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**Management of Information Systems: CISM 3330 (Fall 2019)**  
**T&R 3:30PM-4:45PM; RCOB 2329**

### **Faculty Information**

- Dr. Gelareh (Ellie) Towhidi
- Office: RCOB 2225
- Office hours:
  - On Campus: Thursdays 11AM-12:30PM & 2PM-3:30PM
  - Online: Tuesdays 11AM-12:00PM via CourseDen Collaborate Ultra (Online link / Dial number will be announced)
  - And by appointment
- Email: [gtowhidi@westga.edu](mailto:gtowhidi@westga.edu) (make sure you use the subject line "CISM 3330 and your section number i.e. 07D", so that I will know which class your question is referring to)

### **Online Support**

- CourseDen Home page: <https://westga.view.usg.edu>
- CourseDen Help & Troubleshooting: <http://uwgonline.westga.edu>
- Distance Learning Library Services: <http://westga.edu/~library/depts/offcampus/>
- Ingram Library Services: <http://westga.edu/~library/info/library.shtml>
- UWG Bookstore: <http://www.bookstore.westga.edu>
- Disability Services: [http://www.westga.edu/studentDev/index\\_8884.php](http://www.westga.edu/studentDev/index_8884.php)

*Additional resources and links are available in the UWG|Online CourseDen (D2L) Resources widget on your course homepage*

### **Materials and Prerequisites**

- Successful completion of CISM 2201 is required to be enrolled in this course.
- The textbook is "Management Information Systems", 3<sup>rd</sup> edition, WileyPLUS Learning Space Course – Rainer, Prince, Watson
- The professor posts all the lecture materials and readings, quizzes, assignments, and projects instructions on UWG CourseDen. Also, all the class announcements, assignment reminders, and any news or changes will be sent out via CourseDen. Students must check CourseDen on a daily basis.
- 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](http://WileyPlus.com) – Class Code: **717013**
- 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)**

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

### **Course Evaluation**

- **Chapter Quizzes on CourseDen**
  - There will be an online quiz for each chapter in CourseDen.
  - Quizzes are organized based on the three following sections. Section A quizzes are due before Exam 1, section B quizzes are due before the exam 2, and section C quizzes are due before the exam 3.

#### **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

- 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). Exam 1 covers section A chapters, exam 2 covers section B chapters, and Exam 3 covers section C chapters.
    - Exams are IN-CLASS EXAMS, there WILL NOT BE ANY ONLINE OR OFF-CAMPUS PROCTORING SERVICES for the course 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.
    - In case of emergencies, request for a makeup exam must occur by email 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.
    - 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.
    - Late assignments are accepted only up to ONE DAY LATER WITH A 20% PENALTY.
    - All SAP submissions are made in “Assignments” (dropbox) on CourseDen.
    - The submission dropbox will be closed at 11:59 PM the day after the due date and WILL NOT be reopened.
    - 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%
<u>Chapter Quizzes (20 chapters)</u>	<u>40%</u>
Total	100%

### **Grading scale (Percentage)**

- A: 90% and above
- B: 80 – 89.99%
- C: 70 – 79.99%
- D: 60 – 69.99%
- F: 59.99% 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 must CHECK “ANNOUNCEMENTS” ON COURSE DEN ON A DAILY BASIS for any newly released information or changes concerning this course.
- Students 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.
- 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. I will do my very best to accommodate any legitimate need.
- All assignments/projects must be uploaded correctly to the designated CourseDen submission folder by the deadline. Submitting your assignments/projects via email attachments are not acceptable and will NOT be graded.
- Only UWG issued e-mail addresses will be answered by either the professor.
- No emails are checked or answered within the CourseDen environment.
- Emails are usually answered WITHIN 24 HOURS. If you do not get a reply within 24 hours, assume I did not receive it and please resend. I reply to all emails. Students should not expect a response during non-business hours, which includes nights, weekends, holidays, and school breaks.
- Scholastic Dishonesty: The State University of West Georgia Academic Honesty Policy will be enforced. You can read this policy at <http://www.westga.edu/~vpaa/handrev/207>.
- Study partners are encouraged in the completion of assignments. However, each student is required to complete and submit his/her own work. Copied work will be considered plagiarism and will result in academic discipline.
- **The professor reserves the right to change any part of this document including the schedule and/or requirements.**

**COMMON LANGUAGE FOR COURSE SYLLABI**

Updated July, 2017

Students should review the following information 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](mailto: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](mailto: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.

**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.

### **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).

### **HB 280 (Campus Carry)**

UWG follows University System of Georgia (USG) guidance:

[Additional Information](#)

You may also visit our website for help with USG Guidance:

[Campus Carry Information](#)

### **Proprietary Material Agreement**

The materials on this course website are only for the use of students enrolled in this course for purposes associated with this course and may not be retained or further disseminated.

### **Online Privacy**

This course may require you to work with other sites and entities beyond UWG and CourseDen (D2L) where some personal information (e.g. your name, affiliation with UWG, or current employment) may be displayed. You have the right to regulate the displaying of information pertaining to yourself on the Internet. If you are uncomfortable displaying information that you deem overly personal, you may take steps to post more anonymous manner (such as posting online your first name and last initial only or other pseudonym). You also agree to respect other people's wishes to remain anonymous.

### **Links to and From Third-Party Sites**

There may be links established between this course and other entities and sites on the World Wide Web, Internet or other areas that are not under the control of, nor maintained by your professor or the University of West Georgia (UWG). These links do not necessarily constitute an endorsement by your professor or UWG, and UWG has no obligation to monitor such sites, and the user agrees that neither your professor nor UWG is responsible for the content of such sites or for any technical or other problems associated with any such third-party site, links, or usage.

## Course Schedule

Date	Activity	Assignment	Attendance
Aug-15	Course Intro, Syllabus	Attendance Verification & Syllabus Quiz	Required Login to Courshedn
Aug-20	Chapter 1 & 2	Chapter 1 & 2 Quiz	Online Day
Aug-22	Intro to SAP	SAP Login and Navigation	Optional Lab Day
Aug-27	Plug IT in 1	Plug IT in 1 Quiz	Online Day
Aug-29	SAP SD	SAP SD Assignment (Due at 11:59pm)	Online Day
Sep-03	Chapter 11	Chapter 11 Quiz	Online Day
Sep-05	SAP MM	SAP MM Assignment (Due at 11:59pm)	Online Day
Sep-10	Chapter 12	Chapter 12 Quiz	Online Day
Sep-12	Chapter 13 SAP FI & Pivot Table	Chapter 13 Quiz SAP FI&PT Assignment (Due at 11:59pm)	Online Day
Sep-17	Chapter 5	Chapter 5 Quiz	Online Day
Sep-19	Plug IT in 5	Plug IT in 5 Quiz	Online Day
Sep-24	Exam 1 Review	Section A quizzes close and due at 11:59pm	Online Day
Sep-26	In-Class EXAM 1 (Closed Book)		In Class Attendance Required
Oct-01	Fall Break		No Class
Oct-03	Fall Break		No Class
Oct-08	Chapter 3	Chapter 3 Quiz	Online Day
Oct-10	Plug IT in 3	Plug IT in 3 Quiz	Online Day
Oct-15	Chapter 8	Chapter 8 Quiz	Online Day
Oct-17	Chapter 9	Chapter 9 Quiz	Online Day
Oct-22	Chapter 10	Chapter 10 Quiz	Online Day
Oct-24	Plug IT in 7	Plug IT in 7 Quiz	Online Day
Oct-29	Exam 2 Review	Section B quizzes close and due at 11:59pm	Online Day
Oct-31	In Class EXAM 2 (Closed Book)		In Class Attendance Required
Nov-05	Chapter 4	Chapter 4 Quiz	Online Day
Nov-07	Plug IT in 4	Plug IT in 4 Quiz	Online Day
Nov-12	Chapter 6	Chapter 6 Quiz	Online Day
Nov-14	Plug IT in 6	Plug IT in 6 Quiz	Online Day
Nov-19	Chapter 7	Chapter 7 Quiz	Online Day
Nov-21	Chapter 14	Chapter 14 Quiz	Online Day
Nov-26	Thanksgiving Break		No Class
Nov-28	Thanksgiving Break		No Class
Dec-03	Exam 3 Review	Section C quizzes close and due at 11:59pm	Online Day
Dec-05	In Class EXAM 3 (Closed Book)		In Class Attendance Required