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

OFFICE HOURS:
Tuesday 09:00 – 11:00 (via email)
Wednesday 08:00 – 13:00
Or by appointment

AS MULTIPLE SECTIONS AND INSTRUCTORS ARE USING THIS COURSDE DEN TEMPLATE SECTIONS 01D AND 03D WILL FOLLOW THE SCHEDULE POSTED ON THE SYLLABUS. ONLY USE THE DUE DATES FOUND IN THIS SYLLABUS AS THE ASSIGNMENTS DATES MAY VARY IN DIFFERENT SECTIONS. ANY CHANGES WILL BE POSTED IN THE “ANNOUNCEMENTS” SECTION ON COURSEDEN.

CHANGES IN COURSEDEN THIS SEMESTER:
- News will change to Announcements.
- Dropbox will change to Assignments.

COMMUNICATION AND SUPPORT:
- All e-mails are to be sent to dturner@westga.edu, include your CISM 3330 section number in the subject line.
- Your UWG e-mail account is the official method of individual communication at UWG.
- No e-mails are checked or answered within the CourseDen environment.
- Only assigned University of West Georgia e-mails accounts will receive an e-mail response.
- The Management Department believes in work-life balance for both faculty and students. Faculty will typically respond to student emails within 24 hours. Students should not expect a response during non-business hours, which includes nights, weekends, holidays, and school breaks.
- There may be occasions when scheduling conflict may require a change in the office hours. In those the cases the change information will be posted in the “Announcements” section on CourseDen.
- While email is a convenient way to communicate, resolving most problems will require a visit to the office or
- Check “Announcements” on CourseDen for any newly released information concerning this course.

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.
- If syllabus changes occur the revision date will be posted in the “Announcements” section on CourseDen.
- 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.
- 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.
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 (20 chapter quizzes submitted in by the schedule for Sections A, B, and C) are only available through CourseDen.
- The SAP gradable materials are only available through your SAP account and are submitted in the CourseDen “Assignments” (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 EXPECTED that students will secure (purchase) access to Wiley online materials to achieve better test performance.

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).

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.
- The 20 items below count for 40% of the final grade.
- As students can begin early and manage their time appropriately the submission due dates and times are firm.

SECTION A (items 01-08)

<table>
<thead>
<tr>
<th>Ch. 01</th>
<th>Ch. 02</th>
<th>Ch. 11</th>
<th>Plug IT in 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ch. 12</td>
<td>Ch. 13</td>
<td>Ch. 5</td>
<td>Plug IT in 5</td>
</tr>
</tbody>
</table>

(Chapters 01 and 02 will NOT be on the exam)

SECTION B (items 09-14)

<table>
<thead>
<tr>
<th>Ch. 3</th>
<th>Plug IT in 3</th>
<th>Ch. 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ch. 9</td>
<td>Ch. 10</td>
<td>Plug IT in 7</td>
</tr>
</tbody>
</table>

SECTION C (items 15-20)

<table>
<thead>
<tr>
<th>Ch. 4</th>
<th>Plug IT in 4</th>
<th>Ch. 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ch. 7</td>
<td>Ch. 14</td>
<td>Plug IT in 6</td>
</tr>
</tbody>
</table>

INCLASS EXAMS:
- There are three closed book and closed notes exams each based on the three chapter sections (A- less ch. 1 & 2, B, and C above).
- Each exam will have approximately 50 questions.
- Material associated with the cases are included in the exams.
- You need to be seated by the beginning of the class to take the exam, late entry may be denied.
- Additional program assessment questions may be included in any of the three exams.
- The desk space will be cleared, no hats, no earphones, and no electronic devices will be allowed.
- Exams are subject to UWG ID card verification (have it out and ready).
- Scantrons will be provide but pencils will not be provided.
- **Wiley online, the textbook, and your individual notes are the only places available to prepare for the exam, quizzes once completed will not be open or available for study.**
- Request for make up exam(s) must be approved by the Instructor, expect to present documented proof for consideration.
- Make up exams contain 100 question covering the same section material.
- All approved make up exams will occur on Wednesday, April 26 during your scheduled class time.

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 (3 exercises)</td>
<td>15.0%</td>
</tr>
<tr>
<td>Chapter Quizzes (20 chapters)</td>
<td>40.0%</td>
</tr>
<tr>
<td>In Class Exams (3 exams)</td>
<td>45.0%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100.0%</strong></td>
</tr>
</tbody>
</table>

- Any available extra credit will be posted in the “Announcements” section on CourseDen.
- Note that different Instructors may have differing level and types of extra credit.
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.

SAP:
- There is a scheduled class meeting that will cover how to login in to the SAP system.
- The classroom is available during class hours (both section times open to all sections) to complete both the SAP and textbook assignments.
- Any days when the classroom is not available will be posted in the “Announcements” section on CourseDen.
- Password reset and “exceeded failed attempts” are correctable by the Professor and can be requested by email.
- Resetting passwords and correcting “exceeded failed attempts” may take more than 24 hours as this task can only be accomplished on campus.
- If the reset request is made when neither the Instructor nor GA is on campus it will have to wait until their next scheduled hours to work.
- Unless notified differently all reset passwords will be “newone” (all lower case).
- Other than password reset requests by email ALL OTHER SAP SUPPORT OCCURS IN THE MIS LAB.
- Remember that SAP assistance is obtained at the MIS and not by an email with a screen shot.
- 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.
- Complete your SAP assignments early with sufficient time to resolve you programming issues.
- Competition for GTA support rises as due dates approach.
- 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, BUT THIS OPTION IS WITHOUT SUPPORT.
- Given the wide variety of potential issues associated with using SAP on a personal computer all SAP problems must be replicated by the student on an UWG lab machine.
- Using a personal computer may be very convenient but if SAP software does not perform for you in a timely fashion then you must utilize the lab to complete the exercises.
- As each SAP assignment has a two week window for completion late assignments require strong justification for approval.
- A SAP user ID will be posted under “Grades” on CourseDen.
- The password will posted in the “Announcements” section on CourseDen prior to beginning the SAP exercises.
- All SAP submissions are made in “Assignments” (dropbox) on Course Den.
- SAP assignments are graded against your GBI number (THIS MUST BE YOUR ORIGINAL WORK, THIS IS NOT A TEAM SUBMISSION!).
- Your GBI number must be apparent in the screen shot (No GBI number will be listed when you turn in your SAP 1 work, your GBI account will be audited to verify YOUR completion of assignment 1).
- 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”.

Spring 2017 – CISM 3330 4
NOTES AND COURSE POLICIES:
- All approved make up exams will occur on the last scheduled day of class.
- 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.
- The Instructor reserves the right to modify any part of this document.

THIS IS SPRING 2017 SCHEDULE OUTLINE (GO TO THE NEWS SECTION ON COURSEDEN FOR CHANGED DATES)

<table>
<thead>
<tr>
<th>DAY</th>
<th>DATE</th>
<th>TO STAY ON TRACK THE FOLLOWING SCHEDULE IS OFFERED</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Mon 09 Jan</td>
<td>Introduction</td>
</tr>
<tr>
<td>02</td>
<td>Wed 11 Jan</td>
<td>Expected to complete - Chapter 1 (Quiz graded, but not on exam)</td>
</tr>
<tr>
<td>03</td>
<td>Mon 16 Jan</td>
<td>Holiday</td>
</tr>
<tr>
<td>04</td>
<td>Wed 18 Jan</td>
<td>Expected to complete - Chapter 2 (Quiz graded, but not on exam)</td>
</tr>
<tr>
<td>05</td>
<td>Mon 23 Jan</td>
<td>Expected to complete - Chapter 11</td>
</tr>
<tr>
<td>06</td>
<td>Wed 25 Jan</td>
<td>SAP Introduction and login (missing voids SAP support)</td>
</tr>
<tr>
<td>07</td>
<td>Mon 30 Jan</td>
<td>Expected to complete - Plug IT in 1</td>
</tr>
<tr>
<td>08</td>
<td>Wed 01 Feb</td>
<td>Expected to complete - Chapter 12</td>
</tr>
<tr>
<td>09</td>
<td>Mon 06 Feb</td>
<td>Expected to complete - Chapter 13</td>
</tr>
<tr>
<td>10</td>
<td>Wed 08 Feb</td>
<td>SAP S&amp;D due in your “Assignments” (dropbox) at 12:00 noon</td>
</tr>
<tr>
<td>11</td>
<td>Mon 13 Feb</td>
<td>Expected to complete - Chapter 5</td>
</tr>
<tr>
<td>12</td>
<td>Wed 15 Feb</td>
<td>Expected to complete - Plug IT in 5</td>
</tr>
<tr>
<td>13</td>
<td>Mon 20 Feb</td>
<td>Section A quiz submissions due on CourseDen at 12:00 noon</td>
</tr>
<tr>
<td>14</td>
<td>Wed 22 Feb</td>
<td>SAP MM due in your “Assignments” (dropbox) at 12:00 noon</td>
</tr>
<tr>
<td>15</td>
<td>Mon 27 Feb</td>
<td>Exam one in class</td>
</tr>
<tr>
<td>16</td>
<td>Wed 01 Mar</td>
<td>Expected to complete - Chapter 3</td>
</tr>
<tr>
<td>17</td>
<td>Mon 06 Mar</td>
<td>Expected to complete - Plug IT in 3</td>
</tr>
<tr>
<td>18</td>
<td>Wed 08 Mar</td>
<td>SAP MM FI and PIVOT table due in your “Assignments” (dropbox) at 12:00 noon</td>
</tr>
<tr>
<td>19</td>
<td>Mon 13 Mar</td>
<td>Expected to complete - Chapter 8 and Chapter 9</td>
</tr>
<tr>
<td>20</td>
<td>Wed 15 Mar</td>
<td>Expected to complete - Chapter 10 and Plug IT in 7</td>
</tr>
<tr>
<td>21</td>
<td>Mon 20 Mar</td>
<td>Spring Break</td>
</tr>
<tr>
<td>22</td>
<td>Wed 22 Mar</td>
<td>Spring Break</td>
</tr>
<tr>
<td>23</td>
<td>Mon 27 Mar</td>
<td>Section B quiz submissions due on CourseDen at 12:00 noon</td>
</tr>
<tr>
<td>24</td>
<td>Wed 29 Mar</td>
<td>Exam two in class</td>
</tr>
<tr>
<td>25</td>
<td>Mon 03 Apr</td>
<td>Expected to complete - Chapter 4</td>
</tr>
<tr>
<td>26</td>
<td>Wed 05 Apr</td>
<td>Expected to complete - Plug IT in 4</td>
</tr>
<tr>
<td>27</td>
<td>Mon 10 Apr</td>
<td>Expected to complete - Chapter 6</td>
</tr>
<tr>
<td>28</td>
<td>Wed 12 Apr</td>
<td>Expected to complete - Chapter 7</td>
</tr>
<tr>
<td>29</td>
<td>Mon 17 Apr</td>
<td>Expected to complete - Chapter 14</td>
</tr>
<tr>
<td>30</td>
<td>Wed 19 Apr</td>
<td>Expected to complete - Plug IT in 6</td>
</tr>
<tr>
<td>31</td>
<td>Mon 24 Apr</td>
<td>Section C quiz submissions due on CourseDen at 12:00 noon</td>
</tr>
<tr>
<td>32</td>
<td>Wed 26 Apr</td>
<td>Attend only to take prior approved make exams</td>
</tr>
<tr>
<td>33</td>
<td>Mon 01 May</td>
<td>Exam three in class</td>
</tr>
</tbody>
</table>
**CHANGES IN COURSE DEN THIS SEMESTER:**

News will change to Announcements
Dropbox will change to Assignments

- Edit Course will change to Course Admin
- Pager will change to Instant Messages
- In *Content*, New will change to Upload/Create
- In *Content*, Add Existing Activities will change to Existing Activities