Fall 2018 - CISM 3330  
Section 01D (crn: # 81145) Monday & Wednesday 1100 – 1215  
Classroom Miller 2329  
Syllabus revision: # 180812  

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

OFFICE HOURS:  
Monday 0930 - 1100 (by e-mail)  
Tuesday 0930 - 1300 (in office)  
or by appointment  

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 A COMMON COURSE DEN TEMPLATE THIS 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 COURSE DEN.  

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:  
- All e-mails to the Professor are to be sent to dturner@westga.edu.  
- Your University of West Georgia (UWG) e-mail account is the official method of individual communication, thus only assigned 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 e-mails 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 e-mail is a convenient way to communicate, problem resolution 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.

MATERIALS AND PREREQUISITES:
- Successful completion of CISM 2201 is required to be enrolled in this course.


- Some form of the correct version of the textbook will be needed to successfully pass this course.

- All textbook gradable materials (20 chapter quizzes) are submitted as schedules below for Sections A, B, and C, and these section quizzes are only available through CourseDen.

- The available Wiley (plus) website is only for study, offering videos and other materials associated to the textbook, but no assignments within the Wiley website environment are submitted or graded.

- Students are EXPECTED to purchase Wiley materials to achieve better test performance.
- Go to http://www.westga.edu/~dturner/3330/wiley.pdf for instructions.

- 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.

**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.**

- Since all SAP exercises can be turned in before the due date, there is a limited late policy.

- All SAP assignments have at least a one week window for completion.

- 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.

- 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.

- 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 e-mail to the Professor (include your LEARN- number and your 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 e-mail 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.

- Sample SAP submissions are supplied on CourseDen.

- A SAP user ID will be posted under “Grades” on CourseDen entered as LEARN-“your three numbers” (without any spaces).

- 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 LEARN number (THIS MUST BE YOUR ORIGINAL WORK, THIS IS NOT A TEAM SUBMISSION!).

- Your LEARN number must be apparent in the screen shot (No LEARN number will be listed when you turn in your SAP 1 work, your LEARN 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 (LEARN number).

CHAPTER QUIZZES:
- There are quizzes for Chapters 01 and 02, but they will NOT be on the exam.
- 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.
- Each quiz has a 90 minute completion window.
- Each quiz will allow two attempts and will record the higher of the two grades.
- Each will automatically record a score of zero if submitted after the due date and time.

   SECTION A (items 01-08)
   Ch. 01, Ch. 02, Ch. 5, Ch. 11, Ch. 12, Ch. 13, Plug IT in 1, Plug IT in 5

   SECTION B (items 09-14)
   Ch. 3, Ch. 8, Ch. 9, Ch. 10, Plug IT in 3, Plug IT in 7

   SECTION C (items 15-20)
   Ch. 4, Ch. 6, Ch. 7, Ch. 14, Plug IT in 4, Plug IT in 6

   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.
   - 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.
   - YOU NEED TO BE SEATED BY THE BEGINNING OF THE EXAM PERIOD AS YOU MAY BE DENIED TO THE EXAM IF YOU ARRIVE AFTER THE FIRST STUDENT COMPLETES AND SUBMITS THE EXAM.
   - Additional program assessment questions may be included in any of the three exams.
   - Emergencies do happen, so request for a makeup exam must occur by e-mail (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.

There are three exams, each follows the same process
- A scantron (version A or B) is placed at seats where the exam will be taken.
- Do not move the scanron to a different seat, or you will be asked to leave.
- If there is a computer screen at your desk lower it.
- Remove hats and ear pieces, and turn off all electronic devices.
- No discussions or talking in class during the exam period.
- Bring your scantron to the front of the class and sign for your exam and indicate the version on the EXAM CHECK OUT SHEET.
- Version A has no stripe, version B has a red stripe on the back of the scantron.
- Be sure you have the correct version of the exam and examine the exam to be sure it has all of the questions in numerical sequence.
- Clear the desk except for pencils, erasers, UWG ID exam, and scantron.
- Before you submit your exam and scantron print your name and mark your answers on both items.
- Bring your complete exam and scantron to the front of class.
- Exams are subject to UWG ID card verification (have it out and ready when submitting your exam).
- Sign your name on the EXAM CHECK IN SHEET and identify the version used.
- No exams are offered for completion once the first student submits their exam and scantron, thus you must be in the classroom prior to the exam to ensure access.
- With proper cause a makeup exam may be offered for the first two exams.
- The third exam is the completion of the course thus no make exam is offered.
- Failure to properly complete the EXAM CHECK OUT SHEET, the EXAM CHECK IN SHEET, or print your name and mark your answers on the exam and scantron may result in a voided exam not eligible for a makeup exam.

EVALUATION:
09.0% - 3 SAP exercises @ 3.0 points each (score varies based on submission date and time)
40.0% - 20 chapters chapter quizzes @ 2.0 points each
51.0% - 3 in class exams @ 17.0 points each
- Submitting correctly completed SAP exercises early adds bonus points.
- 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 e-mail 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 e-mail with the data and if it proves out in your favor I will notify you with an e-mail 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 7-10 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:
- 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 2018 SCHEDULE OUTLINE:
GO TO THE ANNOUNCEMENTS (NEWS) SECTION ON COURSEDEN FOR ANY CHANGED DATES

INCLASS DAYS

QUIZ ITEMS DUE AT 11:30 PM

SAP ITEMS ARE DUE AT 8:00 AM

Any SAP exercise submitted:
- 48 hours before the due date and time has a potential 5.0 points credit
- 24 hours before the due date and time has a potential 4.0 points credit
- within 24 hours of due date and time has a potential 3.0 points credit
- within 24 hours past the due date and time has a potential 2.0 points credit
- after 24 hours past the due date and time is assigned 0.0 points credit

DAY       DATE       TO STAY ON TRACK THE FOLLOWING SCHEDULE IS OFFERED
01 Wed 15_Aug    Class Introduction Plan to complete - Chapter 1 (Quiz graded, but not on exam)
02 Mon 20_Aug    Plan to complete - Chapter 2 (Quiz graded, but not on exam)
03 Wed 22_Aug    SAP intro / login (missing voids SAP support) Plan to complete - Chapter 11
04 Mon 27_Aug    Plan to complete - Plug IT in 1
05 Wed 29_Aug    Plan to complete - Chapter 12
06 Mon 03_Sep    Holiday
07 Wed 05_Sep    Plan to complete - Chapter 13
08 Mon 10_Sep    SAP S&D due in your “Assignments” (dropbox) by 8:00 am
09 Wed 12_Sep    Plan to complete - Chapter 5
10 Mon 17_Sep    SAP MM due in your “Assignments” (dropbox) by 8:00 am
11 Wed 19_Sep    Plan to complete - Plug IT in 5
12 Mon 24_Sep    SAP FI and PIVOT table due in your “Assignments” (dropbox) by 8:00 am
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<tbody>
<tr>
<td>26_Sep</td>
<td>Wed</td>
<td>Self-study day</td>
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<td>Wed</td>
<td>Exam one in class</td>
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<tr>
<td>08_Oct</td>
<td>Mon</td>
<td>Plan to complete - Chapter 3</td>
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<td>Wed</td>
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<td>15_Oct</td>
<td>Mon</td>
<td>Plan to complete - Chapter 8</td>
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<tr>
<td>24_Oct</td>
<td>Wed</td>
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<td>29_Oct</td>
<td>Mon</td>
<td>Section B quizzes due by 11:30 pm</td>
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<td>31_Oct</td>
<td>Wed</td>
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<tr>
<td>05_Nov</td>
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<td>Plan to complete – Chapter 4</td>
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<td>26_Nov</td>
<td>Mon</td>
<td>Plan to complete - Plug IT in 4</td>
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<td>Exam three in class Section C quizzes due by 11:30 pm</td>
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<tr>
<td>05_Dec</td>
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