Syllabus revision: # 010716
Spring 2016 - CISM 3330
Sections 02D (crn: # 10480) Monday & Wednesday 11:00 am – 12:20 pm
Sections 03D (crn: # 10481) Monday & Wednesday 3:30 pm – 4:50 pm
Miller 2329

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

OFFICE HOURS:
- Monday 8:00 am – 11:00 am, 12:30 pm – 3:30 pm
- Tuesday 8:00 am – 12:00 noon (via email)
- Or by appointment

COMMUNICATION AND SUPPORT:
- All e-mails to the Professor are to be sent to dtturner@westga.edu.
- Your UWG e-mail account is the official method of individual communication at UWG.
- Only assigned University of West Georgia e-mails accounts will receive an e-mail response.
- **No e-mails are answered within the CourseDen environment.**
- Emails to the Professor will be normally answered during the next scheduled session of office hours.
- While email is convenient the preferred way to communicate and resolve a problem is to meet in the office.
- A GTA has assigned office hours to assist you with your exercises, again, you should see the GTA in person.
- Do not expect help if you wait to seek assistance on the day before an assignment is due.
- The classroom is generally always available to complete both SAP and Wiley assignments.

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.
- Syllabus changes (revision dates) will be posted under the “Course News” of CourseDen.
- The due dates are posted below in the SPRING 2016 SCHEDULE.
- You have the option of submitting your deliverables (items and SAP assignments) 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.

DESCRIPTION:
- This course introduces the study of organizations as systems supported by information processing.
- Completing this course will assist distinguishing the needs for information at different levels in organizations.
- Students will be able to evaluate information system decisions using formal methods.

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.
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.

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).

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 WileyPlus material by registering at the URL and section number listed in the Course News section of CourseDen.
- Access to WileyPlus is required NO EXCEPTIONS!
- All textbook course materials and assignments will be administered through the WileyPlus website.
- CourseDen is only used for SAP exercises dropbox, receive course grades, and class messages.
- If you purchase a paper copy of the book, you NEED to 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.

WILEYPLUS ADAPTIVE LEARNING:
- There are 20 required diagnostic questions to complete before you begin each item below (01 – 18).
- First complete the diagnostics for each chapter then complete a minimum of twenty questions to establish a grade for each item.
- YOU WILL RECEIVE A ZERO FOR EACH ITEM WHEN YOU DO NOT COMPLETE THE 20 QUESTION DIAGNOSTIC AND 20 (minimum) ADAPTIVE LEARNING QUESTIONS.
- You may increase (or potentially reduce if you answer incorrectly) your score (for each chapter or item before due date) by completing more questions, but each question can only be answered once.
- You will have access (see below) to the questions until the posted grade calculation date and time.
- These questions will determine your score based conversion listing list below.
- Each of the (18) items below have an approximate value of 2.2 points.
- Your chapter grades will be defined by the scores obtained from WileyPlus for a total of 40.0 points.
- Chapters 1 and 2 will not be graded or on the exam, these chapters are practice only to get you accustomed to the Wiley environment.
- You will receive an Orion grade for each item as you complete it.
- YOUR PROFICENCY SCORE IS NOT YOUR GRADE.
- Questions concerning access to WileyPlus will NOT BE TAKEN the day before or the day of a scheduled exam.
- The grade calculations for each section (A, B, and C below) will occur on the date scheduled.

SECTION A (items 01-06) **DUE MONDAY. FEB 22 AT 8:00AM**
01) Ch. 11
02) Plug IT in 1
03) Ch. 12
04) Ch. 13
05) Ch. 5
06) Plug IT in 5

SECTION B (items 07-12) **DUE WEDNESDAY, MAR 23 AT 8:00AM**
07) Ch. 3
08) Plug IT in 3
09) Ch. 8
10) Ch. 9
11) Ch. 10
12) Plug IT in 7

SECTION C (items 08-18) **DUE MONDAY, APR 18 AT 5:00PM**
13) Ch. 4
14) Plug IT in 4
15) Ch. 6
16) Ch. 7
17) Ch. 14
18) Plug IT in 6

**CONVERSION LISTING:**
- Each individual chapter (item) score (14% or above) as shown on the WileyPlus website will be calculated with an additional 15 point curve when posted on CourseDen.
- Any chapter (items) score as shown on the WileyPlus website at 14% or below will receive a grade of 0%.

**INCLASS EXAMS:**
- There will be three in class closed book exams.
- All exams and assignments are linked directly to the textbook and the assigned item areas for that section (A, B, and C).
- 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.
- You will decide the 50 or 100 question exam when you enter the exam.
- You need to be seated by the beginning of the class to take the exam, late entry may be denied.
- Exams will be distributed promptly at the beginning of the class.
- Scantrons will be provide but pencils will not be provided.
- Exams are subject to verifying your UWG ID card (have it out and ready).

**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).
**SAP:**
- There are four SAP exercises to complete as individual work;
  - a sales and distribution module,
  - a materials management module,
  - a financial module,
  - and an excel pivot table assignment.
- The SAP software is in the labs, a link will be provided to download SAP to your personal computer.
- IF SAP software does not perform for you on your personal computer in a timely fashion then you must utilize 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.
- All SAP submissions are made in Dropbox on Course Den.
- All SAP submissions are due at 8:00 am on the posted due date.
- SAP grading process:
  - Up to 100% credit = Submitted to dropbox by 8:00 am on the due date.
  - Up to 85% credit = Submitted to dropbox by 5:00 pm on the due date.
  - Up to 50% credit = Submitted to dropbox after 5:00 pm on the due date and before 8:00 am a week later (a 159 hour submission window).
- There is a scheduled SAP lab that will cover how to login in to the system.

**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>SAP (4 exercises @ 3.75 each)</td>
<td>15%</td>
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<tr>
<td>Adaptive Learning (18 Chapters @ 2.2 each)</td>
<td>40%</td>
</tr>
<tr>
<td>In Class Exams (3 exams @ 15.0 each)</td>
<td>45%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>

**LEARNING OBJECTIVES:**
- Learning objective related 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](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.

Spring 2016 SCHEDULE:

<table>
<thead>
<tr>
<th>DAY</th>
<th>DATE</th>
<th>TO STAY ON TRACK THE FOLLOWING SCHEDULE IS OFFERED</th>
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</thead>
<tbody>
<tr>
<td>Mon</td>
<td>11-Jan</td>
<td>Work in class – Introduction</td>
</tr>
<tr>
<td>Wed</td>
<td>13-Jan</td>
<td>PRACTICE, PRACTICE Chapters 1 &amp; 2</td>
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<tr>
<td>Mon</td>
<td>18-Jan</td>
<td>MLK Day</td>
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<tr>
<td>Wed</td>
<td>20-Jan</td>
<td>Complete - Chapter 11</td>
</tr>
<tr>
<td>Mon</td>
<td>25-Jan</td>
<td>Work in class on - SAP S&amp;D Assignment</td>
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<tr>
<td>Wed</td>
<td>27-Jan</td>
<td>Complete - Plug IT in 1</td>
</tr>
<tr>
<td>Mon</td>
<td>01-Feb</td>
<td>SAP S&amp;D Assignment - due 8:00 am</td>
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<tr>
<td>Wed</td>
<td>03-Feb</td>
<td>Complete - Chapter 12</td>
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<tr>
<td>Mon</td>
<td>08-Feb</td>
<td>Complete - Chapter 13</td>
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<tr>
<td>Wed</td>
<td>10-Feb</td>
<td>Complete - Chapter 5</td>
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<tr>
<td>Mon</td>
<td>15-Feb</td>
<td>SAP MM Assignment - due 8:00 am</td>
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<td>Wed</td>
<td>17-Feb</td>
<td>Complete - Plug IT in 5</td>
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<tr>
<td>Mon</td>
<td>22-Feb</td>
<td>Self study review - Section A items closed and graded at 8:00 am</td>
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<tr>
<td>Wed</td>
<td>24-Feb</td>
<td>Exam one in class</td>
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<tr>
<td>Mon</td>
<td>29-Feb</td>
<td>SAP FI and Pivot Table Assignment - due 8:00 am</td>
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<tr>
<td>Wed</td>
<td>02-Mar</td>
<td>Complete - Chapter 3</td>
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<td>Mon</td>
<td>07-Mar</td>
<td>Complete - Plug IT in 3</td>
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<td>Wed</td>
<td>09-Mar</td>
<td>Complete - Chapter 8</td>
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<td>Mon</td>
<td>14-Mar</td>
<td>Complete - Chapter 9</td>
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<td>Wed</td>
<td>16-Mar</td>
<td>Complete - Chapter 10</td>
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<td>Mon</td>
<td>21-Mar</td>
<td>Complete - Plug IT in 7</td>
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<td>Wed</td>
<td>23-Mar</td>
<td>Self study review - Section B items closed and graded at 8:00 am</td>
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<td>Mon</td>
<td>28-Mar</td>
<td>Exam two in class</td>
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<td>Wed</td>
<td>30-Mar</td>
<td>Complete - Chapter 4</td>
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<td>Mon</td>
<td>04-Apr</td>
<td>Complete - Plug IT in 4</td>
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<td>Wed</td>
<td>06-Apr</td>
<td>Complete - Chapter 6</td>
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<td>Mon</td>
<td>11-Apr</td>
<td>Complete - Chapter 7</td>
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<td>Wed</td>
<td>13-Apr</td>
<td>Complete - Chapter 14</td>
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<td>Mon</td>
<td>18-Apr</td>
<td>Complete - Plug IT in 6, Section C items closed and graded at 5:00 pm</td>
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<td>Wed</td>
<td>20-Apr</td>
<td>Self study review</td>
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<tr>
<td>Mon</td>
<td>25-Apr</td>
<td>Section 2D (11:00 am class) Finals (exam three) in class 11:00 am – 1:30 pm</td>
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<tr>
<td>Wed</td>
<td>27-Apr</td>
<td>Section 3D (3:30 pm class) Finals (exam three) in class 2:00 pm – 4:30 pm</td>
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