

Course Information

- Fall 2018 - Management of Information Systems
- CISM 3330- Section 03D
- T&R 11:00AM-12:15PM; Miller Hall 2329
- CourseDen Home page: [CourseDen Website](#)
- UWG Bookstore: <http://www.bookstore.westga.edu>
- Prerequisites: Successful completion of CISM 2201 is required to be enrolled in this course.

Faculty Information

- Dr. Gelareh (Ellie) Towhidi
- Office: Miller Hall – 2318
- Office hours:
 - In office: Thursday 12:30PM to 3:30PM; and by appointment
 - Online: Please e-mail me at gtowhidi@westga.edu and make sure you use the subject line "CISM 3330 and your section number i.e. 03D", so that I will know which class your question is referring to.
- Phone: 678-839-4846 (better to email me as voice mail is not reliable)

Graduate Teaching Assistant(s) Information

- Communicate with the graduate teaching assistants (GTAs) for 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 a viable method to ask reasonable assignment questions.
- GTAs contact data:
 - Destin Porche: dporche1@my.westga.edu
 - Shelby Powell: spowel14@my.westga.edu

Materials and Textbook

- The textbook is "Management Information Systems", 3rd edition, WileyPLUS Learning Space Course – Rainer, Prince, Watson
- All textbook gradable materials are only available through CourseDen.
- Access to WileyPlus is strongly suggested. That is where the online textbook, study offering videos, and other materials are available at the following link: WileyPlus.com – Class Code: **656893**
- It is cheaper to have you use the electronic version through WileyPlus than the print.
- If you purchase a 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.

- Software requirements: Microsoft Office 365 (available for free through UWG ITS), Adobe Reader, SAP GUI, and other potentially required downloads listed in CourseDen (D2L).

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.

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.
2. Recognize organizations as systems, where information technology is used to process information at different levels of management.
3. Demonstrate the ability to use technological applications to create and communicate business solutions.
4. Utilize the World Wide Web and presentation software to present results of problem solving.

To view the RCOB Learning Objectives go to <http://www.westga.edu/~mgmtbus/learningobj.htm>

Course Evaluation

- **Chapter Quizzes on CourseDen**
 - There will be an online quiz for each chapter in CourseDen. There are 20 chapter quizzes count for 40% of the final grade.
 - Be sure to check the Course Schedule for due dates. Quizzes WILL NOT be re-opened if not completed on time.
 - 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.
 - “plug IT in” chapters are at the back of the book.
 - 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.
- **In Class Exams**

There will be 3 in-class closed book exams (approximately 50 questions), each based on the three following sections:

SECTION A

- Ch. 01 Ch. 02 Ch. 11 Plug IT in 1
- Ch. 12 Ch. 13 Ch. 5 Plug IT in 5

SECTION B

- Ch. 3 Plug IT in 3 Ch. 8
- Ch. 9 Ch. 10 Plug IT in 7

SECTION C

- Ch. 4 Plug IT in 4 Ch. 6
- Ch. 7 Ch. 14 Plug IT in 6

- 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.
- 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).
- Emergencies do happen, so request for a makeup exam must occur by email (gtowhidi@westga.edu) no later than 24 hours after the exam start time.
- All requests for a makeup exam requires documented proof.

- **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 three SAP assignments during the semester – sales and distribution module, materials management module, financial module and an excel pivot table.
- To do the SAP assignments you must use SAP GUI which is accessible in the Miller Hall computer labs.
- I recommend using the lab to complete the SAP assignments but if you want to use SAP GUI on your personal computer, the link to download and install it will be provided on CourseDen.
- Your SAP username and password will be posted on CourseDen and there is a scheduled class meeting that will cover how to login in to the SAP system.
- Be sure to check the Course Schedule for due dates.
- All SAP submissions are made in “Assignments” (dropbox) on CourseDen.
- It is critical to follow the provided 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 saved a process.
- SAP assignments are graded against your SAP username and your GBI account will be audited to verify YOUR completion of assignment (THIS MUST BE YOUR ORIGINAL WORK, THIS IS NOT A TEAM SUBMISSION!).

- Complete your SAP assignments **early with sufficient time** to resolve you programming issues.
- SAP assignments support is obtained in person in the MIS lab and in the optional lab days.
- On the due date, SAP support is limited to assisting students uploading their SAP assignments.
- 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.
- Grade challenges, disputes or concerns about for SAP must be made via email within a 48-hours period after the SAP item grades have been posted on CourseDen, otherwise the score is set.

Grading Policy

The course grade will be determined by the following components.

In class Exams (3 exams)	45%
SAP Assignments (3 assignments)	15%
Chapter Quizzes (20 chapters)	40%
Total	100%

Grading scale (Percentage)

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

- **Extra Credit:** There may be an opportunity to earn extra credit, any available extra credit will be posted in the “Announcements” section on CourseDen.

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.

- Read each chapter fully, take notes, and go over each chapter’s PowerPoint. (180 minutes)
- Watch the chapter video lectures located throughout the chapters and take notes. (15-30 minutes per video)
- Complete the diagnostic and adaptive learning quiz for each chapter. (90 minute per chapter)
- Complete the CourseDen Quiz for each chapter.
- Complete the SAP assignments. (340 minutes)

Course Policy

- Students should check their UWG email accounts on a daily basis.
- Students should check “Announcements” on CourseDen on a daily basis for any newly released information concerning this course.
- You are responsible to find out about any changes in due dates and course content.
- It is YOUR responsibility to keep up with the due dates and the work, as “I forgot” is not a justifiable excuse for missing a due date and time. WORK AHEAD!!!
- If you need accommodations in order to meet any of the requirements of this course, please let the professor know as soon as possible, preferably by the end of the first week. We will do our very best to accommodate any legitimate need.
- For individual assignments, you must turn in your own work. Evidence of sharing data/files on any graded individual assignment will be considered academic misconduct.
- All assignments must be uploaded to the designated CourseDen submission folder. Submitting your assignments via email attachments are not acceptable and will NOT be graded.
- Make sure your work is correctly submitted to CourseDen submission folder by the deadline.
- 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 is not a reason to challenge a grade.
- You have the option of submitting your deliverables (including SAP assignments) early, but the item first submitted is the one that will be graded.
- **Assignments WILL NOT BE ACCEPTED LATE.** There is no excuse for late assignments or failure to attach documents.
- Make-up exams will be offered **only for legitimate excuses.**
- 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.
- 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.
- **No emails are checked or answered within the CourseDen environment.**
- I reserve the right to modify any part of this document. Appropriate prior notice will be given to students in the event of modification.
- If syllabus changes occur the revision date will be posted in the “Announcements” section on CourseDen.

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.

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.

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.

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.

Course Schedule

- **The professor reserves the right to change the schedule and/or requirements.**
- **GO TO THE ANNOUNCEMENTS (NEWS) SECTION ON COURSEDEN FOR ANY CHANGED DATES.**
- **Make note of the DUE DATES in your personal calendar.**
- **Late assignments/quizzes/exams NOT accepted.**

IN-CLASS DAYS

IN-CLASS EXAMS

OPTIONAL DAYS

NO CLASS

DAY	DATE	ACTIVITY	CourseDen Quiz (Due at 11:59PM the Tuesday before each exam)	SAP Assignment (Due at 11:59PM on Tuesday in CourseDen)
Thurs	Aug-16	Intro to Course & SAP (In class required)		
Tues	Aug-21	Chapter 1 & 2 (Online)	Chapter 1 & 2 Quiz	
Thurs	Aug-23	Chapter 11 (Online)	Chapter 11 Quiz	
Tues	Aug-28	Plug IT in 1 (Online)	Plug IT in 1 Quiz	
Thurs	Aug-30	Optional Lab Day – SAP SD		
Tues	Sep-4	Chapter 12 (Online)	Chapter 12 Quiz	SAP SD Assignment (Due at 11:59pm)

DAY	DATE	ACTIVITY	CourseDen Quiz (Due at 11:59PM the Tuesday before each exam)	SAP Assignment (Due at 11:59PM on Tuesday in CourseDen)
Thurs	Sep-6	Optional Lab Day – SAP MM		
Tues	Sep-11	Chapter 13 (Online)	Chapter 13 Quiz	SAP MM Assignment (Due at 11:59pm)
Thurs	Sep-13	Optional Lab Day – SAP FI & Pivot Table		
Tues	Sep-18	Chapter 5 (Online)	Chapter 5 Quiz	SAP FI&PT Assignment (Due at 11:59pm)
Thurs	Sep-20	Plug IT in 5 (Online)	Plug IT in 5 Quiz	
Tues	Sep-25	Exam 1 Review (Online)	Section A quizzes close and are due at 11:59pm	
Thurs	Sep-27	In Class EXAM 1 (Closed Book)		
Tues	Oct-2	Chapter 3 & Plug IT in 3 (Online)	Chapter 3 & Plug IT in 3 Quiz	
Thurs	Oct-4	FALL BREAK		
Tues	Oct-9	Chapter 8 (Online)	Chapter 8 Quiz	
Thurs	Oct-11	Chapter 9 (Online)	Chapter 9 Quiz	
Tues	Oct-16	Chapter 10 (Online)	Chapter 10 Quiz	
Thurs	Oct-18	Plug IT in 7 (Online)	Plug IT in 7 Quiz	
Tues	Oct-23	Exam 2 Review (Online)	Section B quizzes close and are due at 11:59pm	
Thurs	Oct-25	In Class EXAM 2 (Closed Book)		
Tues	Oct-30	Chapter 4 (Online)	Chapter 4 Quiz	
Thurs	Nov-1	Plug IT in 4 (Online)	Plug IT in 4 Quiz	
Tues	Nov-6	Chapter 6 (Online)	Chapter 6 Quiz	
Thurs	Nov-8	Chapter 7 (Online)	Chapter 7 Quiz	
Tues	Nov-13	Chapter 14 (Online)	Chapter 14 Quiz	
Thurs	Nov-15	Plug IT in 6 (Online)	Plug IT in 6 Quiz	
Tues	Nov-20	THANKSGIVING BREAK		
Thurs	Nov-22	THANKSGIVING BREAK		
Tues	Nov-27	Exam 3 Review	Section C quizzes close and are due at 11:59pm	

DAY	DATE	ACTIVITY	CourseDen Quiz (Due at 11:59PM the Tuesday before each exam)	SAP Assignment (Due at 11:59PM on Tuesday in CourseDen)
Thurs	Nov-29	In Class EXAM 3 (Closed Book)		