FACULTY DATA:
Dr. Douglas Turner
Phone: 678.839.5252
Miller 2223

OFFICE HOURS:
- Monday 9:30 am – 11:00 am, 12:30 pm - 2:00 pm
- Tuesday 8:00 am – 12:00 noon, 1:00 pm – 4:00 pm
- By appointment

CRITICAL INFORMATION:
- This syllabus is subject to change by the professor.
- Syllabus changes are defined by the revision date stated on top of this page.
- The due dates are posted below in the FALL 2015 SCHEDULE.
- You have the option to submit your deliverables early, but remember that the item first submitted is the one that will be graded.
- Deliverables will be graded against the posted criteria. If there is ANY confusion or something is not clear the student has the obligation to ask the professor.
- A GTA will be assigned to assist you with your exercises.
- Do not expect substantive help from the GTA if you wait to seek help on the due date of an assignment.

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.

MATERIALS AND PREREQUISITES:
- Successful completion of CISM 2201 is required to be enrolled in this course.
- The textbook selected for this course is “Management Information Systems”, 3rd edition, Wiley publisher.
- Students can gain access to the class by registering at the following class section URL: http://edugen.wileyplus.com/edugen/class/cls461809/.
- Access to WileyPlus is required NO EXCEPTIONS!
- All course materials and assignments will be administered through the WileyPlus website.
- CourseDen is only used to submit SAP exercises and receive course grades.
- If you purchase a new book, you SHOULD receive access to WileyPlus with your purchase.
- 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.
- All exams and assignments are linked directly to the textbook. (Note: you will not have access to this during the in class exams!)
WILEYPLUS ADAPTIVE LEARNING:
- There are both online adaptive chapter quizzes for each chapter and plug IT in assignments.
- 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.
- There are 20 required diagnostic questions to complete for each assignment.
- Once the diagnostics section is completed you must then complete a minimum of twenty proficiency questions to establish a grade.
- These proficiency questions will determine your score based conversion listing list below.
- Your grade will be defined by the proficiency score obtained for a total of 40 points.
- Proficiency will be calculated for items 01-06 at 8:00 am on exam one date.
  - No credit - practice - Ch. 1
  - No credit - practice - Ch. 2
  - 01) Ch. 11
  - 02) Plug IT in 1
  - 03) Ch. 12
  - 04) Ch. 13
  - 05) Ch. 5
  - 06) Plug IT in 5
- Proficiency will be calculated for items 07-12 at 8:00 am on exam two date.
  - 07) Ch. 3
  - 08) Plug IT in 3
  - 09) Ch. 8
  - 10) Ch. 9
  - 11) Ch. 10
  - 12) Plug IT in 7
- Proficiency will be calculated for items 13-18 at 8:00 am on exam three date.
  - 13) Ch. 4
  - 14) Plug IT in 4
  - 15) Ch. 6
  - 16) Ch. 7
  - 17) Ch. 14
  - 18) Plug IT in 6

CONVERSION LISTING:
Proficiency of 85% or above = 100 of available grade
Proficiency of 75% - 84% = 90% of available grade
Proficiency of 65% - 74% = 80% of available grade
Proficiency of 55% - 64% = 70% of available grade
Proficiency of 45% - 54% = 60% of available grade
Proficiency of 35% - 44% = 50% of available grade
Proficiency of 25% - 34% = 40% of available grade
Proficiency of 15% - 24% = 30% of available grade
Proficiency of 14% or below = 0% of available grade

IN CLASS EXAMS:
- There will be three in class closed book exams.
- Each exam will approximately cover the material as listed above for proficiency calculations.
- You will have the opportunity to take either a 50 or 100 question exam.
- Once an exam is issued no reassignment of exam type will be allowed.
SAP:
- There are four SAP exercises to complete as individual work;
  - a sales and distribution module,
  - a materials management module,
  - a financial module,
  - an excel pivot table assignment.
- The SAP software is in the labs, a link will be provided to download SAP to your personal computer.
- While we will attempt to reconcile personal computer issues relevant to SAP, if the software does not perform for you on your personal computer in a timely fashion then you must attend the lab to complete the exercises.
- Late assignments will not be accepted due to computer issues.
- A SAP user ID and password will be issued to you when needed.

STUDY MODEL:
- Below is the recommended model of progression to follow for the completion of each chapter.
- This will help you prepare for your midterm and final exams, as well as maximizing 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.
  - Listen to the mini-lectures. (15-30 minutes per video).
  - Watch the videos for each chapter and study through the chapter content (60-90 minutes per chapter).
  - Complete the adaptive learning assignment for each chapter (90 minute timed activity).
  - Complete the four SAP assignments (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”.

<table>
<thead>
<tr>
<th>Material</th>
<th>Percent of final grade</th>
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</thead>
<tbody>
<tr>
<td>SAP (4 exercises)</td>
<td>15%</td>
</tr>
<tr>
<td>Adaptive Learning Quizzes (assignments)</td>
<td>40%</td>
</tr>
<tr>
<td>In Class Exams (three exams)</td>
<td>45%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>

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.
- The University of West Georgia Academic Honesty Policy will be enforced.
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.

NOTES AND COURSE POLICIES:
- Make-up exams will be offered only for legitimate excuses.
- It is YOUR responsibility to keep up with the due dates and the work. WORK AHEAD!!!
- While some assignments and materials may be returned to the student(s) for correction and evaluation, all material submitted as part of the course requirements become the property of the professor.
- The professor retains the right to subjectively evaluate an individual student's grade upward in appropriate cases based upon observed performance.
- Within class all computer screens and cell phones are to remain off unless told otherwise.
- Acceptance of late work or other time related accommodations require reasonable justification and are subject to the professor’s approval.
- Ensure that you have a file backup method for the worst case scenario.
- I reserve the right to modify any part of this document. Appropriate prior notice will be given to students in the event of modification.
## Fall 2015 SCHEDULE:
- Schedule color key.
  - Mandatory attendance in class.
  - No class or office hours.
  - Lab open, attendance optional.

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Class Days</th>
<th>To stay on track the following schedule is offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
<td>08/24</td>
<td>In class Day Required - Introduction</td>
<td></td>
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<tr>
<td>Wed</td>
<td>08/26</td>
<td>Online Day - Chapters 1 and 2</td>
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<tr>
<td>Mon</td>
<td>08/31</td>
<td>In class Day Required - Card Game and Intro to SAP &amp; GBI</td>
<td>Practice Chapters 1 &amp; 2</td>
</tr>
<tr>
<td>Wed</td>
<td>09/02</td>
<td>Online Day - Chapter 11 and Plug IT in 1, and SAP S&amp;D</td>
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<tr>
<td>Mon</td>
<td>09/07</td>
<td>Labor Day (closed)</td>
<td></td>
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<tr>
<td>Wed</td>
<td>09/09</td>
<td>Optional Lab Day – SAP MM</td>
<td>Chapter 11 &amp; Plug IT in 1 SAP S&amp;D Assignment</td>
</tr>
<tr>
<td>Mon</td>
<td>09/14</td>
<td>Online Day - Chapter 12 and SAP MM</td>
<td>Chapter 12 &amp; SAP MM Assignment</td>
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<tr>
<td>Wed</td>
<td>09/16</td>
<td>Online Day – Chapter 13</td>
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<tr>
<td>Mon</td>
<td>09/21</td>
<td>Optional Lab Day – SAP FI and Pivot Table</td>
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<tr>
<td>Wed</td>
<td>09/23</td>
<td>Online Day - Chapter 13</td>
<td>Chapter 13</td>
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<tr>
<td>Mon</td>
<td>09/28</td>
<td>Online Day - Chapter 5 and Plug IT in 5</td>
<td>SAP FI &amp; SAP Pivot Table</td>
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<tr>
<td>Wed</td>
<td>09/30</td>
<td>Online Day - Chapter 5 and Plug IT in 5</td>
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<tr>
<td>Mon</td>
<td>10/05</td>
<td>Online Day - Self Study Review Day</td>
<td>Chapter 5 &amp; Plug IT in 5</td>
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<tr>
<td>Wed</td>
<td>10/07</td>
<td>In Class Day Required - exam one</td>
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<tr>
<td>Mon</td>
<td>10/12</td>
<td>Online Day – Chapter 3 and Plug IT in 3</td>
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<td>Date</td>
<td>Day</td>
<td>Topic</td>
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<tr>
<td>Wed</td>
<td>10/14</td>
<td>Online Day - Chapter 3 and Plug IT in 3</td>
<td>Chapter 3 &amp; Plug IT in 3</td>
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<tr>
<td>Mon</td>
<td>10/19</td>
<td>Online Day - Chapter 8</td>
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<tr>
<td>Wed</td>
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<td>Online Day - Chapter 8</td>
<td>Chapter 8</td>
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<td>Mon</td>
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<td>Online Day - Chapter 9</td>
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<td>Wed</td>
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<td>Chapter 9</td>
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<td>Mon</td>
<td>11/02</td>
<td>Online Day - Chapter 10 and Plug IT in 7</td>
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<td>Wed</td>
<td>11/04</td>
<td>Online Day - Chapter 10 and Plug IT in 7</td>
<td>Chapters 10 &amp; Plug IT in 7</td>
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<tr>
<td>Wed</td>
<td>11/11</td>
<td>In Class Day Required – exam two</td>
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<tr>
<td>Mon</td>
<td>11/16</td>
<td>Online Day - Chapter 4 and Plug IT in 4</td>
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<tr>
<td>Wed</td>
<td>11/18</td>
<td>Online Day - Chapter 4 and Plug IT in 4</td>
<td>Chapters 4 &amp; Plug IT in 4</td>
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<tr>
<td>Mon</td>
<td>11/23</td>
<td>Thanksgiving</td>
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<td>Wed</td>
<td>11/26</td>
<td>Thanksgiving</td>
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<tr>
<td>Mon</td>
<td>11/30</td>
<td>Online Day - Chapters 6 and 7</td>
<td>Chapters 6 &amp; 7</td>
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<tr>
<td>Wed</td>
<td>12/02</td>
<td>Online Day - Chapter 14 and Plug IT in 6</td>
<td>Chapter 14 &amp; Plug IT in 6</td>
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<tr>
<td>Mon</td>
<td>12/07</td>
<td>Finals (exam three)</td>
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<td>Sec. 05D (crn: # 80733) 11:00 am – 1:30 pm</td>
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<td>Sec. 06D (crn: # 80734) 2:00 pm – 4:30 pm</td>
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