Table of Contents

Course Information
  Description
  Professor
  Materials and Prerequisites

Course Instruction
  Out of Class Activities
  Chapter Quizzes & Optional Final
  In Class Activities
  SAP
  Study Model

Notes
  Course Policies
  Learning Objectives
  Important Notes
Course Information

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

Bradley J. Prince, Ph.D.
Office: Miller Building (RCOB) 2223
Email: bprince@westga.edu
Phone: 256-405-9864
Office Hours:
  Tuesday - 9:30 - 2:30
  Wednesday - 9:30 - 3:30 (I have an online class scheduled from 11:00 - 12:15. Periodically, we may meet during this time but in general I will be in my office.)

If you need to contact me, please email at bprince@westga.edu and use the subject line “CISM 3330” so 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.
    - http://edugen.wileyplus.com/edugen/class/clis410977/
  - 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 this during the midterm or the final!)
- The link above will direct you to WileyPlus for our class section.
Course Instruction

Out of Class Activities

There are Out of Class Assignments for each chapter. These are due by 8:00am on our in class days. The assignments and dates listed in the calendar below. These are designed to help you “Apply the Concepts” discussed in the chapter and see how the content is used beyond the classroom and the textbook.

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 you Chapter Quiz grade, you will have the opportunity to take a comprehensive final to possibly improve your grade.

In Class Activities

There are In Class Activities which 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.

SAP

There are three SAP exercises completed as individual work, a sales and distribution module, a materials management module, and a financial module. SAP
software is in the labs, and you will be provided with a link to download SAP to your personal computer. A SAP user ID and password will be posted for you on CourseDen when needed.

**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 midterm and final exams, 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 Out of Class Assignment for each Chapter. (30-45 minutes)
5. Come prepared to complete all of the In Class Assignments. (60-75 minutes)
6. Complete 3 SAP exercises. (180 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>In Class Activities (total activities)</td>
<td>25%</td>
</tr>
<tr>
<td>Chapter Reading Quizzes &amp; Optional Final (total quizzes)</td>
<td>40%</td>
</tr>
<tr>
<td>Out of Class Activities (total Activities)</td>
<td>20%</td>
</tr>
<tr>
<td>SAP (3 exercises)</td>
<td>15%</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 quizzes or missed assignments will be offered only for legitimate excuses.
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://myuwg.westga.edu).
- 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.
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 within 2 weeks from having received the grade.
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. Reading the assignments completely before beginning the work.
10. Attempting the assignments before asking for help.

Professor Signature and Date

- 8/20/2014

Student Signature and Date