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 COURSDEN TEMPLTE SECTION 01D WILL ONLY FOLLOW THE SCHEDULE POSTED ON THE SYLLABUS. THIS IS BECAUSE THE ASSIGNMENTS DATES MAY VARY IN DIFFERENT SECTIONS. ANY CHANGES WILL BE POSTED IN THE “ANNOUNCEMENTS” SECTION ON COURSEDEN.

DESCRIPTION:
- This class 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.

STUDENTS SHOULD REVIEW THE SYLLABI COMMON LANGUAGE LINK BELOW EACH SEMESTER: https://www.westga.edu/UWGSyllabusPolicies/

COMMUNICATIONS:
- Your UWG email account is the official method of individual communication at UWG, thus only assigned University of West Georgia email accounts will receive an email response.
- No emails 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 conflicts 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 or lab.
- 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.

Spring 2018 – CISM 3330
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 as schedules below 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 available 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.

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:
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, emailed 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.
- Complete your SAP assignments early with sufficient time to resolve you programming issues.
- Any support after the business day before the due date is restricted to password assistance.
- On the due date SAP support is limited to assisting students uploading their completed SAP assignments.
- Each SAP exercise is independent, so not completing of one does not prevent completing the other two.
- 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.
- The SAP software is in the classroom to complete your work, but a link is 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 at least a one week window for completion late assignments require strong justification for approval.
- Partial credit should not be expected for screen shots submitted that do not represent completed work, as it can be created with various low amounts of work invested 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 passwords will posted in “Announcements” prior to the SAP class session.
- 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).
- 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).

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.
- The “plug IT in” chapters are at the back of the book.

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>

(There are quizzes for Chapters 01 and 02, but they 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 (approximately 50 questions) exams each based on the three sections (A, 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.
- Emergencies do happen, so request for a makeup exam must occur by email (dturner@westga.edu) no later than 24 hours after the exam start time.
- All requests for a makeup exam requires documented proof.
- All approved makeup exams will occur on a specific day as listed in the schedule.
- Makeup exams may contain up to 100 questions covering the same section material.

Spring 2018 – CISM 3330
EVALUATION:

<table>
<thead>
<tr>
<th>Material</th>
<th>Percent of final grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAP (3 exercises @ 5.0 points each)</td>
<td>15.0%</td>
</tr>
<tr>
<td>Chapter Quizzes (20 chapters @ 2.0 points each)</td>
<td>40.0%</td>
</tr>
<tr>
<td>In Class Exams (3 exams @ 15.0 points each)</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.

GRADE DISPUTES:
- You can and should begin the chapter assignments and quizzes as soon as possible, 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 particular quiz.
- Grade challenges, disputes or concerns about quiz materials must be made via email within a 48 hours period 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 with a 48 hour grade dispute period. The grade dispute period begins once the SAP item grades have been posted on CourseDen (traditionally it runs about 2-6 days to get the all student submissions graded).

NOTES AND COURSE POLICIES:
- 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.
- Late submissions and other accommodations require justification and are subject to the professor’s approval.
- Ensure that you have a file backup method for the worst case scenario.
- The professor reserves the right to modify any part of this document.

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.
STUDY MODEL:
- Below (schedule) recommends the model of progression to follow for the completion of course work.
- “Plan to complete” is only a recommendation model of progression, due dates are firm.
- 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).

SPRING 2018 SCHEDULE OUTLINE:
GO TO THE ANNOUNCEMENTS (NEWS) SECTION ON COURSEDEN FOR ANY CHANGED DATES
INCLASS DAYS
QUIZ ITEMS DUE BY 10:00 AM
SAP DUE BY 10:00 AM FOR POTENTIAL FULL 5.0 POINT CREDIT
SAP DUE BY 10:00 AM FOR POTENTIAL 2.0 POINT CREDIT

<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 08 Jan</td>
<td>Introduction Plan to complete - Chapter 1 quiz</td>
</tr>
<tr>
<td>02</td>
<td>Wed 10 Jan</td>
<td>Plan to complete - Chapter 2 quiz</td>
</tr>
<tr>
<td>03</td>
<td>Mon 15 Jan</td>
<td>Holiday</td>
</tr>
<tr>
<td>04</td>
<td>Wed 17 Jan</td>
<td>SAP login (missing voids SAP support) Plan to complete - Chapter 11</td>
</tr>
<tr>
<td>05</td>
<td>Mon 22 Jan</td>
<td>Plan to complete - Plug IT in 1</td>
</tr>
<tr>
<td>06</td>
<td>Wed 24 Jan</td>
<td>Plan to complete - Chapter 13</td>
</tr>
<tr>
<td>07</td>
<td>Mon 29 Jan</td>
<td>SAP 1 - S&amp;D due in your “Assignments” (dropbox) by 10:00 am</td>
</tr>
<tr>
<td>08</td>
<td>Wed 31 Jan</td>
<td>Plan to complete - Chapter 12 Late SAP 1 submit by 10:00 am for 2.0 points</td>
</tr>
<tr>
<td>09</td>
<td>Mon 05 Feb</td>
<td>SAP 2 - MM due in your “Assignments” (dropbox) by 10:00 am</td>
</tr>
<tr>
<td>10</td>
<td>Wed 07 Feb</td>
<td>Plan to complete - Chapter 5 Late SAP 2 submit by 10:00 am for 2.0 points</td>
</tr>
<tr>
<td>11</td>
<td>Mon 12 Feb</td>
<td>SAP 3 - FI and PIVOT table due in your “Assignments” (dropbox) by 1000 am</td>
</tr>
<tr>
<td>12</td>
<td>Wed 14 Feb</td>
<td>Plan to complete - Plug IT in 5 Late SAP 3 submit by 10:00 am for 2.0 points</td>
</tr>
<tr>
<td>13</td>
<td>Mon 19 Feb</td>
<td>Section A quizzes close and are due at 10:00 am</td>
</tr>
<tr>
<td>14</td>
<td>Wed 21 Feb</td>
<td>Exam one in class</td>
</tr>
<tr>
<td>15</td>
<td>Mon 26 Feb</td>
<td>Plan to complete - Chapter 3</td>
</tr>
<tr>
<td>16</td>
<td>Wed 28 Feb</td>
<td>Plan to complete - Plug IT in 3</td>
</tr>
<tr>
<td>17</td>
<td>Mon 05 Mar</td>
<td>Plan to complete - Chapter 8</td>
</tr>
<tr>
<td>18</td>
<td>Wed 07 Mar</td>
<td>Plan to complete - Chapter 9</td>
</tr>
<tr>
<td>19</td>
<td>Mon 12 Mar</td>
<td>Plan to complete - Chapter 10</td>
</tr>
<tr>
<td>20</td>
<td>Wed 14 Mar</td>
<td>Plan to complete - Plug IT in 7</td>
</tr>
<tr>
<td>21</td>
<td>Mon 19 Mar</td>
<td>Spring break</td>
</tr>
<tr>
<td>22</td>
<td>Wen 21 Mar</td>
<td>Spring break</td>
</tr>
<tr>
<td>23</td>
<td>Mon 26 Mar</td>
<td>Section B quizzes close and are due at 10:00 am</td>
</tr>
<tr>
<td>24</td>
<td>Wed 28 Mar</td>
<td>Exam two in class</td>
</tr>
<tr>
<td>25</td>
<td>Mon 02 Apr</td>
<td>Plan to complete - Chapter 4</td>
</tr>
<tr>
<td>26</td>
<td>Wed 04 Apr</td>
<td>Plan to complete - Plug IT in 4</td>
</tr>
<tr>
<td>27</td>
<td>Mon 09 Apr</td>
<td>Plan to complete - Chapter 6</td>
</tr>
<tr>
<td>28</td>
<td>Wed 11 Apr</td>
<td>Plan to complete - Chapter 7</td>
</tr>
<tr>
<td>29</td>
<td>Mon 16 Apr</td>
<td>Plan to complete - Chapter 14</td>
</tr>
<tr>
<td>30</td>
<td>Wed 18 Apr</td>
<td>Plan to complete - Plug IT in 6</td>
</tr>
<tr>
<td>31</td>
<td>Mon 23 Apr</td>
<td>Section C quizzes close and are due at 10:00 am</td>
</tr>
<tr>
<td>32</td>
<td>Wed 25 Apr</td>
<td>(in class) only prior approved make up exams</td>
</tr>
<tr>
<td>33</td>
<td>Mon 30 Apr</td>
<td>Exam three in class</td>
</tr>
</tbody>
</table>