Course Information
  Description
  Professor
  Materials and Prerequisites

Course Instruction
  Exams
  Apply the Concept Activities
  Chapter Quizzes
  Ruby’s Club Cases
  Calendar
  Study Model
  Evaluation

Notes
  Course Policies
  Americans with Disabilities Act
  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

Jeannie Pridmore, Ph.D.
Miller (old RCOB) #2225
Phone #678-839-4844
Office Hours: Tuesday – 9:00am – 11:00am
12:20pm – 2:00pm
Wednesday – 12:20pm – 3:00pm (virtually)
Thursday – 9:00am – 11:00am
12:20pm – 2:00pm

Please email me at jpridmor@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 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 11:59pm Thursday night. The assignments and 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. Out of Class Assignments are individual work. You can discuss the assignments with your peers, but the work you turn in must be your own. If you turn in copied work, the grade will be divided between the two or three of you.

Chapter Quizzes

There are online Chapter 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.

Midterm and Final

There will be a midterm and a final. You can take these online using Respondus Online Testing software, in class with me, or at a testing site. The midterm and final are closed book tests.
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.

Calendar

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Class Days</th>
<th>Reading Quiz Due By 11:59pm Thursday night</th>
<th>Out of Class Activities Due by 11:59pm Thursday night</th>
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<tbody>
<tr>
<td>Tuesday</td>
<td>01/06/2015</td>
<td>Introduction (online day)</td>
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<td>Thursday</td>
<td>01/08/2015</td>
<td>Online Day – Chapter 1, 2, and 11</td>
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<tr>
<td>Tuesday</td>
<td>01/13/2015</td>
<td>Online Day – Lectures Chapters 1, 2, and 11</td>
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<td>Thursday</td>
<td>01/15/2015</td>
<td>Online Day - Chapters 2 and 11</td>
<td>Chapters 1, 2, and 11</td>
<td>Chapter 1 Apply the Concept 1.3 &amp; Ruby’s club Internship Assignment Chapter 2 Apply the Concept 2.3 Chapter 11 Discussion Questions 1 &amp; 9</td>
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<td>Day</td>
<td>Date</td>
<td>Session Details</td>
<td>Notes</td>
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<td>Tuesday</td>
<td>01/20/2015</td>
<td>Online Day – Chapter 12 and 13</td>
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<td>Thursday</td>
<td>01/22/2015</td>
<td>Online Day - Chapter 12 and 13</td>
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<td>Chapter 12</td>
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<td>Closing Case 1 &amp; Discussion Question 9</td>
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<td>Chapter 13</td>
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<td>Apply the concept 13.3</td>
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<td>Ruby’s Club Internship Assignment</td>
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<td>Tuesday</td>
<td>01/27/2015</td>
<td>Online Day – Plug IT in 1,</td>
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<td>SAP Intro, Global Bike,</td>
<td>Apply the Concept PI1.2 and</td>
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<td>and S&amp;D</td>
<td>Discussion Questions</td>
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<td>Thursday</td>
<td>01/29/2015</td>
<td>Online Day/Optional Lab Day - Plug IT</td>
<td>Plug IT in 1</td>
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<td>Discussion Questions</td>
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<td>Tuesday</td>
<td>02/03/2015</td>
<td>Online Day - SAP S&amp;D</td>
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<td>Thursday</td>
<td>02/05/2015</td>
<td>Online Day/Optional Lab Day - SAP:</td>
<td>SAP S&amp;D</td>
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<td>S&amp;D and MM</td>
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<td>Tuesday</td>
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<td>Online: SAP MM</td>
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<td>Thursday</td>
<td>02/12/2015</td>
<td>Online Day/Optional Lab Day – SAP:</td>
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<td>MM and FI</td>
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<td>Tuesday</td>
<td>02/17/2015</td>
<td>Online Day: SAP FI &amp; Chapter 3</td>
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<td>Thursday</td>
<td>02/19/2015</td>
<td>Online Day/Optional Lab Day: SAP FI and Chapter 3</td>
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<td>SAP FI Chapter 3 Ruby’s Club Internship Assignment</td>
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<td>Tuesday</td>
<td>02/24/2015</td>
<td>Online Day: Chapter 5 and Plug IT in 4</td>
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<td>Thursday</td>
<td>02/26/2015</td>
<td>Online Day Activities: Chapter 5 and Plug IT in 4</td>
<td>5 and Plug IT in 4</td>
<td>Chapter 5 Apply the concept 5.1 &amp; Ruby’s Club Internship Assignment Plug IT in 4 Apply the Concept PI4.1</td>
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<tr>
<td>Tuesday</td>
<td>03/03/2015</td>
<td>Online Day: Chapter 8 online lecture</td>
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<td>Thursday</td>
<td>03/05/2015</td>
<td>Online Day: Chapter 8</td>
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<td>Chapter 8 Apply the Concept 8.3 Apply the Concept 8.7 And Ruby’s Club Internship Assignment</td>
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<tr>
<td>Tuesday</td>
<td>03/10/2015</td>
<td>Review Day</td>
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<tr>
<td>Thursday</td>
<td>03/12/2015</td>
<td>Midterm</td>
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<tr>
<td>Tuesday</td>
<td>03/17/2015</td>
<td>Spring Break No Class</td>
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<tr>
<td>Thursday</td>
<td>03/19/2015</td>
<td>Spring Break No Class</td>
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<tr>
<td>Tuesday</td>
<td>03/24/2015</td>
<td>Online Day: Chapter 9 &amp; 10 online lectures</td>
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</table>
| Thursday  | 03/26/2015 | Online Day: Chapter 9 & 10 | 9 & 10 | Chapter 9  
Apply the Concept 9.4 & Ruby’s club Internship Assignment  
Chapter 10  
Apply the Concept 10.5 & Ruby’s Club Internship Assignment |
|------------|------------|--------------------------|--------|---------------------------------------------------------------|
| Tuesday    | 03/31/2015 | Online Day: Lectures  
Chapter 4 & Plug IT in 3 |        | Chapter 4  
Apply the Concept 4.2, & Apply the Concept 4.4  
Plug IT in 3  
Discussion Questions & Problem Solving Activity |
| Thursday   | 04/02/2015 | Online Day: Lectures  
Chapter 4 & Plug IT in 3 | 4 & Plug it in 3 | Chapter 4  
Apply the Concept 4.2, & Apply the Concept 4.4  
Plug IT in 3  
Discussion Questions & Problem Solving Activity |
| Tuesday    | 04/07/2015 | Online Day: Chapters 6 & 7 & Plug it in 6 |        | Chapter 6  
Ruby’s Club Internship Assignment  
Chapter 7  
Apply the Concept 7.1 & Ruby’s Club Internship Assignment  
Plug IT in 6  
Discussion & Apply the Concept PI6.2 |
| Thursday   | 04/09/2015 | Online Day Activities:  
Chapters 6 & 7 & Plug IT in 6 | Chapters 6 & 7 & Plug IT in 6 | Chapter 6  
Ruby’s Club Internship Assignment  
Chapter 7  
Apply the Concept 7.1 & Ruby’s Club Internship Assignment  
Plug IT in 6  
Discussion & Apply the Concept PI6.2 |
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. (60-75 minutes)
5. Complete 3 SAP exercises. (340 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”.

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<thead>
<tr>
<th>Tuesday</th>
<th>04/14/2015</th>
<th>Online Day: Chapter 14 &amp; Plug it in 5</th>
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</thead>
<tbody>
<tr>
<td>Thursday</td>
<td>04/16/2015</td>
<td>Online Day Chapter 14 &amp; Plug it in 5</td>
<td>14, Plug it in 5</td>
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<tr>
<td>Tuesday</td>
<td>04/21/2015</td>
<td>Final</td>
<td>Link to The Scoop Page</td>
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http://www.westga.edu/registrar/766.php
Material & Percent of final grade

<table>
<thead>
<tr>
<th>Material</th>
<th>Percent of final grade</th>
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</thead>
<tbody>
<tr>
<td>Midterm</td>
<td>15%</td>
</tr>
<tr>
<td>Final</td>
<td>15%</td>
</tr>
<tr>
<td>Chapter Reading Quizzes &amp; Optional Final (total quizzes)</td>
<td>30%</td>
</tr>
<tr>
<td>Out of Class Activities (total Activities)</td>
<td>25%</td>
</tr>
<tr>
<td>SAP (3 exercises)</td>
<td>15%</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
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</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.
- Your UWG e-mail account will be the official communication method at UWG. You can access this through 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. Be prepared for class assignments and come for help when needed.
2. Be actively involved in creating a successful course experience and to not surf the web while listening to the online lectures.
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.
7. Inform the professor of any extenuating circumstances affecting the student’s performance or assignments before they are missed/late before they are missed or late.
8. Observe codes of academic honesty in the completion of all course work.
9. Listening to all of the online lectures posted prior to attempting the assignments or asking for help.
10. Reading the assignments completely and attempting them before beginning the work.
   • Quizzes are to be completed on your own.
   • Out of class activities can be discussed between students, but work must be completed individually.

Professor Signature and Date

Student Signature and Date