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

OFFICE HOURS:
- Tuesday 08:00 – 12:00 (via email)
- Wednesday 09:30 – 11:00, 13:00 – 15:30
- Or by appointment

COMMUNICATION AND SUPPORT:
- All e-mails to the Professor are to be sent to dtuner@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.
- 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.
- No e-mails are answered within the CourseDen environment.
- Check “Course News” in CourseDen for any newly released information concerning this course.
- The classroom is generally always available to complete both SAP and textbook assignments.
- GTAs have assigned SAP lab office hours to assist you (see the SAP section below).

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 FALL 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.

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.
- All textbook gradable materials (18 chapter quizzes submitted in by the schedule for Sections A, B, and C) are only available through CourseDen.
- The four SAP gradable materials are only available through your SAP account and are submitted in the CourseDen dropbox.
- CourseDen will also be used to receive course grades and messages to the class.
- The Wiley website is only for study offering videos and other materials associated to the textbook, but no assignments within the Wiley website are submitted or graded.
- It is highly recommended to secure (purchase) access to Wiley online materials to achieve better test performance.
- Go to at http://www.westga.edu/~dtuner/3300/Wiley.pdf for instructions.
DESCRIPTION:
- This course introduces the study of organizations as systems supported by information processing.
- Course completion will assist in distinguishing the needs for information at different levels in organizations.
- Students completing this course should 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/UWGSyllabusPolicies/
- 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).

INCLASS EXAMS:
- There are 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 UWG ID card verification (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 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 assignment for each chapter (90 minute timed activity).
  - Complete the four SAP assignments (340 minutes).
**CHAPTER QUIZZES:**

- The grade calculations for each section (A, B, and C below) will occur on the date and time scheduled.
- Each item below is worth 2.0 points.
- As students can begin early and manage their time appropriately the submission due dates and times are firm.

**SECTION A (items 01-06)**

- 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)**

- 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)**

- 13) Ch. 4
- 14) Plug IT in 4
- 15) Ch. 6
- 16) Ch. 7
- 17) Ch. 14
- 18) Plug IT in 6

**SAP:**

- There is a class meeting that will cover how to login in to the SAP system.
- The associated login video can be found at [http://www.westga.edu/~dturner/3300/SAP0.mp4](http://www.westga.edu/~dturner/3300/SAP0.mp4).
- There are four SAP exercises (4.0 points each) to complete as individual work with support videos;
  - a sales and distribution module [http://www.westga.edu/~dturner/3300/SAP1.mp4](http://www.westga.edu/~dturner/3300/SAP1.mp4),
  - a materials management module [http://www.westga.edu/~dturner/3300/SAP2.mp4](http://www.westga.edu/~dturner/3300/SAP2.mp4),
  - a financial module,
- Issues concerning the SAP assignments will be directed to the SAP lab.
- Other than password reset there is no email support for SAP questions, you must come to the lab for support.
- Passwords can be reset by either the GTA or Professor by email request.
- Reset passwords will be “password” (all lower case), you are then expected to change it to a personal code.
- You will be expected to sign in when you arrive in Miller 2215 for SAP support.
- You may schedule an appointment by calling 678.839.5943.
- The SAP software is in the classroom to complete your work, a link will be provided to download SAP to your personal computer if you prefer.
- 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.
- Do not expect support for your personal computer running SAP.
- Late assignments will not be accepted due to computer issues.
- A SAP user ID and password will be issued to you by the Professor when needed.
- All SAP submissions are made in Dropbox on Course Den.
- SAP assignments are graded against your GBI number thus the GBI number must be apparent in the screenshot.
- All SAP submissions are due dates and time are posted below.
- SAP grading process:
  - Up to 4.0 points if submitted to dropbox by 8:00 am on the due date.
  - Up to 2.0 points if submitted to dropbox by 5:00 pm on the due date.
- By looking at the schedule below it will become apparent that SAP support is best acquired at least during the week prior to the due date. Competition for GTA support rises as due dates approach.
- Understand that following the programming instructions is critical to successfully completing the SAP assignment.
- There is a very limited amount of correction that can be applied to your SAP program once you have created and saved a processing error, “garbage in – garbage out”.
- Start SAP early during the assignment period.
EVALUATION:
- The course grade will be determined on a 10-point scale.

<table>
<thead>
<tr>
<th>Material</th>
<th>Percent of final grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAP (4 exercises @ 4.0 each)</td>
<td>16.0%</td>
</tr>
<tr>
<td>Chapter Quizzes (18 chapters @ 2.0 each)</td>
<td>36.0%</td>
</tr>
<tr>
<td>In Class Exams (3 exams @ 16.0 each)</td>
<td>48.0%</td>
</tr>
<tr>
<td>Total</td>
<td>100.0%</td>
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</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.
- Appropriate prior notice will be given to students in the event of a modification.
### FALL 2016 SCHEDULE:

**INCLASS DAYS** | **ITEMS DUE** | **CLASSROOM NOT AVAILABLE FOR USE**
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<table>
<thead>
<tr>
<th>DAY</th>
<th>DATE</th>
<th>TO STAY ON TRACK THE FOLLOWING SCHEDULE IS OFFERED</th>
</tr>
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<tbody>
<tr>
<td>01</td>
<td>Wed</td>
<td>10-Aug Introduction</td>
</tr>
<tr>
<td>02</td>
<td>Mon</td>
<td>15-Aug First read of the book</td>
</tr>
<tr>
<td>03</td>
<td>Wed</td>
<td>17-Aug First read of the book</td>
</tr>
<tr>
<td>04</td>
<td>Mon</td>
<td>22-Aug Complete - Chapter 11</td>
</tr>
<tr>
<td>05</td>
<td>Wed</td>
<td>24-Aug SAP introduction and login</td>
</tr>
<tr>
<td>06</td>
<td>Mon</td>
<td>29-Aug Complete - Plug IT in 1</td>
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<tr>
<td>07</td>
<td>Wed</td>
<td>31-Aug Complete - Chapter 12</td>
</tr>
<tr>
<td>08</td>
<td>Mon</td>
<td>05-Sep No class Labor Day</td>
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<tr>
<td>09</td>
<td>Wed</td>
<td>07-Sep Complete - Chapter 13</td>
</tr>
<tr>
<td>10</td>
<td>Mon</td>
<td>12-Sep SAP S&amp;D Assignment - due 8:00 am</td>
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<tr>
<td>11</td>
<td>Wed</td>
<td>14-Sep Complete - Chapter 5</td>
</tr>
<tr>
<td>12</td>
<td>Mon</td>
<td>19-Sep Complete - Plug IT in 5</td>
</tr>
<tr>
<td>13</td>
<td>Wed</td>
<td>21-Sep Self study review</td>
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<tr>
<td>14</td>
<td>Mon</td>
<td>25-Sep Exam one in class, Section A items closed and graded at 8:00 am</td>
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<tr>
<td>15</td>
<td>Wed</td>
<td>28-Sep Complete - Chapter 3</td>
</tr>
<tr>
<td>16</td>
<td>Mon</td>
<td>03-Oct SAP MM Assignment - due 8:00 am</td>
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<tr>
<td>17</td>
<td>Wed</td>
<td>05-Oct Complete - Plug IT in 3</td>
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<tr>
<td>18</td>
<td>Mon</td>
<td>10-Oct Complete - Chapter 8</td>
</tr>
<tr>
<td>19</td>
<td>Wed</td>
<td>12-Oct Complete - Chapter 9</td>
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<tr>
<td>20</td>
<td>Mon</td>
<td>17-Oct Complete - Chapter 10</td>
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<tr>
<td>21</td>
<td>Wed</td>
<td>19-Oct Complete - Plug IT in 7</td>
</tr>
<tr>
<td>22</td>
<td>Mon</td>
<td>24-Oct SAP FI and Pivot Table - due 8:00 am</td>
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<tr>
<td>23</td>
<td>Wed</td>
<td>26-Oct Self study review</td>
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<tr>
<td>24</td>
<td>Mon</td>
<td>31-Oct Exam two in class, Section B items closed and graded at 8:00 am</td>
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<tr>
<td>25</td>
<td>Wed</td>
<td>02-Nov Complete - Chapter 4</td>
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<tr>
<td>26</td>
<td>Mon</td>
<td>07-Nov Complete - Plug IT in 4</td>
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<tr>
<td>27</td>
<td>Wed</td>
<td>09-Nov Complete - Chapter 6</td>
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<tr>
<td>28</td>
<td>Mon</td>
<td>14-Nov Complete - Chapter 7</td>
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<tr>
<td>29</td>
<td>Wed</td>
<td>16-Nov Complete - Chapter 14</td>
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<tr>
<td>30</td>
<td>Mon</td>
<td>21-Nov Complete - Plug IT in 6</td>
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<tr>
<td>31</td>
<td>Wed</td>
<td>23-Nov Self study review</td>
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<tr>
<td>32</td>
<td>Mon</td>
<td>28-Nov Section C items closed and graded at 8:00 am</td>
</tr>
<tr>
<td>33</td>
<td>Wed</td>
<td>30-Nov Exam three in class, Make up period (approved items and issues only)</td>
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</table>