

**Spring 2015 - Management of Information Systems
CISM 3330 Section 01D
M/W 02:00PM - 03:20PM Miller Hall 2329**

Faculty Data:

Dr. Joan Deng, Associate Professor

Office: Miller Hall 2226

Email: jdeng@westga.edu

Phone: 678.839.5532 (better to email me as voice mail is not reliable)

Fax: 678-839-5041

Office Hours: MW 10:00 AM – 12:30 PM, 03:30 PM – 06:00 PM

Online Support:

- CourseDen Home page: <https://westga.view.usg.edu>

- CourseDen Help & Troubleshooting: <http://uwgonline.westga.edu>

- Distance Learning Library Services: <http://westga.edu/~library/depts/offcampus/>

- Ingram Library Services: <http://westga.edu/~library/info/library.shtml>

- UWG Bookstore: <http://www.bookstore.westga.edu>

- Disability Services: http://www.westga.edu/studentDev/index_8884.php

Additional resources and links are available in the UWG|Online CourseDen (D2L) Resources widget on your course homepage

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.

This course is designed to immerse you in business uses of technology. Whether you see yourself working in marketing, accounting or finance, or indeed any other business function or if you decide to venture out as an entrepreneur, you will be faced with making mission critical IT decisions. IT is expensive: as much as seven percent of annual revenues in the financial services sector. You do not have to be a technical person to make IT decisions.

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:

- Successful completion of CISM 2201 is required to be enrolled in this course.
- "Management Information Systems: Moving Business Forward", 2nd Edition, by Rainer, Prince, and Watson, ISBN: 978-1-118-44359.
- It is cheaper to have you use the electronic version (almost 50% cheaper) through WileyPlus than the print.
- Access to WileyPlus is required. Access to the textbook, online lectures, and class assignments are available at the following URL:
<http://edugen.wileyplus.com/edugen/class/cls426188/>.
- If you purchase a new printed textbook from UWG bookstore, 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. There are more study tools available to you in WileyPlus than in the printed text. Audio mini-lectures, lecture videos, and practice quizzes are only available through the WileyPlus text.
- Access to a computer either personal or lab (PC or MAC) with speakers is required to complete the course work.
- High-speed Internet service (DSL, Cable, etc.) is strongly recommended. If high-speed Internet is not available in your area, contact your instructor immediately. Completion of course requirements will be very difficult and cumbersome without high-speed Internet service.
- Software requirements: Microsoft Office 365 (available for free through UWG ITS), Adobe Reader, SAP GUI, and other potentially required downloads listed in CourseDen (D2L).

Study Model:

There are lots of activities, quizzes, and cases due for each textbook 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 audio mini-lectures. (15-30 minutes per chapter)
2. Watch the video lecture for each chapter and study through the chapter content. (60-90 minutes per chapter)
3. Complete the online Reading Quiz for the chapter. (90-minute timed activity)
4. Complete the Textbook Assignments for each Chapter. (60-90 minutes)
5. Complete 3 SAP assignments. (340 minutes)

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.
- I prefer to use the CourseDen discussion board for questions so the entire class can benefit from the answer. 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 board 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. Although attempts will be made to reply as quickly as possible, you should not assume that all the emails sent after 10:00 PM or over the weekend will be replied on the same day. **I REPLY TO ALL EMAILS. IF YOU DO NOT GET A REPLY WITHIN A 24-HOUR PERIOD, ASSUME I DID NOT RECEIVE IT AND PLEASE RESEND.**

Communications with the graduate teaching assistant (assignment support):

- GTAs can be found in the MIS Lab (Miller 2215) on the second floor of the Miller Hall building.
- UWG e-mail is still a viable method to ask reasonable assignment questions. Again, UWG e-mail will be used exclusively, rendering CourseDen mail inoperative. CourseDen mail will not be used or answered.

GTA contact data:

Steven Murphy: smurphy4@my.westga.edu

Janelle Parker: jparke26@my.westga.edu

Method of Instruction:

Textbook and Lectures

The textbook is required reading. Students are required to stay current on their readings. The audio mini-lectures and lecture videos are based on the textbook, highlighting the fundamentals of MIS that students should grasp.

Textbook Assignments

There are Textbook Assignments for each chapter. These are due by **06:00PM** on the days they are due. The assignments and due dates are 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. All assignments are individual work. You can discuss the assignments with your peers, but the work you turn in must be your own.

Online Reading Quizzes

There are online Reading Quizzes for each chapter covered. They are timed at 90 minutes each. These will further help reinforce the concepts in the chapter by having you look closely through the material. Online quizzes are individual work and must be completed completely on your own. You are allowed to use your book as a reference while taking the online quizzes. All online quizzes are due by **11:30PM** on the days they are due.

Midterm and Final Exams

There will be a midterm exam and a final exam. They will be proctored in-class exams, closed book and closed notes.

SAP Assignments

SAP is an ERP (enterprise resource planning) system. University of West Georgia is a member in the SAP University Alliance program. You will be required to complete 3 SAP assignments during the semester – a sales and distribution module, a materials management module, and a financial module. These SAP exercises were written by faculty at other University Alliance schools and as part of the Alliance, we are able to use them. These assignments take you through sales order processing/order fulfillment and procurement logistics. To use SAP on your own computer, you must install the SAP GUI, which is downloaded from CourseDen along with

instructions for installing. SAP can also be accessed in the Miller Hall computer labs. Due dates for SAP assignments are in the course Calendar. All SAP Assignments are due by **06:00PM** on the days they are due.

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".

Material	Percent of Final Grade
Textbook Assignments (total assignments)	25%
Online Reading Quizzes (total quizzes)	30%
SAP Assignments (3 Assignments)	15%
Midterm Exam	15%
Final Exam	15%
Total	100%

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

Quiz and Assignment Rules:

- Any students with special needs or requirements are encouraged to contact me privately.
- Make-up quizzes will be offered only for university-approved excuses.
- Each assignment must be submitted through the Dropbox on CourseDen before it is due.
- All assignments submitted after the submission deadline will be considered late and will not be graded.
- It is YOUR responsibility to keep up with the due dates and the work posted on the calendar. **YOU CAN WORK AHEAD!!!**
- No additions or corrections will be accepted once assignments have been submitted for grading.
- Assignment grades will be posted on a weekly basis. It is the students' responsibility to keep up with the posting of their grades. Students will have 2 weeks from the due date to question or dispute a grade. At the end of that 2 week time period, the grade posted is final.
- Forgetting to post your work on CourseDen, or submitting a file in formats that cannot be opened by the instructors/GTAs on CourseDen, or having sent the work but not being received on CourseDen by the deadline is not a reason to challenge a grade. Students have the same ability to validate a CourseDen submission as the Professor. Be sure your work is there. After submitting an assignment on CourseDen, go back and verify the correct document has been successfully submitted. Students experiencing technical issues with CourseDen are expected to contact the CourseDen help desk which is available 24/7 for student. There is no excuse for late

assignments or failure to attach documents. All students are expected to have several plans in place in case of technical issues to ensure success in the online course.

- For individual assignments, you can work in groups, but you must turn in your own work. Modifying the work of another student is considered cheating. If the work is too close to another student's submitted work, you will not get credit for it!

Attendance Verification:

In order to distribute Title IV funding (federal student aid), student attendance verification is required. Therefore all students must verify their attendance by being physically present in the class during our in class days.

Engagement & Progress:

Engagement and progress with the course material is critical. Students enrolled in this course are expected to be active learners and participants. Students are expected to show progress in learning the material. Progress is shown through the completion of assignments and quizzes.

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:

If you are a student who is disabled as defined under the Americans with Disabilities Act and require assistance or support services, [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 Student Accommodations Report (SAR) which is available only from the Office of Disability Services. Accommodation requests require appropriate notice and paperwork.

University of West Georgia Honor Code:

At the University of West Georgia we believe that academic and personal integrity are based upon honesty, trust, fairness, respect and responsibility. Students at West Georgia assume responsibility for upholding the honor code. West Georgia students pledge to refrain from engaging in acts that do not maintain academic and personal integrity. These include, but are not limited to, plagiarism, cheating, fabrication, aid of academic dishonesty, lying, bribery or threats, and stealing.

You are responsible for the safeguarding of your computer account. Your account and network connection are for your individual use. A computer account is to be used only by the person to whom it has been issued. You are responsible for all actions originating through your account or

network connection. You must not impersonate others or misrepresent or conceal your identity in electronic messages and actions.

Proprietary Material Agreement:

The materials on this course website are only for the use of students enrolled in this course for purposes associated with this course and may not be retained or further disseminated.

Online Privacy:

This course may require you to work with other sites and entities beyond UWG and CourseDen (D2L) where some personal information (e.g. your name, affiliation with UWG, or current employment) may be displayed. You have the right to regulate the displaying of information pertaining to yourself on the Internet. If you are uncomfortable displaying information that you deem overly personal, you may take steps to post more anonymous manner (such as posting online your first name and last initial only or other pseudonym). You also agree to respect other people's wishes to remain anonymous.

Links to and From Third-Party Sites:

There may be links established between this course and other entities and sites on the World Wide Web, Internet or other areas that are not under the control of, nor maintained by your professor or the University of West Georgia (UWG). These links do not necessarily constitute an endorsement by your professor or UWG, and UWG has no obligation to monitor such sites, and the user agrees that neither your professor nor UWG is responsible for the content of such sites or for any technical or other problems associated with any such third-party site, links, or usage.

Final 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.

Course Calendar:

The instructor reserves the right to change the schedule and/or requirements.

Day	Date	Class Days	Online Reading Quizzes Due By 11:30pm	Textbook Assignments and SAP Assignments Due by 06:00pm
Monday	1/05/2015	Introduction (attendance required)		-----
Wednesday	1/07/2015	Online Day – Chapters 1, 2, and 11		-----
Monday	1/12/2015	Online Day –Chapters 1, 2 and 11 Online Lectures	<ul style="list-style-type: none"> • Chapter 1 Quiz 	<ul style="list-style-type: none"> • Chapter 1 Apply the Concept 1.3 • Chapter 1 Ruby’s Club Internship Assignment
Wednesday	1/14/2015	Online Day – Chapters 1, 2, and 11	<ul style="list-style-type: none"> • Chapter 2 Quiz • Chapter 11 Quiz 	<ul style="list-style-type: none"> • Chapter 2 Apply the Concept 2.3 • Chapter 11 Discussion Questions 1 & 9
Monday	1/19/2015	Online Day –Chapters 12 and 13 Online Lectures		
Wednesday	1/21/2015	Online Day –Chapters 12 and 13	<ul style="list-style-type: none"> • Chapter 12 Quiz • Chapter 13 Quiz 	<ul style="list-style-type: none"> • Chapter 12 Closing Case 1 • Chapter 12 Discussion Question 9 • Chapter 13 Apply the Concept 13.3 • Chapter 13 Ruby’s Club Internship Assignment
Monday	1/26/2015	Online Day – Plug IT in 1 Online Lecture, SAP Intro, Global Bike, and S&D Readings		

Wednesday	1/28/2015	In Class SAP Introduction	<ul style="list-style-type: none"> • Plug IT in 1 Quiz 	<ul style="list-style-type: none"> • Plug IT in 1 Apply the Concept PI 1.2
Monday	2/02/2015	Lab time for SAP S&D		
Wednesday	2/04/2015	Online Day - SAP S&D		<ul style="list-style-type: none"> • SAP Assignment 1 (Sales & Distribution Case Study)
Monday	2/09/2015	Lab time for SAP MM		
Wednesday	2/11/2015	Online Day - SAP MM		<ul style="list-style-type: none"> • SAP Assignment 2 (Materials Management Case Study)
Monday	2/16/2015	Lab time for SAP FI		
Wednesday	2/18/2015	Online Day - SAP FI & Chapter 3 Online Lecture	<ul style="list-style-type: none"> • Chapter 3 Quiz 	<ul style="list-style-type: none"> • SAP Assignment 3 (Financial Accounting Case Study) • Chapter 3 Ruby's Club Internship Assignment
Monday	2/23/2015	Online Day - Chapter 5 and Plug IT in 4 Online Lectures		
Wednesday	2/25/2015	Online Day - Chapter 5 and Plug IT in 4	<ul style="list-style-type: none"> • Chapter 5 Quiz • Plug IT in 4 Quiz 	<ul style="list-style-type: none"> • Chapter 5 Apply the Concept 5.1 • Chapter 5 Ruby's Club Internship Assignment • Plug IT in 4 Apply the Concept PI 4.1
Monday	3/02/2015	Online Day - Chapter 8 Online Lecture		

Wednesday	3/04/2015	Online Day - Chapter 8	<ul style="list-style-type: none"> • Chapter 8 Quiz 	<ul style="list-style-type: none"> • Chapter 8 Apply the Concept 8.3 • Chapter 8 Apply the Concept 8.7 • Chapter 8 Ruby's Club Internship Assignment
Monday	3/09/2015	In-Class Review		
Wednesday	3/11/2015	Mandatory In-Class Midterm Exam		
Monday	3/16/2015	Spring Break		
Wednesday	3/18/2015	Spring Break		
Monday	3/23/2015	Online Day – Chapters 9 and 10 Online Lectures		
Wednesday	3/25/2015	Online Day – Chapters 9 and 10	<ul style="list-style-type: none"> • Chapter 9 Quiz • Chapter 10 Quiz 	<ul style="list-style-type: none"> • Chapter 9 Apply the Concept 9.4 • Chapter 9 Ruby's Club Internship Assignment • Chapter 10 Apply the Concept 10.5 • Chapter 10 Ruby's Club Internship Assignment
Monday	3/30/2015	Online Day - Chapter 4 and Plug IT in 3 Online Lectures		
Wednesday	4/01/2015	Online Day - Chapter 4 and Plug IT in 3	<ul style="list-style-type: none"> • Chapter 4 Quiz • Plug IT in 3 Chapter 	<ul style="list-style-type: none"> • Chapter 4 Apply the Concept 4.2 • Plug IT in 3 Discussion Questions 1, 2, 3 & 4

Monday	4/06/2015	Online Day - Chapter 6, Chapter 7, and Plug IT In 6 Online Lectures		
Wednesday	4/08/2015	Online Day - Chapter 6, Chapter 7, and Plug IT In 6	<ul style="list-style-type: none"> • Chapter 6 Quiz • Chapter 7 Quiz • Plug IT in 6 Quiz 	<ul style="list-style-type: none"> • Chapter 6 Ruby's Club Internship Assignment • Chapter 7 Apply the Concept 7.1 • Chapter 7 Ruby's Club Internship Assignment • Plug IT in 6 Discussion Questions 1 & 2
Monday	4/13/2015	Online Day - Chapter 14 and Plug IT In 5 Online Lectures		
Wednesday	4/15/2015	In-Class Review	<ul style="list-style-type: none"> • Chapter 14 Quiz • Plug IT in 5 Quiz 	<ul style="list-style-type: none"> • Chapter 14 Apply the Concept 14.2 • Plug IT in 5 Apply the Concept PI 5.3
Monday	4/20/2015 2:00 pm - 4:30 pm	Mandatory In-Class Final Exam		