Faculty Data:
Dr. Douglas Turner, Professor
Office: Adamson 130
Email: dturner@westga.edu
Office Hours: Tuesday and Wednesdays 0830 - 1000, or by appointment

Online Access for the Course:
- Access to the textbook, online lectures, and class assignments are available at the following URL: http://edugen.wileyplus.com/edugen/class/cl...26843/

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.
- If you purchase a printed textbook you SHOULD receive access to WileyPlus with your purchase.
- Access to WileyPlus is required, it is YOUR responsibility to make sure you have access to WileyPlus whether you purchase a new book or not.
- It is less expensive to use the electronic version (almost 50% cheaper) through WileyPlus than the print.
- 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.
- A personal or lab computer with speakers (PC or MAC) 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 2010 (available for free through UWG ITS), AdobeReader, SAP GUI, and other potentially required downloads listed in CourseDen (D2L).
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.

Study Model:
- There are multiple 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 final exam, as well as maximize your learning experience in the course.
- The following model should be followed, requiring approximately 3-5:30 hours per chapter.
  1. Listen to the audio mini-lectures. (15-30 minutes per chapter)
  2. Watch the video lecture for each chapter and study 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)

Communications with the Professor:
- As UWG e-mail is the official means of communication, only UWG issued e-mail addresses will be answered by the Professor.
  - **CourseDen mail is not utilized by the Professor (neither read nor answered).**
  - Please contact me directly through my UWG email (dtuner@westga.edu) for anything that is confidential or private.
  - Please include CISM3330 in the subject line so the spam filter does not accidentally delete your message.
  - Emails are answered usually within one or two business days, meaning that an email sent in the evening may not be answered the following business day.
  - 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.

Communications with the Graduate Teaching Assistant (GTA):
- The GTA will use the CourseDen discussion board for course updated (syllabus revisions) and 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.

**GTA contact data:**
- Steven Murphy is the GTA for this section: smurphy4@my.westga.edu
- GTAs can be found in the MIS Lab (Miller 2215) on the second floor.

Course Calendar: A course calendar of assignments is listed on the CourseDen page with the individual assignment due dates and times.

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.

Out of Class Assignments:
- The out-of-class assignments for each chapter 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 Reading Quizzes & Optional Final:
- There are online Reading Quizzes for each chapter, and they are limited to 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 Reading Quiz grade, then you do not have to take the final.** If you are not happy with your Reading Quiz grade, you will have the opportunity to take a comprehensive final to possibly improve your grade. If your score on the optional final is higher than your total quiz score, then the final exam score will substitute. If your score on the optional final exam is lower than your total quiz score, then your quiz scores will count. The optional final exam will be closed book, closed notes.

In Class Assignments:
- There may be in-class Activities which will be individual, group, or both.
- **When assigned these are due at the end of the class on our in-class days. It is critical to not miss class as these will be very difficult to make up.** If you do not have a university approved excuse, you will not be allowed to make them up.

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 THREE SAP assignments during the semester:
  1) a sales and distribution module,
  2) a materials management module, and
  3) a financial module.
- These SAP exercises were written by faculty at other University Alliance schools.
- 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 RCOB labs.
- Due dates for SAP assignments are in the course Calendar. All SAP Assignments are due by 12:00 noon on the days as listed in the calendar.

Quiz and Assignment Rules:
- 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 graded and normally returned within 10 business days.
- You will receive an email notice from the GTA that your assignment score has been posted.
- **YOU HAVE UNTIL THE END OF THE THIRD BUSINESS DAY (5:00 PM) AFTER THE EMAIL NOTICE TO CHALLENGE THE POSTED GRAD, OTHERWISE THE GRADE POSTED IS FINAL.**
- It is the students’ responsibility to keep up with the posting of their grades.
- 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.
- 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.**
- **Even 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.
- An attendance sheet will be available and must be signed by each student to verify their attendance by being physically present in the class during our in class days.
**Evaluation:**
- The course grade will be determined on a 10-point scale.

<table>
<thead>
<tr>
<th>Material</th>
<th>Percent of Final Grade</th>
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</thead>
<tbody>
<tr>
<td>In-Class Assignments</td>
<td>25%</td>
</tr>
<tr>
<td>Chapter Reading Quizzes OR Optional Final</td>
<td>40%</td>
</tr>
<tr>
<td>Out-of-Class Assignments</td>
<td>20%</td>
</tr>
<tr>
<td>SAP Assignments (3 @ 5)</td>
<td>15%</td>
</tr>
</tbody>
</table>

- 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” (90% and above – A, 80 – 89% = B, etc.)

**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](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.
- Information concerning course updates and changes will be posted as a syllabus update.
- **You are responsible to maintain a current revision of the syllabus.**

**Engagement & Progress:**
- Engagement and progress with the course material is critical. Engagement in class will improve the learning process for the entire class. Students enrolled in this course are expected to be active learners and participants. If a student does not read all pre-assigned readings and preform all of the activities before class, the ensuing in-class activities will be meaningless.
- Be prepared! Students are expected to show progress in learning the material. Progress is shown through the completion of assignments and quizzes.

**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:**
- Any students with special needs or requirements are encouraged to contact me privately.
- 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](mailto:UWG) 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 you need to make special arrangements in case the building must be evacuated, please notify me using the UWG email system (dtturner@westga.edu) 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.

**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.
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.

Final Notes:
- The syllabus may be updated and modified at any time. The modification will be defined by the revision number on the top of the first page of this document. The GA will notify you within CourseDen of any new syllabus revisions and make those updates available to you.

Copy of Submitted Signed Statement:
- The submitted signed statement is also used to validate the student’s proper enrollment in the course.

Last_Name: ____________________________  First_Name: ____________________________  Email_Address: ____________________________  my.westga.edu
(For course registration problems I will contact you at the above email address)
Signed: ____________________________

BY SIGNING ABOVE I AGREE TO THE STATEMENTS BELOW:
- I have received a copy of the syllabus for the CISM 3330 - 02D (CRN # 10059) spring 2015 Management of Information Systems class.
- The syllabus issued is revision # 010215. This syllabus is subject to change during the term, and the GA will notify me within CourseDen of any new revisions.
- It is my responsibility to make sure that I have access to WileyPlus whether a book is purchased or not.
- I will read and follow the requirements and expectations that are listed within the syllabus.

PLEASE READ THE FOLLOWING:
Americans with Disabilities Act:
- Any students with special needs or requirements are should contact me.
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- The information above is also posted in the syllabus.
Signed:

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