

Spring 2017 - Management of Information Systems
CISM 3330 Section 04D
M/W 02:00PM - 03:15PM Miller Hall 2329

Faculty Data:

Dr. Joan Deng, Professor

Office: Miller Hall 2226

Email: jdeng@westga.edu

Phone: 678.839.5532 (better to email me as voice mail is not reliable)

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Office Hours: Wednesday 09:00 AM – 02:00 PM

Online Support:

- CourseDen Home page: <https://westga.view.usg.edu>

- CourseDen Help & Troubleshooting: <http://uwgonline.westga.edu>

- Distance Learning Library Services: <http://westga.edu/~library/depts/offcampus/>

- Ingram Library Services: <http://westga.edu/~library/info/library.shtml>

- UWG Bookstore: <http://www.bookstore.westga.edu>

- Disability Services: http://www.westga.edu/studentDev/index_8884.php

Additional resources and links are available in the UWG|Online CourseDen (D2L) Resources widget on your course homepage

Course 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.

This course is designed to immerse you in business uses of technology. Whether you see yourself working in marketing, accounting or finance, or indeed any other business function or if you decide to venture out as an entrepreneur, you will be faced with making mission critical IT decisions. IT is expensive: as much as seven percent of annual revenues in the financial services sector. You do not have to be a technical person to make IT decisions.

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, BBA 6).
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>

Materials and Prerequisites:

- Successful completion of CISM 2201 is required to be enrolled in this course.
- “Management Information System” Third Edition WileyPLUS Learning Space Course – Rainer, Prince, Watson
- It is cheaper to have you use the electronic version (almost 50% cheaper) through WileyPlus than the print.
- Access to WileyPlus is required. That is where the textbook and online lectures are available.
- Access to the textbook and online lectures are available at the following URL:
<https://edugen.wileyplus.com/edugen/class/cls553822/> .
- If you purchase a new printed textbook from UWG bookstore, it is YOUR responsibility to make sure you have access to WileyPlus whether you purchase a new book or not.
- Access to a computer either personal or lab (PC or MAC) with speakers is required to complete the course work.
- High-speed Internet service (DSL, Cable, etc.) is strongly recommended. If high-speed Internet is not available in your area, contact your instructor immediately. Completion of course requirements will be very difficult and cumbersome without high-speed Internet service.
- Software requirements: Microsoft Office 365 (available for free through UWG ITS), Adobe Reader, SAP GUI, and other potentially required downloads listed in CourseDen (D2L).

Communications with the Professor:

- Students **WILL** receive individual e-mails concerning course updates and changes.
- Students should check their UWG email accounts on a daily basis.
- You are responsible to find out about any changes in due dates and course content.
- As UWG e-mail is the official means of communication, only UWG issued e-mail addresses will be answered by either the Professor or the GTAs. CourseDen mail is not utilized by the Professor (neither read nor answered).
- Please be sure you have adequate space available in your UWG e-mail in box account, as only one attempt will be made to contact a valid UWG address.
- I prefer to use the CourseDen discussion board for questions so the entire class can benefit from the answer. Before posting a question, make sure that you read through the questions and answers that have been posted on the discussion board. Often, you will find the answer to your question there. The discussion board is essential to this course. Please be sure to check it every day. Everyone can read the discussion forum postings; therefore, do not post private information.
- Please contact me directly through my UWG email (jdeng@westga.edu) for anything that is confidential or private. All e-mails to the Professor are to be sent to jdeng@westga.edu. If you would like to ask questions via email, please make sure you use CISM3330 as the subject line, so that I recognize that it is from one of you, and so that my spam filter do not accidentally delete your message. Emails will be answered within hours if not immediately. Although attempts will be made to reply as quickly as possible, you should not assume that all the emails sent after 10:00 PM or over the weekend will be replied on the same day. **I REPLY TO ALL EMAILS. IF YOU DO NOT GET A REPLY WITHIN A 24-HOUR PERIOD, ASSUME I DID NOT RECEIVE IT AND PLEASE RESEND.**

Communications with the graduate teaching assistant (assignment support):

- GTAs can be found in the MIS Lab (Miller 2215) on the second floor of the Miller Hall building.
- UWG e-mail is still a viable method to ask reasonable assignment questions. Again, UWG e-mail will be used exclusively, rendering CourseDen mail inoperative. CourseDen mail will not be used or answered.

GTA contact data:

Davis Wallace jwalla14@my.westga.edu
Christyn Major cramsey5@my.westga.edu

Method of Instruction:

Textbook and Lectures

The textbook is required reading. Students are required to stay current on their readings. The audio mini-lectures and lecture videos are based on the textbook, highlighting the fundamentals of MIS that students should grasp.

Chapter Quizzes on CourseDen

There will be an online quiz for each chapter in CourseDen. Each Chapter Quiz is due at **11:59PM the Friday night before each in class exam that the chapter is covered**. The CourseDen Quizzes are individual assignments, and you are allowed to use your book while taking them. However, you are not allowed to work in groups. That is considered cheating.

In Class Exams

There will be three exams. They will be proctored in-class exams, closed book and closed notes. Each test will cover approximately 6-8 chapters of material.

SAP Assignments

SAP is an ERP (enterprise resource planning) system. University of West Georgia is a member in the SAP University Alliance program. You will be required to complete 4 SAP assignments during the semester – a sales and distribution module, a materials management module, a financial module, and an excel pivot table assignment. These SAP exercises were written by faculty at other University Alliance schools and as part of the Alliance, we are able to use them. These assignments take you through sales order processing/order fulfillment and procurement logistics. To use SAP on your own computer, you must install the SAP GUI, which is downloaded from CourseDen along with instructions for installing. SAP can also be accessed in the Miller Hall computer labs. Due dates for SAP assignments are in the course Calendar. All SAP Assignments are due by **11:59PM** on the days they are due.

Study Model:

It is recommended that you follow the model below for completion of each textbook chapter. This will help you prepare for your 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. Read each chapter fully, take notes, and go over each chapter's PowerPoint. (180 minutes)
2. Watch the chapter video lectures located throughout the chapters and take notes. (15-30 minutes per video)
3. Complete the diagnostic and adaptive learning quiz for each chapter. (90 minute per chapter) If you find yourself missing questions or constantly having to re-read the material to get the correct answer, you have not learned the material as needed to take the in class exams. If this happens, please stop and review the material again. Then you can continue with the chapter quizzes.
4. Complete the CourseDen Quiz for each chapter.
5. Complete 4 SAP assignments. (390 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 89.4999 will be given a "B".

| Material | Percent of Final Grade |
|--|------------------------|
| CourseDen Chapter Quizzes (Chapter Average) | 40% |
| SAP Assignments (4 Assignments) | 15% |
| In Class Exams (3 exams) | 45% |
| Total | 100% |

- A: 90% and above
- B: 80 – 89%
- C: 70 – 79%
- D: 60 – 69%
- F: 59% and below

Course Policies:

- Any students with special needs or requirements are encouraged to contact me privately.
- Each SAP assignment must be submitted through the Assignment Submission Folder on CourseDen before it is due.
- **Assignments WILL NOT BE ACCEPTED LATE.**
- It is YOUR responsibility to keep up with the due dates and the work posted on the calendar. YOU CAN WORK AHEAD!!!
- No additions or corrections will be accepted once assignments have been submitted for grading.
- Assignment grades will be posted on a weekly basis. It is the students' responsibility to keep up with the posting of their grades. Students will have 2 weeks from the due date to question or dispute a grade. At the end of that 2-week time period, the grade posted is final.
- Forgetting to post your work on CourseDen, or submitting a file in formats that cannot be opened by the instructors/GTAs on CourseDen, or having sent the work but not being received on CourseDen by the deadline is not a reason to challenge a grade. Students have the same ability to validate a CourseDen submission as the Professor. Be sure your work is there. After submitting an assignment on CourseDen, go back and verify the correct document has been successfully submitted. Students experiencing technical issues with CourseDen are expected to contact the CourseDen help desk, which is available 24/7 for student. There is no excuse for late assignments or failure to attach documents. All students are expected to have several plans in place in case of technical issues to ensure success in the online course.
- For individual assignments, you must turn in your own work. Modifying the work of another student is considered cheating.
- Make-up quizzes and exams will be offered **only for university-approved excuses and with the provision of appropriate documentation**, such as a medical doctor's note.

Attendance Verification:

In order to distribute Title IV funding (federal student aid), student attendance verification is required. Therefore all students must verify their attendance by being physically present in the class during our in class days.

Engagement & Progress:

Engagement and progress with the course material is critical. Students enrolled in this course are expected to be active learners and participants. Students are expected to show progress in learning the material. Progress is shown through the completion of assignments and quizzes.

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:

If you are a student who is disabled as defined under the Americans with Disabilities Act and require assistance or support services, [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 Student Accommodations Report (SAR) which is available only from the Office of Disability Services. Accommodation requests require appropriate notice and paperwork.

University of West Georgia Honor Code:

At the University of West Georgia we believe that academic and personal integrity are based upon honesty, trust, fairness, respect and responsibility. Students at West Georgia assume responsibility for upholding the honor code. West Georgia students pledge to refrain from engaging in acts that do not maintain academic and personal integrity. These include, but are not limited to, plagiarism, cheating, fabrication, aid of academic dishonesty, lying, bribery or threats, and stealing.

You are responsible for the safeguarding of your computer account. Your account and network connection are for your individual use. A computer account is to be used only by the person to whom it has been issued. You are responsible for all actions originating through your account or network connection. You must not impersonate others or misrepresent or conceal your identity in electronic messages and actions.

Proprietary Material Agreement:

The materials on this course website are only for the use of students enrolled in this course for purposes associated with this course and may not be retained or further disseminated.

Online Privacy:

This course may require you to work with other sites and entities beyond UWG and CourseDen (D2L) where some personal information (e.g. your name, affiliation with UWG, or current employment) may be displayed. You have the right to regulate the displaying of information pertaining to yourself on the Internet. If you are uncomfortable displaying information that you

deem overly personal, you may take steps to post more anonymous manner (such as posting online your first name and last initial only or other pseudonym). You also agree to respect other people's wishes to remain anonymous.

Links to and From Third-Party Sites:

There may be links established between this course and other entities and sites on the World Wide Web, Internet or other areas that are not under the control of, nor maintained by your professor or the University of West Georgia (UWG). These links do not necessarily constitute an endorsement by your professor or UWG, and UWG has no obligation to monitor such sites, and the user agrees that neither your professor nor UWG is responsible for the content of such sites or for any technical or other problems associated with any such third-party site, links, or usage.

Final 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.

Course Calendar:

The instructor reserves the right to change the schedule and/or requirements.

| Day | Date | Class Days | CourseDen Quizzes due at 11:59pm the Friday before each in class exam | SAP Assignments are due at 11:59pm Wednesday night |
|------------------|-------------------|---|--|---|
| Monday | 01/09/2017 | Introduction (In class required) | | |
| Wednesday | 01/11/2017 | Online Day – Chapter 1 | Chapter 1 | |
| Monday | 01/16/2017 | Holiday | | |
| Wednesday | 01/18/2017 | Online Day – Chapter 2 | Chapter 2 | |
| Monday | 01/23/2017 | Online Day - Chapter 11 | Chapter 11 | |
| Wednesday | 01/25/2017 | In Class Day Required – Intro to SAP & GBI | | |
| Monday | 01/30/2017 | Online Day – Plug IT in 1 | Plug IT in 1 | |

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| Wednesday | 02/01/2017 | Online Day – Chapter 12 | Chapter 12 | |
| Monday | 02/06/2017 | Online Day – Chapter 13 | Chapter 13 | |
| Wednesday | 02/08/2017 | Online Day - Chapter 5 | Chapter 5 | SAP S&D Assignment (Due at 11:59pm) |
| Monday | 02/13/2017 | Online Day – Plug IT in 5 | Plug IT in 5 | |
| Wednesday | 02/15/2017 | Online Day – Review Guide | | |
| Monday | 02/20/2017 | Online Day – Review Guide | | |
| Wednesday | 02/22/2017 | Online Day – Review Guide | | SAP MM Assignment (Due at 11:59pm) |
| Monday | 02/27/2017 02:00PM – 03:15PM | In Class Day Required – Exam 1 (Closed Book) | | |
| Wednesday | 03/01/2017 | Online Day - Chapter 3 | Chapter 3 | |
| Monday | 03/06/2017 | Online – Plug IT in 3 | Plug IT in 3 | |
| Wednesday | 03/08/2017 | Online Day – Chapter 8 | Chapter 8 | SAP FI & SAP Pivot Table Assignments (Due at 11:59pm) |
| Monday | 03/13/2017 | Online Day – Chapter 9 | Chapter 9 | |
| Wednesday | 03/15/2017 | Online Day – Chapter | Chapter 10 & | |

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|------------------|---|---|---------------------|--|
| | | 10 & Plug IT in 7 | Plug IT in 7 | |
| Monday | 03/20/2017 | Spring Break | | |
| Wednesday | 03/22/2017 | Spring Break | | |
| Monday | 03/27/2017 | Online Day – Review Guide | | |
| Wednesday | 03/29/2017 02:00PM – 03:15PM | In Class Day Required – Exam 2 (Closed Book) | | |
| Monday | 04/03/2017 | Online Day - Chapter 4 | Chapter 4 | |
| Wednesday | 04/05/2017 | Online Day – Plug IT in 4 | Plug IT in 4 | |
| Monday | 04/10/2017 | Online Day - Chapter 6 | Chapter 6 | |
| Wednesday | 04/12/2017 | Online Day - Chapter 7 | Chapter 7 | |
| Monday | 04/17/2017 | Online Day – Chapter 14 | Chapter 14 | |
| Wednesday | 04/19/2017 | Online Day – Plug IT in 6 | Plug IT in 6 | |
| Monday | 04/24/2017 | Online Day – Review Guide | | |
| Wednesday | 04/26/2017 | Online Day – Review Guide | | |
| Monday | 05/01/2017 02:00PM – 03:15PM | In Class Day Required – Exam 3 (Closed Book) | | |