You are allowed to discuss general questions about the material in this course with classmates. However, the graded assignments that you submit must be your own work. Evidence of sharing data/files on any graded assignment will be considered academic dishonesty.

As multiple sections and instructors are using this CourseDen template section 01D 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.

Communication and Support:

It is imperative to understand how and when SAP exercises are supported:
- As all SAP exercises can be turned in before the due date, and all late submissions require approval.
- SAP programming support is obtained in person in the MIS lab, e-mailed screen shots will not be diagnosed.
- SAP programming support concludes at the close of business of the MIS lab the day before the due date.
- Any after hour support on the day before the due date is restricted to password assistance.
- On the due date SAP support is limited to assisting students upload their completed SAP assignments.
- Each SAP exercise is independent, so non-completion of one does not prevent completing the other two.
- When an e-mail needs to be sent use the address dturner@westga.edu, please include your CISM 3330 section number in the subject line.
- Your UWG e-mail account is the official method of individual communication at UWG, thus only assigned University of West Georgia e-mails accounts will receive an e-mail response.
- No e-mails are checked or answered within the CourseDen environment.
- 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 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.
- Check “Announcements” daily 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.
- Keep up with the schedule, as “I forgot” is not a justifiable excuse for missing a due date and time.
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.
- Students are EXPECTED to purchase access to Wiley online materials to achieve better test performance.
- Go to http://www.westga.edu/~dturner/3330/wiley.pdf for instructions.

STUDENTS SHOULD REVIEW THE SYLLABI COMMON LANGUAGE BELOW EACH SEMESTER.

ACADEMIC SUPPORT:
- Accessibility Services: Students with a documented disability may work with UWG Accessibility Services to receive essential services specific to their disability. All entitlements to accommodations are based on documentation and USG Board of Regents standards. If a student needs course adaptations or accommodations because of a disability or chronic illness, or if he/she needs to make special arrangements in case the building must be evacuated, the student should notify his/her instructor in writing and provide a copy of his/her Student Accommodations Report (SAR), which is available only from Accessibility Services. Faculty cannot offer accommodations without timely receipt of the SAR; further, no retroactive accommodations will be given. For more information, please contact Accessibility Services.
- Center for Academic Success: The Center for Academic Success provides services, programs, and opportunities to help all undergraduate students succeed academically. For more information, contact them: 678-839-6280 or cas@westga.edu.
- University Writing Center: The University Writing Center assists students with all areas of the writing process. For more information, contact them: 678-839-6513 or writing@westga.edu.
- Online Courses: UWG takes students’ privacy concerns seriously: technology-enhanced and partially and fully online courses use sites and entities beyond UWG and students have the right to know the privacy policies of these entities. For more information on privacy and accessibility for the most commonly used sites, as well as technology requirements visit the UWG Online site. Students enrolled in online courses can find answers to many of their questions in the Online/Off-Campus Student Guide. If a student is experiencing distress and needs help, please see the resources available at the UWG Cares site. Online counseling is also available for online students.

CREDIT HOUR POLICY:
- The University of West Georgia grants one semester hour of credit for work equivalent to a minimum of one hour (50 minutes) of in-class or other direct faculty instruction AND two hours of student work outside of class per week for approximately fifteen weeks. For each course, the course syllabus will document the amount of in-class (or other direct faculty instruction) and out-of-class work required to earn the credit hour(s) assigned to the course. Out-of-class work will include all forms of credit-bearing activity, including but not limited to assignments, readings, observations, and musical practice. Where available, the university grants academic credit for students who verify via competency-based testing, that they have accomplished the learning outcomes associated with a course that would normally meet the requirements outlined above (e.g. AP credit, CLEP, and departmental exams).
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.
- The University of West Georgia maintains and monitors a confidential Academic Dishonesty Tracking System. This database collects and reports patterns of repeated student violations across all the Colleges, the Ingram Library, and the School of Nursing. Each incidence of academic dishonesty is subject to review and consideration by the instructor, and is subject to a range of academic penalties including, but not limited to, failing the assignment and/or failing the course. Student conduct sanctions range from verbal warning to suspension or expulsion depending on the magnitude of the offense and/or number of offenses. The incident becomes part of the student’s conduct record at UWG.
- Additionally, the student is responsible for safeguarding his/her computer account. The student’s account and network connection are for his/her individual use. A computer account is to be used only by the person to whom it has been issued. The student is responsible for all actions originating through his/her account or network connection. Students must not impersonate others or misrepresent or conceal their identities in electronic messages and actions. For more information on the University of West Georgia Honor Code, please see the Student Handbook.

UWG EMAIL POLICY:
- University of West Georgia students are provided a MyUWG e-mail account. The University considers this account to be an official means of communication between the University and the student. The purpose of the official use of the student e-mail account is to provide an effective means of communicating important university related information to UWG students in a timely manner. It is the student’s responsibility to check his or her email.

HB 280 (Campus Carry):
- UWG follows University System of Georgia (USG) guidance: http://www.usg.edu/hb280/additional_information#
- You may also visit our website for help with USG Guidance: https://www.westga.edu/police/campus-carry.php

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.
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.
- Students can begin now to complete any of the chapter quizzes.
- “plug IT in” chapters are at the back of the book.

SECTION A (items 01-08)

<table>
<thead>
<tr>
<th></th>
<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>
<td></td>
</tr>
</tbody>
</table>

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

SECTION B (items 09-14)

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

SECTION C (items 15-20)

<table>
<thead>
<tr>
<th></th>
<th></th>
<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>
<td></td>
<td></td>
</tr>
</tbody>
</table>

INCLASS EXAMS:
- There are three closed book and closed notes (approximately 50 questions) exams each based on the three chapter sections (A- less ch. 1 & 2, B, and C above).
- Material associated with the cases are included in the exams.
- **YOU NEED TO BE SEATED BY THE BEGINNING OF THE EXAM PERIOD AS YOU MAY BE DENIED TO TAKE THE EXAM IF YOU ARRIVE AFTER THE FIRST STUDENT COMPLETES THE EXAM AND LEAVES THE ROOM.**
- 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.
- Exams are subject to UWG ID card verification (have it out and ready when submitting your exam).
- Scantrons will be provide but pencils will not be provided.
- **The resources offered by 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.**
- All requested (present documented proof) and approved make up exams will occur on a specific day as listed in the schedule.
- Make up exams may contain up to 100 questions covering the same section material.

EVALUATION:

<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>Total (10 point scale)</td>
<td>100.0%</td>
</tr>
</tbody>
</table>

- Any available extra credit will be posted in the “Announcements” section on CourseDen.
- Note that different Instructors may have differing levels and types of extra credit.
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 to complete both the SAP and textbook assignments.
- In the event the classroom is not available to our class on a given day a notice will be posted in the Schedule or the “Announcements” section on CourseDen.
- Password reset and “exceeded failed attempts” resets are to be requested by email to the professor (include your GBI and 3330 section number). Resets may take more than 24 hours.
- 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.
- 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.
- START EARLY! SAP support is limited to password issues 48 hours before due date and time.
- 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.
- Partial credit should not be expected as screen shots submitted that do not represent completed work can be created with various amounts of work investment by the student.
- Sample SAP submissions are supplied on CourseDen.
- A SAP user ID will be posted under “Grades” on CourseDen (enter as GBI - “your three numbers”).
- The password will posted in “Announcements” prior to the SAP class session.
- All SAP submissions are made in “Assignments” (dropout) 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).
- It is critical to follow the programming instructions to successfully complete a 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”.
- Data cannot be cleared” or “undone” once you have saved it under your SAP (GBI number).

GRADE DISPUTES:
- You can (should) begin the chapter assignments and quizzes very soon as when they are due, they are due.
- THERE IS NO AVENUE TO REOPEN CLOSED QUIZZES AFTER THE DUE DATE AND TIME.
- If you miss completing a quiz in a section (A, B, or C) then you will miss the possible points you could have earned for that quiz.
- Grade challenges, disputes or concerns about quiz materials must be made via email within 48 hours after the due date and time otherwise the score is set.
- The time line of 48 hours also applies when you know for a fact that an answer you selected was marked as wrong and is actually correct. This could be possible with a test bank, so send me an email with the data and if it proves out in your favor I will notify you with an email and will add the points to the final grade (the quiz grade itself will not change but the points will be added at the end of the course like extra credit).
- For SAP assignments the due dates are also firm, but also have a 48 hour grade dispute once completed grading has been on CourseDen (traditionally it runs about 2-6 days to get the all student submissions graded).
STUDENTS RIGHTS AND RESPONSIBILITIES:
- Please carefully review the information at the following link:
  http://www.westga.edu/UWGSyllabusPolicies/
- 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.

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.

STUDY MODEL:
- Below (in the schedule) is the recommended model of progression to follow for the completion of each chapter.
- “Plan to complete” on the schedule is only a recommendation 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).
**FALL 2017 SCHEDULE OUTLINE:**

**GO TO THE ANNOUNCEMENTS (NEWS) SECTION ON COURSEDED FOR ANY 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></td>
<td></td>
<td><strong>INCLASS DAYS</strong>  <strong>QUIZ ITEMS DUE</strong>  <strong>SAP DUE</strong>  <strong>CLASSROOM CLOSED 11:00 – 12:15</strong></td>
</tr>
<tr>
<td>01</td>
<td>Wed 09_Aug</td>
<td>Plan to complete - Chapter 1 (no class) (Quiz graded, but not on exam)</td>
</tr>
<tr>
<td>02</td>
<td>Mon 14_Aug</td>
<td>Introduction Plan to complete (class) - Chapter 2 (Quiz graded, but not on exam)</td>
</tr>
<tr>
<td>03</td>
<td>Wed 16_Aug</td>
<td>SAP intro / login (missing voids SAP support) Plan to complete - Chapter 11</td>
</tr>
<tr>
<td>04</td>
<td>Mon 21_Aug</td>
<td>Plan to complete - Plug IT in 1</td>
</tr>
<tr>
<td>05</td>
<td>Wed 23_Aug</td>
<td>Plan to complete - Chapter 12</td>
</tr>
<tr>
<td>06</td>
<td>Mon 28_Aug</td>
<td>Plan to complete - Chapter 13</td>
</tr>
<tr>
<td>07</td>
<td>Wed 30_Aug</td>
<td>SAP S&amp;D due in your “Assignments” (dropbox) at 12:00 noon</td>
</tr>
<tr>
<td>08</td>
<td>Mon 04_Sep</td>
<td>Holiday</td>
</tr>
<tr>
<td>09</td>
<td>Wed 06_Sep</td>
<td>Plan to complete - Chapter 5</td>
</tr>
<tr>
<td>10</td>
<td>Mon 11_Sep</td>
<td>Plan to complete - Plug IT in 5</td>
</tr>
<tr>
<td>11</td>
<td>Wed 13_Sep</td>
<td>SAP MM due in your “Assignments” (dropbox) at 12:00 noon</td>
</tr>
<tr>
<td>12</td>
<td>Mon 18_Sep</td>
<td>Section A quizzes due at 12:00 noon</td>
</tr>
<tr>
<td>13</td>
<td>Wed 20_Sep</td>
<td>Exam one in class</td>
</tr>
<tr>
<td>14</td>
<td>Mon 25_Sep</td>
<td>Plan to complete - Chapter 3</td>
</tr>
<tr>
<td>15</td>
<td>Wed 27_Sep</td>
<td>SAP MM FI and PIVOT table due in your “Assignments” (dropbox) at 12:00 noon</td>
</tr>
<tr>
<td>16</td>
<td>Mon 02_Oct</td>
<td>Plan to complete - Plug IT in 3</td>
</tr>
<tr>
<td>17</td>
<td>Wed 04_Oct</td>
<td>Self study / review</td>
</tr>
<tr>
<td>18</td>
<td>Mon 09_Oct</td>
<td>Plan to complete - Chapter 8</td>
</tr>
<tr>
<td>19</td>
<td>Wed 11_Oct</td>
<td>Plan to complete - Chapter 9</td>
</tr>
<tr>
<td>20</td>
<td>Mon 16_Oct</td>
<td>Plan to complete - Chapter 10</td>
</tr>
<tr>
<td>21</td>
<td>Wed 18_Oct</td>
<td>Plan to complete - Plug IT in 7</td>
</tr>
<tr>
<td>22</td>
<td>Mon 23_Oct</td>
<td>Section B quizzes due at 12:00 noon</td>
</tr>
<tr>
<td>23</td>
<td>Wed 25_Oct</td>
<td>Exam two in class</td>
</tr>
<tr>
<td>24</td>
<td>Mon 30_Oct</td>
<td>Plan to complete - Chapter 4</td>
</tr>
<tr>
<td>25</td>
<td>Wed 01_Nov</td>
<td>Plan to complete - Plug IT in 4</td>
</tr>
<tr>
<td>26</td>
<td>Mon 06_Nov</td>
<td>Plan to complete - Chapter 6</td>
</tr>
<tr>
<td>27</td>
<td>Wed 08_Nov</td>
<td>Plan to complete - Chapter 7</td>
</tr>
<tr>
<td>28</td>
<td>Mon 13_Nov</td>
<td>Plan to complete - Chapter 14</td>
</tr>
<tr>
<td>29</td>
<td>Wed 15_Nov</td>
<td>Plan to complete - Plug IT in 6</td>
</tr>
<tr>
<td>30</td>
<td>Mon 20_Nov</td>
<td>Break</td>
</tr>
<tr>
<td>31</td>
<td>Wed 22_Nov</td>
<td>Break</td>
</tr>
<tr>
<td>32</td>
<td>Mon 27_Nov</td>
<td>Section C quizzes due at 12:00 noon prior approved make up exams</td>
</tr>
<tr>
<td>33</td>
<td>Wed 29_Nov</td>
<td>Exam three in class</td>
</tr>
</tbody>
</table>