Course Information

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.

Instructor Information

Ms. Mariana Sanchez
Miller Hall #2321
Phone #678-839-5165
Please email me at msanchez@westga.edu and use the subject line “CISM 3330” so that I will know which class your question is referring to.

Materials and Prerequisites

- Successful completion of CISM 2201 is required to be enrolled in this course.
- The textbook selected for this course is below.
  - Management Information System Third Edition WileyPLUS Learning Space Course – Rainer, Prince, Watson
  - Access to WileyPlus is highly recommended. That is where the online lectures, the textbook, and the practice assignments are available -
If you purchase a new book, MAKE SURE you are also purchasing the ability to access WileyPlus. However, it is YOUR responsibility to make sure you have access to WileyPlus whether you purchase a new book or not.

Course Instruction

Chapter Quizzes

There are online Chapter Quizzes for each chapter covered. Two (2) attempts will be allowed for each CourseDen Chapter quiz. Each quiz attempt has a time limit of 90 minutes. 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.

In Class Exams

There will be 3 in class, closed book exams. Each exam will cover approximately 6 chapters of material.
SAP

There are four SAP exercises completed as individual work, a sales and distribution module, a materials management module, a financial module, and an excel pivot table assignment. SAP software is in the labs, and you will be provided with a link to download SAP to your personal computer. A SAP user ID and password will be posted for you on CourseDen when needed.
Calendar

Schedule color key:
-Mandatory attendance in class

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Material</th>
<th>CourseDen Chapter Quizzes due at 11:59PM</th>
<th>SAP Assignment due at 11:59PM</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td><strong>Week 1</strong></td>
<td></td>
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<tr>
<td>Wed</td>
<td>06/31</td>
<td>In Class Day Required - Introduction</td>
<td>Miller Hall room #2329 12:30 PM- 2:45 PM</td>
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<tr>
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<td></td>
<td><strong>Week 2</strong></td>
<td></td>
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<tr>
<td>Tue</td>
<td>06/06</td>
<td>CourseDen Quizzes</td>
<td>Chapter 11, 12, 13, 5</td>
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<td></td>
<td>Plag IT in 1 &amp; 5</td>
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<tr>
<td>Wed</td>
<td>06/07</td>
<td>In Class Day Required - Exam 1</td>
<td>Miller Hall room #2329 12:30 PM- 2:45 PM</td>
<td><em><strong>Optional SAP lab after the exam</strong></em></td>
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<tr>
<td>Fri</td>
<td>06/09</td>
<td>SAP Sales &amp; Distribution</td>
<td>Submit SAP S&amp;D Deliverables in CourseDen</td>
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<td><strong>Week 3</strong></td>
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<tr>
<td>Tue</td>
<td>06/13</td>
<td>CourseDen Quizzes</td>
<td>Chapter 3, 8, 9, 10 &amp;</td>
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<td>Plag IT in 3 &amp; 7</td>
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<tr>
<td>Wed</td>
<td>06/14</td>
<td>In Class Day Required - Exam 2</td>
<td>Miller Hall room #2329 12:30 PM- 2:45 PM</td>
<td><em><strong>Optional SAP lab after the exam</strong></em></td>
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<tr>
<td>Fri</td>
<td>06/16</td>
<td>SAP Materials Management</td>
<td>Submit SAP MM Deliverable in CourseDen</td>
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<td><strong>Week 4</strong></td>
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<tr>
<td>Fri</td>
<td>06/23</td>
<td>SAP Financial Module &amp; Pivot Table</td>
<td>Submit SAP FI Deliverable &amp; Excel Pivot Table in CourseDen</td>
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<td><strong>Week 5</strong></td>
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<td>Sun</td>
<td>06/25</td>
<td>CourseDen Quizzes</td>
<td>Chapter 4, 6, 7, 14 &amp;</td>
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<td>Plag IT in 4 &amp; 6</td>
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<tr>
<td>Mon</td>
<td>06/26</td>
<td>In Class Day Required - Exam 3</td>
<td>Miller Hall room #2329 12:30 PM- 2:45 PM</td>
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Study Model

It is recommended, that you follow the model below for completion of each chapter. This will help you prepare for the 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. Listen to the mini-lectures. (15-30 minutes per chapter)
2. Watch the videos for each chapter and study through the chapter content. (60-90 minutes per chapter)
3. Complete Quiz for the chapter. (90 minute timed activity)
4. Complete 4 SAP exercises. (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 and 89.4999 will be given a “B”.

<table>
<thead>
<tr>
<th>Material</th>
<th>Percent of final grade</th>
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<tbody>
<tr>
<td>SAP (4 exercises)</td>
<td>15%</td>
</tr>
<tr>
<td>Chapter Quizzes (Chapter Average)</td>
<td>40%</td>
</tr>
<tr>
<td>In Class Exams (3 exams)</td>
<td>45%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
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Notes

Course Policies

- Any students with special needs or requirements are encouraged to contact me privately.
- Make-up exams will be offered only for legitimate excuses.
- Quizzes WILL NOT BE ACCEPTED LATE.
- It is YOUR responsibility to keep up with the due dates and the work. WORK AHEAD!!!
- Students are not allowed to surf the internet, use their textbook, notes, cellphones, or electronic translators during in class exams.

Students Rights and Responsibilities

Please carefully review the information at the following link:

Richards College of Business Common Course Syllabi Language

http://www.westga.edu/assetsDept/vpaa/Common_Language_for_Course_Syllabi.pdf

UWG Common Course Syllabi Language

These documents linked here contain 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 Exam 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

Important 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.
- The University of West Georgia Academic Honesty Policy will be enforced. You can read this policy at this link.
- Your UWG e-mail account will be the official communication method at UWG. You can access this through http://myuwg.westga.edu. You are responsible for checking this e-mail account on a regular basis and making sure your account is NOT full so that my emails are able to come through.