SUMMER 2020 - CISM 3330

CISM 3330-01N (crn: # 50253)
May 8 - May 26
Syllabus revision: # 200428

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

IMPORTANT: IF YOU REQUIRE ANY ASSISTANCE OR ACCOMMODATIONS TO COMPLETE THIS COURSE YOU ARE REQUIRED TO CONTACT ME AT DTUNER@WESTGA.EDU ON THE FIRST DAY OF CLASS (MAY 8, 2020).

ONLINE OFFICE HOURS:
Tuesday, Wednesday, and Thursday 08:30 am – 10:30 am (via e-mail or by appointment as available)
As this is an “N” course defined as 94-99% online all materials are offered as off campus content.

You can 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 COURSEDEN TEMPLATE THIS SECTION WILL ONLY FOLLOW THE SCHEDULE POSTED ON THIS 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:
STUDENTS SHOULD REVIEW THE SYLLABI COMMON LANGUAGE LINK BELOW EACH SEMESTER:
https://www.westga.edu/UWGSyllabusPolicies/

CRITICAL INFORMATION:
- This syllabus is subject to change by the Professor; syllabus changes are defined by the revision date above.
- 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 (assignments) 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.
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.
- Please include your course and section number in the subject line.
  - **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. If that occurs the change information will be posted in the “Announcements” section on CourseDen.
- Check “Announcements” daily on CourseDen for any newly released information concerning this course.

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.
- It is recommended that students to purchase the Wiley materials beyond the textbook to achieve better test performance.
- 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](http://www.westga.edu/~mgmtbus/learningobj.htm).

SAP:
- SAP exercises are offered as an extra credit opportunity.
- Each correctly completed SAP assignment (there are three) will earn 2.0 points of extra credit to your final course grade.

**INSTRUCTIONS FOR ACCESSING SAP WILL BE POSTED IN THE “ANNOUNCEMENTS” SECTION ON COURSEDEN.**
- SAP support is limited to reset expired or forgotten passwords.
- When and if you need to rest your password send me an email at dturner@westga.edu.
- The password reset will be “newone”.
- Each SAP exercise is independent, so not completing of one does not prevent completing the others.
- Partial credit should not be expected for screen shots submitted that do not represent completed work, as these may be created with various low amounts of work invested by the student.
- Sample SAP submissions are supplied on CourseDen.
- All SAP submissions are made in “Assignments” (dropbox) on CourseDen.
- While I DO encourage working side by side and sharing information as to how to do the SAP assignments, the SAP assignments are graded against your independent SAP number (THIS MUST BE YOUR ORIGINAL WORK).
- Your SAP number (or must be apparent in the screen shot (No SAP number will be listed when you turn in your SAP 1 work, your SAP 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 number.

CHAPTER QUIZZES:
- Chapter 01 and 02 quizzes gradable (online like the others), 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.
- You can and should begin assignments and quizzes as soon as possible, as when they are due, they are due.
  **PLEASE NOTE THAT QUIZZES ARE NOT ACCESSIBLE FOR STUDY AFTER THE SECOND ATTEMPT.**
- Preferably the quiz structure is a testing method and not the proper tool or vehicle such as the textbook to use for exam preparation.

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

EXAMS:
- There are three exams (approximately 50 questions each, and are based on the three sections (A, B, and C above).
- Exams are available in CourseDen with an issued security code.
- Each exam has a 90 minute completion window, with one attempt.
  **AFTER THE 90 MINUTE PERIOD THE EXAM CLOSES AND YOU CANNOT CONTINUE.**
- Each exam will automatically record a score of zero if submitted after the due date and time.
- Please note that the content of the exams is NOT cumulative
- 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.
- Additional program assessment questions may be included in any of the three exams.
- There are no provisions for makeup exams available with this course.

EVALUATION:
40.0% - Chapter Quizzes - 20 chapters @ 2.0 points each
60.0% - Online Exams - 3 exams @ 20.0 points each
100.0% - Total (final letter grade based on a 10 point scale)
Up to 06.0% extra credit - 3 SAP exercises submitted to dropbox
- Note that different Instructors may have differing levels and types of extra credit.

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.
- If you decide to purchase the WileyPLUS materials you may find these helpful in your exam preparation.
- If you decide to complete the SAP assignments (approximately 340 minutes in total).
- Prepare for and complete each chapter quiz by the due dates and times (each quiz is a 90 minute timed activity with two attempts, and the highest score is recorded).

SUMMER 2020 SCHEDULE OUTLINE:
GO TO THE ANNOUNCEMENTS SECTION ON COURSEDEN FOR ANY CHANGED DATES

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<tr>
<th>DAY</th>
<th>DATE</th>
<th>TO STAY ON TRACK THE FOLLOWING SCHEDULE IS OFFERED</th>
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<tbody>
<tr>
<td>FRI</td>
<td>May 8</td>
<td>Must log into CourseDen class and send me an (hello) email (<a href="mailto:dturner@westga.edu">dturner@westga.edu</a>)</td>
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<tr>
<td>SAT</td>
<td>May 9</td>
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Summer 2020 – CISM 3330
SUN  May  10
MON  May  11
TUES May  12
WED May  13  (8) Section A quizzes due by 12:00 noon (est), Exam 1 opens at 12:00 noon (est)
THU May  14  Exam_1 closes at 12:00 noon (est)
FRI May  15
SAT May  16
SUN May  17
MON May  18  (6) Section B quizzes due by 12:00 noon (est), Exam 2 opens at 12:00 noon (est)
TUES May  19  Exam_2 closes at 12:00 noon (est)
WED May  20  All SAP assignments (optional) due (dropbox) by 12:00 noon (est)
THU May  21
FRI May  22  Exam 3 opens at 12:00 noon (est)
SAT May  23
SUN May  24
MON May  25  School closed
TUES May  26  (6) Section C quizzes due by 12:00 noon (est), Exam_3 closes at 12:00 noon (est)