EST) on the due date will be marked **INCOMPLETE** and receive zero (0) points.

Challenging a Chapter Grade:
- The purpose of challenging a chapter grade is to resolve a dispute between the student and grading of the chapter work.
- To challenge a chapter grade send an e-mail with the pertinent facts to the Professor via e-mail by 12:00 pm noon within TWO working days after you receive an e-mail stating that the chapter exercise “X” grade has been posted on CourseDen. As an example if the e-mail was sent at any time of the day on Wednesday (12:01 am – midnight) you have until 12:00 noon on Friday to challenge the chapter grade; if the e-mail is sent on Friday, Saturday, or Sunday you have until 12:00 noon on Tuesday to challenge the chapter assignment grade.
- All chapters are open at the beginning the term, thus long periods of availability exist for completion.
- Forgetting to post your work on CourseDen, or having sent the work from an external (off campus PC) but not being received on CourseDen by the due date is not a reason to challenge a chapter grade. Students have the same ability to validate a CourseDen submission as the Professor. Besure your work is there.
- **DO NOT SEND YOUR CHAPTER WORK TO THE PROFESSOR,** if needed it will be requested.
- After receiving your chapter data you will probably be requested to come to my office during office hours to explain the specific situation.
Evaluation:
- The course grade will be determined on a 10-point scale. Grades will be rounded up if above “0.5”. For example: and 89.5 will be given an “A” while and 89.4999 will be given a “B”.

<table>
<thead>
<tr>
<th>Material</th>
<th>Percent of final grade</th>
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<tbody>
<tr>
<td>Exam 1</td>
<td>10</td>
</tr>
<tr>
<td>Exam 2</td>
<td>10</td>
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<tr>
<td>Exam 3</td>
<td>10</td>
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<tr>
<td>Exam 4</td>
<td>10</td>
</tr>
<tr>
<td>Chapter activities (exercises) 1 – 12</td>
<td>36 (3 points each)</td>
</tr>
<tr>
<td>Final Exam</td>
<td>24</td>
</tr>
<tr>
<td>Total</td>
<td>100</td>
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Course Policies:
- There are required attendance days for this course.
- Students with special needs or requirements are expected to contact me privately within five business days after the beginning of the course. Failure to notify the Professor within the required time line may result minimal accommodations.
- This syllabus and the related course content are subject to change by the Professor.
- Notice of syllabus revisions will be posted on CourseDen.
- You are not allowed to turn in work completed for another class for credit in this class. For example, you cannot write one paper and turn it in for credit in two different classes.
- The State University of West Georgia Academic Honesty Policy will be enforced, you can read this policy at [http://www.westga.edu/~vpaa/handrev/207](http://www.westga.edu/~vpaa/handrev/207).
CALENDAR:

ALL CHAPTER INTERACTIVE CASE STUDIES ARE DUE AT 9:00 PM (EST) ON THE DAY THEY ARE DUE.

Wednesday, Jan 05 - Mandatory meeting OR YOU MUST ATTEND on 1/10.
Monday, Jan 10 - Open lab for problem resolution / login issues.
Wednesday, Jan 12 - Open lab.
Monday, Jan 17 – MLK Holiday.
Wednesday, Jan 19 - Chapter 1 Interactive Case Study Due.
Monday, Jan 24 - Open lab.
Wednesday, Jan 26 - Chapter 2 Interactive Case Study Due.
Monday, Jan 31 - Open lab.
Wednesday, Feb 02 - Exam 1.
Monday, Feb 07 - Open lab.
Wednesday, Feb 09 - Chapter 3 Interactive Case Study Due.
Monday, Feb 14 - Open lab.
Wednesday, Feb 16 - Chapter 4 Interactive Case Study Due.
Monday, Feb 21 - Open lab.
Wednesday, Feb 23 - Chapter 5 Interactive Case Study Due.
Monday, Feb 28 - Open lab.
Wednesday, Mar 02 - Exam 2.
Monday, Mar 07 – Spring break
Wednesday, Mar 09 – Spring break
Monday, Mar 14 - Open lab.
Wednesday, Mar 16 - Chapter 6 Interactive Case Study Due.
Monday, Mar 21 - Open lab.
Wednesday, Mar 23 - Chapter 7 Interactive Case Study Due.
Monday, Mar 28 - Open lab.
Wednesday, Mar 30 –Chapter 8 Interactive Case Study Due.
Monday, Apr 04 - Open lab.
Wednesday, Apr 06 - Chapter 9 Interactive Case Study Due.
Monday, Apr 11 - Exam 3.
Wednesday, Apr 13 - Open Lab.
Monday, Apr 18 - Chapter 10 Interactive Case Study Due
Wednesday, Apr 20 – Open Lab.
Monday, Apr 25 - Chapter 11 Interactive Case Study Due.
Wednesday, Apr 27 - Exam 4, and Chapter 12 Interactive Case Study Due.
Wednesday, May 4 –Section 01D Final Exam: 2:00 pm – 4:00 pm; Section 02D Final Exam: 8:00 pm – 10:00 pm