Faculty Data:
Dr. Joan Deng, Associate Professor
Office: RCOB 2226
Email: jdeng@westga.edu
Phone: 678.839.5532 (better to email me as voice mail is not reliable)
Office Hours: TR 08:00 am – 12:00 pm, 05:00 pm – 06:00 pm
Lab Hours: TR 12:30 pm – 01:50 pm, 02:00 pm – 03:20 pm BusCol 2329

CLASS WILL BE HELD IN ROOM 2329 ON TUESDAY (01/10/2012).

CLASS WILL BE HELD IN ROOM 2329 FOR ALL EXAMS

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):

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, BBA 6).
3. Demonstrate the ability to use technological applications to create and communicate business solutions (BBA 1, BBA 3, BBA 6, MIS 1).
4. Utilize the World Wide Web and presentation software to present results of problem solving (BBA 1, BBA 3, MIS 1).

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.
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 e-mail is the official means of 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 CISM3330 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 (chapter exercise support):
- GTAs can be found in the MIS Lab on the second floor of the RCOB building or can be identified in the classroom by the GTA sign on the computer where they are working.
- 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 email is the official means of communication only UWG issued e-mail addresses will be answered.

GTA contact data:
Matthew Jordon: mjordan3@my.westga.edu
Caitlin Livsey: clivsey1@my.westga.edu
Method of Instruction:
- There are four exams in this course. Each of the four exams is worth 12 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
- To help you prepare for these exams, you will have access to an overview podcast for each chapter, PPT files, and your textbook.
- Exams will be taken online in the computer lab during class time, closed book.
- There are seventeen quizzes, one for each chapter and each technology guide. The quizzes will be taken online, open book. You can take each quiz only one time. Each quiz must be taken by 12:00 pm NOON (EST) on the date listed on the calendar.
  - Make-up quizzes and exams will NOT be offered under any circumstance. It is YOUR responsibility to keep up with the due dates and the work.
- To accompany each chapter, there is an Interactive Case Study to complete. There are 12 of these and you must complete All 12 of them.
- You are required to attend at least one session of the “MIS Lecture Series”. You will be tested on the topics covered in the lectures.

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 chapter exercises 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. These are VERY STRICT due dates. THERE WILL BE NO LATE ASSIGNMENTS ACCEPTED!

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. Be sure your work is there.
- DO NOT EMAIL 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: 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>12</td>
</tr>
<tr>
<td>Exam 2</td>
<td>12</td>
</tr>
<tr>
<td>Exam 3</td>
<td>12</td>
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<tr>
<td>Exam 4</td>
<td>12</td>
</tr>
<tr>
<td>Chapter Quizzes (12 chapters and 5 technology guides)</td>
<td>17 (1 points each)</td>
</tr>
<tr>
<td>Chapter Interactive Case Assignments</td>
<td>36 (3 points each)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>101</strong></td>
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Grades will still be applied on a 100 point scale. For example, an 89.5 is still an “A” for your final letter grade.

A: 90 and above  
B: 80 – 89  
C: 70 – 79  
D: 60 – 69  
F: 59 and below

**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.

ALL QUIZZES ARE DUE AT 12:00 PM NOON (EST) ON THE DAY THEY ARE DUE.

ALL EXAMS MUST BE TAKEN IN RCOB 2329 DURING CLASS TIME.

Tuesday, Jan 10 – Mandatory meeting
Thursday, Jan 12 – Open lab for problem resolution / login issues.
Friday, Jan 13 – Chapter 1 Quiz Due.
Tuesday, Jan 17 – Open lab.
Thursday, Jan 19 – Chapter 1 Interactive Case Study Due.
Friday, Jan 20 – Chapter 2 Quiz Due.
Tuesday, Jan 24 – Open lab.
Thursday, Jan 26 – Chapter 2 Interactive Case Study Due.
Friday, Jan 27 – Technology Guide 1 Quiz Due and Technology Guide 2 Quiz Due.
Tuesday, Jan 31 – Open lab.
Thursday, Feb 2 – Exam 1.
Tuesday, Feb 7 – Open lab.
Thursday, Feb 9 – Chapter 3 Interactive Case Study Due.
Friday, Feb 10 – Chapter 3 Quiz Due and Technology Guide 3 Quiz Due.
Tuesday, Feb 14 – Open lab.
Thursday, Feb 16 – Chapter 4 Interactive Case Study Due.
Friday, Feb 17 – Chapter 4 Quiz Due.
Tuesday, Feb 21 – Open lab.
Thursday, Feb 23 – Chapter 5 Interactive Case Study Due.
Friday, Feb 24 – Chapter 5 Quiz Due and Technology Guide 4 Quiz Due.
Tuesday, Feb 28 - Open lab.
Thursday, Mar 1 - Exam 2.
Tuesday, Mar 6 - Open lab.
Thursday, Mar 8 - Chapter 6 Interactive Case Study Due.
Friday, Mar 9 - Chapter 6 Quiz Due and Technology Guide 5 Quiz Due.
Tuesday, Mar 13 - Chapter 7 Interactive Case Study Due.
Thursday, Mar 15 - Chapter 8 Interactive Case Study Due.
Friday, Mar 16 - Chapter 7 Quiz Due and Chapter 8 Quiz Due.
Tuesday, Mar 20 – Spring break
Thursday, Mar 22 – Spring break
Tuesday, Mar 27 - Open lab.
Thursday, Mar 29 - Chapter 9 Interactive Case Study Due.
Friday, Mar 30 - Chapter 9 Quiz Due.
Tuesday, Apr 3 – Exam 3.
Thursday, Apr 5 – Open lab.
Friday, Apr 6 – Chapter 10 Quiz Due.
Tuesday, Apr 10 – Open lab.
Thursday, Apr 12 - Chapter 10 Interactive Case Study Due.
Friday, Apr 13 - Chapter 11 Quiz Due
Tuesday, Apr 17 - Chapter 11 Interactive Case Study Due.
Thursday, Apr 19 - Chapter 12 Interactive Case Study Due.
Friday, Apr 20 - Chapter 12 Quiz Due.
Tuesday, Apr 24 - Section 03D Exam 4: 2:00 pm - 4:00 pm.
Thursday, Apr 26 - Section 04D Exam 4: 11:00 am - 1:00 pm.