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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.

Professor

Mariana Sanchez
RCOB #1218
Phone #678-839-5165
Office Hours: Tuesday – 3:30-5:30PM
Thursday – 3:30-5:30PM

Please email me at msanchez@westga.edu and use the subject line “CISM 3330” so that I will know which class your question is referring to.
Materials and Prerequisites

- Successful completion of CISM 2201 is required to be enrolled in this course.
- The textbook selected for this course is below.
  - It is cheaper to have you use the electronic version (almost 50% cheaper) than the print
  - Access to WileyPlus is required. That is where the online lectures, the textbook, and the class assignments are available at the following link.
  - If you purchase a new book, you SHOULD receive access to WileyPlus with your purchase. However it is YOUR responsibility to make sure you have access to WileyPlus whether you purchase a new book or not.

  Course Assignments and Quizzes will be administered through the the WileyPlus text.
  - There are more study tools available to you in WileyPlus than in the printed text.
  - All quizzes and assignments are linked directly to the textbook. For example, in the reading quizzes, you can look directly at the part of the textbook that explains the answer to the quiz! (Note: you will not have access to these during exam!)
- The link above will direct you to WileyPlus for our class section.
Course Instruction

Apply the Concept Activities

There are 14 Apply the Concept Activities that are assignment. These are due at 10:00 PM on the date listed in the calendar below. There are designated to help you “Apply the Concepts” discussed in the chapter and see how the content is used beyond the classroom and the textbook. These activities will be worth 20% of your final grade.

Ruby’s Club Cases

There are also 14 cases in which you act as an IT intern. You will be presented a scenario at the beginning of the chapter, discussion questions presented throughout the chapter, and ultimately an activity at the end of the chapter. Most of these require some business communication to your “boss” for whom you work as an intern. These cases will be worth 20% of your final grade.

In Class Activities

There are In Class Activities that will be individual, group, or both. It is critical to not miss class, as these will be very difficult to make up. If you do not have a university excused excuse, you will not be allowed to make them up. There are six in class activities, which will be worth 20% of your final grade. Your grade will be based on executing these activities in class.

Chapter Quizzes & Optional Final

There are online Chapter Quizzes for each chapter covered. They are timed at 60 minutes each. These will further help reinforce the concepts in the chapter by having you look closely through the material. If you are happy at the end of the course with you
Chapter Quiz average grade, then you do not have to take the final. If you are not happy with your Chapter Quiz grade, you will have the opportunity to take a comprehensive final to possibly improve your grade.

**Graduate Assistants**

Graduate Assistants:
Steven Murphy – smurphy4@my.westga.edu  
Janelle Parker – jparke26@my.westga.edu  

MIS Computer Lab – RCOB ROOM #2215:
Graduate Assistants are available for assistance according to the hours listed above.  
*Before requesting help, make sure that you come prepared.*
## Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Apply the Concept Assignment</th>
<th>Reading Quizzes</th>
<th>Ruby’s Club (R.C) Assignment</th>
<th>In Class Lecture/Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Week 1</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(M) 6/2 (F)</td>
<td>____________</td>
<td>_________</td>
<td>_________</td>
<td>Intro. / Chap. 1</td>
</tr>
<tr>
<td>(T) 6/3 (O)</td>
<td>1.1</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>(W) 6/4 (O)</td>
<td>2.3 &amp; 3.3</td>
<td>2 &amp; 3</td>
<td>_________</td>
<td></td>
</tr>
<tr>
<td>(TH) 6/5 (F)</td>
<td>____________</td>
<td>_________</td>
<td>In Class</td>
<td>R.C: 2 &amp; 3/ Activity</td>
</tr>
<tr>
<td>(F) 6/6 (O)</td>
<td>4.4</td>
<td>4</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td><strong>Week 2</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(M) 6/9 (O)</td>
<td>5.2 &amp; 6.1</td>
<td>5 &amp; 6</td>
<td>5 &amp; 6</td>
<td>_________</td>
</tr>
<tr>
<td>(T) 6/10 (F)</td>
<td>____________</td>
<td>_________</td>
<td>In Class</td>
<td>R.C: 7 / Activity</td>
</tr>
<tr>
<td>(W) 6/11 (O)</td>
<td>7.3</td>
<td>7</td>
<td>_________</td>
<td></td>
</tr>
<tr>
<td>(TH) 6/12 (O)</td>
<td>____________</td>
<td>_________</td>
<td>_________</td>
<td></td>
</tr>
<tr>
<td>(F) 6/13 (O)</td>
<td>8.5</td>
<td>8</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td><strong>Week 3</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>(M) 6/16 (O)</td>
<td>9.2</td>
<td>9</td>
<td>9</td>
<td>_________</td>
</tr>
<tr>
<td>(T) 6/17 (F)</td>
<td>____________</td>
<td>_________</td>
<td>_________</td>
<td>R.C: 10 / Activity</td>
</tr>
<tr>
<td>(W) 6/18 (O)</td>
<td>10.2 &amp; 11.1</td>
<td>10 &amp; 11</td>
<td>11</td>
<td>_________</td>
</tr>
<tr>
<td>(TH) 6/19 (F)</td>
<td>____________</td>
<td>_________</td>
<td>_________</td>
<td>R.C: 12 / Activity</td>
</tr>
<tr>
<td>(F) 6/20 (O)</td>
<td>12.2, 13.1</td>
<td>12, 13</td>
<td>13</td>
<td>_________</td>
</tr>
<tr>
<td><strong>Week 4</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(M) 6/23 (O)</td>
<td>14.1</td>
<td>14</td>
<td>14</td>
<td>_________</td>
</tr>
<tr>
<td>(W) 6/25 (F)</td>
<td>OPTIONAL COMPREHENSIVE FINAL EXAM (IN CLASS 5:30-7:45PM)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* F – designates a face-to-face class (RCOB room #2329 5:30-7:45PM)
* O – designates an online class

*This is a tentative schedule and is subject to revisions by the instructor. Any changes will be announced on CourseDen.*

* June 2nd – 3rd Drop/Add period – ends at midnight June 3rd.
* June 11th – Last day to withdraw with a "W"; students withdrawing after midnight will receive a grade of WF.
Study Model

There are lots of activities, quizzes, and cases due for each chapter. It is recommended, therefore, that you follow the model below for completion of each chapter. This will help you prepare for your optional comprehensive final exam, as well as maximize your learning experience in the course. The following model should require anywhere from 3-5:30 hours per chapter. You do not have time to get behind.

1. Listen to the mini-lectures (15-30 minutes per chapter).
2. Watch the videos for each chapter and study through the chapter content (60-90 minutes per chapter).
3. Complete Reading Quiz for the chapter (60 minute timed activity).
4. Complete the “Apply the Concept” Activity that is assigned (30 – 45 minutes).
5. Complete the Ruby’s Club Assignment for each Chapter (30 – 45 minutes).

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>
</tr>
</thead>
<tbody>
<tr>
<td>Total Quizzes &amp; Optional Final Exam</td>
<td>40%</td>
</tr>
<tr>
<td>In Class Activities</td>
<td>20%</td>
</tr>
<tr>
<td>Apply the Concept Assignments</td>
<td>20%</td>
</tr>
<tr>
<td>Ruby’s Club Assignments</td>
<td>20%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>
Notes

Course Policies

- Any students with special needs or requirements are encouraged to contact me privately.
- Make-up exams will be offered only for legitimate excuses.
- Activities WILL NOT BE ACCEPTED LATE.
- It is YOUR responsibility to keep up with the due dates and the work. WORK AHEAD!!!

Students 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-class work may include, but is not limited to, readings, assignments, projects, group work, research, and test preparation.
Americans with Disabilities Act

The Office of Disability Services will help you understand your rights and responsibilities under the Americans with Disabilities Act and provide you further assistance with requesting and arranging accommodations.

If you need course adaptations or accommodations because of a disability or chronic illness, or if you need to make special arrangements in case the building must be evacuated, please notify your instructor using the course email system by the end of the second full week of class and attach a PDF copy of your SAR (Available from the Office of Disability Services).

Learning Objectives

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, BBA6)

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
Important Notes

- I reserve the right to modify any part of this document. Appropriate prior notice will be given to students in the event of modification.
- The University of West Georgia Academic Honesty Policy will be enforced. You can read this policy at [this link](http://). 
- Your UWG e-mail account will be the official communication method at UWG. You can access this through [http://myuwg.westga.edu](http://myuwg.westga.edu). You are responsible for checking this e-mail account on a regular basis and making sure your account is NOT full so that my emails are able to come through.
- You are responsible for logging in your CourseDen account on a regular basis to check for any announcements or changes in the course schedule. You can access CourseDen here [https://westga.view.usg.edu](https://westga.view.usg.edu).
CISM 3330 – Summer 2014
Ms. Mariana Sanchez

Student Course Contract

Students have a right to expect:

1. A complete syllabus on the first day of class with clearly stated assignments, due dates, course objectives, and a fair grading policy.
2. A course that starts and ends on time.
3. Opportunities to discuss and ask questions about the course outside of class with the professor during office hours.
4. The return of papers within two weeks from when they were submitted.
5. Reevaluations of any work that a student thinks may have been graded unfairly.

The professor has the right to expect that the students will:

1. Arrive on time prepared for class and stay for the entire class unless extenuating circumstances interfere.
2. Be actively involved in creating a successful course experience and to not surf the web while class instruction is being conducted.
3. Ask for clarification or assistance when needed.
4. Share any concerns about the class in a timely fashion.
5. Turn in assignments on time.
6. If there are questions about an assignment grade, the student must bring it to the professor’s attention immediately.
6. Inform the professor of any extenuating circumstances affecting attendance or assignments before they are missed/late.
7. Observe codes of academic honesty in the completion of all course work.
8. Listen to all of the online lectures posted prior to attempting the assignments or asking for help.
9. Read the assignments completely before beginning the work.
10. Attempt the assignments before asking for help.

Professor Signature and Date

Student Signature and Date