THE CONTENTS OF THE DAILY NOTES ARE TECHNICALLY PART OF THE SYLLABUS CONTRACT. READ AND APPLY THEM TO YOUR COURSE AS THEY CAN ALTER THE TERMS OF THIS SYLLABUS.

THERE IS A MANDATORY MEETING TO PROPERLY ENROLL IN THIS COURSE:

CLASS WILL BE HELD THE FIRST TWO DAYS OF CLASS ON THURSDAY (01/06/11) AND TUESDAY (01/18/11). EVERY STUDENT MUST ATTEND ONE OF THESE FIRST TWO DAYS OF CLASS. FAILURE TO ATTEND ONE OF THESE DAYS WILL RESULT IN BEING DROPPED FROM THE COURSE AT 8:00 AM ON WEDNESDAY (01/19/11).

ATTENDANCE IS REQUIRED TO COMPLETED THE EXAMS (administered in class only) AND THE FINAL GIVEN IN CLASS.

FACULTY DATA:
Dr. Douglas Turner, Professor
Office – Room 2321
Phone: 678.839.4847

OFFICE HOURS:
- Tuesday 8:00 am – 11:00 am
- Wednesday 8:00 am – 11:30 am, (12:30 pm – 4:00 pm online virtual office hours).

MATERIALS AND PREREQUISITES:
- While there may be an online version of the text available, a copy of the text in some form is required for the course.

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 (LG 3).
  1. Recognize organizations as systems, where information technology is used to process information at different levels of management (LG 3,6).

  2. Demonstrate the ability to use technological applications to create and communicate business solutions (LG 1,3,6).

  3. Utilize the World Wide Web and presentation software to present results of problem solving (LG 1,3).

- To view the RCOB Learning Objectives go to [http://www.westga.edu/~mgmtbus/learningobj.htm](http://www.westga.edu/~mgmtbus/learningobj.htm)

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.

METHOD OF INSTRUCTION:
- There are four exams and a cumulative final exam in this course.
- The four individual exams that cover 4-5 chapters each.
- To help you prepare for these exams, you will have access to an overview podcast for each chapter, PPT files, practice exams, and your textbook.
- Exams will be taken online in the computer lab during class time, closed book.
- To accompany the chapters, there is an Interactive Case to complete.
- There are 12 of these and you must complete **ALL OF THEM**!

EVALUATION:
- The course grade will be determined on a 10-point scale. A grading curve should not be expected. For example: 89.5 will earn an “A”, while 89.49 will earn a “B”.

<table>
<thead>
<tr>
<th>Material</th>
<th>Percent of final grade</th>
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<tbody>
<tr>
<td>Exam 1</td>
<td>10</td>
</tr>
<tr>
<td>Exam 2</td>
<td>10</td>
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<tr>
<td>Exam 3</td>
<td>10</td>
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<tr>
<td>Exam 4</td>
<td>10</td>
</tr>
<tr>
<td>Chapter activities (exercises) 1 – 12</td>
<td>36 (3 points each)</td>
</tr>
<tr>
<td>Final Exam</td>
<td>24</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

COMMUNICATIONS:
with the professor:
- Please direct questions relating specifically to chapter exercises to the GTA (see the next section).
- Questions concerning course content, attendance, due dates, and exam questions are to be addressed to the Professor.
- If you are requesting some type of allowance for delivery dates you must come and visit in person during office hours (bring a copy of your verifiable excuse).
- You are responsible to find out about any changes in due dates and course content.
- All changes and notifications concerning this course will be announced on the website http://www.westga.edu/~dturner/sprng11.htm, view the Daily Notes updates section each day!
- Students WILL NOT receive individual e-mails concerning course updates and changes.
- Any e-mails sent to the Professor are to be sent to dturner@westga.edu.
- Only dturner@westga.edu is used, WebCT mail is not utilized by the Professor (neither read nor answered).
- E-mails received after the close of office hours will be addressed at the next session of office hours.
- All e-mails to the Professor require your course and section number in the subject line so we can quickly resolve your question.
- AS UWG IS THE OFFICIAL MEANS OF E-MAIL COMMUNICATION, ONLY UWG ISSUED E-MAIL ADDRESSES WILL BE ANSWERED BY EITHER THE PROFESSOR OR THE GTAS.
- Please be sure you have adequate space available in your UWG e-mail in box account, as only one attempt will be made to contact a valid UWG address.

with the graduate teaching assistant (lab chapter exercise support):
- GTAs can be identified in the classroom by the GTA sign on the computer where they are working. But occasionally there are other classes that use this classroom, so when the class is occupied please check the MIS Lab on the second floor of the business building for a GTA.
- GTAs may also be available during other 3330 sessions and 2201 sessions, e-mail them if you wish to schedule some individual instruction time.
- UWG e-mail is still a viable method to ask reasonable chapter exercise questions. Again, UWG e-mail will be used exclusively, rendering WebCT mail inoperative. Again, WebCT mail will not be used or answered.
- Please direct chapter exercise questions directly to your GTAs (e-mail addresses listed in the Daily Notes).
- You must include your section number in the subject line (such as 04D, 05D, etc.).
- It may be necessary for you to schedule time in the lab with a GTA if the problem has not been resolved.
- Again, as UWG is the official means of e-mail communication only UWG issued e-mail addresses will be answered.

CHAPTER/EXERCISE RULES:
- The first submission received will be graded against the requirements, turn in what you wish to be graded the first time, there are no “corrected copies” or “do-overs”!
- All chapter exercise work is to be submitted on WebCT (CourseDen).
- DO NOT SEND YOUR CHAPTER WORK TO THE PROFESSOR UNLESS INSTRUCTED TO DO SO BY THE PROFESSOR, IT WILL NOT BE GRADED.
- All work must be done individually by students.
- Modifying the work of another student is considered cheating.
- No additions or corrections will be accepted once chapters have been graded.
- Make-up for chapters will NOT be offered unless under extreme and verifiable circumstance are approved by the Professor.
- All chapter exercises are available after the first week of class, WORK AHEAD.
- IT IS YOUR responsibility to keep up with (store and secure) your work.
- Do not store your work on a lab PC, they are regularly purged of files.
- Assignments not turned by the required time pm but submitted on or before 5:30 pm (est) the same day will be marked LATE and will be subject to a 1 point penalty.
- Assignments turned in on or after 5:31 pm on the due date will be marked INCOMPLETE and receive zero (0) points.

CHALLENGING A CHAPTER GRADE:
- The purpose of challenging a chapter grade is to resolve a dispute between the student and grading of the chapter work. It is not intended as a “back door” method of submitting late work because of posting problems or failures.
- To challenge a chapter grade send an e-mail with the pertinent facts to the Professor via e-mail by 12:00 noon within TWO working days after you receive an e-mail stating that the chapter exercise “X” grade has been posted on WebCT. As an example if the e-mail was sent at any time of the day on Wednesday (12:01 am – midnight) you have until 12:00 noon on Friday to challenge the chapter grade; if the e-mail is sent on Friday, Saturday, or Sunday you have until 12:00 noon on Tuesday to challenge the chapter assignment grade.
- An e-mail with a time stamp received after 12:01 pm would not be eligible for review.
- All chapters are open at the beginning the term, thus long periods of availability exist for completion.
- Forgetting to post your work on WebCT, or having sent the work from an external (off campus PC) but not being received on WebCT by the due date is not a reason to challenge a chapter grade. Students have the same ability to validate a WebCT submission as the Professor. Besure your work is there.
- DO NOT SEND YOUR CHAPTER WORK TO THE PROFESSOR, if needed it will be requested.
- After receiving your chapter data you will probably be requested to come to my office during office hours to explain the specific situation.

ALTERNATIVE INSTRUCTIONAL SUPPORT:
- A student with special needs or requirements is expected to contact me privately within five business days after the beginning of the course with the appropriate and valid documentation. Additionally, within ten business days after the beginning of the course a student seeking accommodations for special needs or requirements is expected to define in writing (an e-mail to the professor is acceptable) specifically what alterations or changes to the provisions or requirements of the syllabus are being requested.
- Failure to notify the Professor within the required time lines may result minimal accommodations.

COURSE POLICIES:
- While you may complete the assignments and exams from home the responsibility of connectivity and software application support is only offered on lab computers during class hours.
- If you have an issue with utilizing an off campus computer to adequately complete your course requirements then please contact UWG/ITS for a resolution, OR UTILIZE THE HELP OFFERED BY THE GTas AND USE THE COMPUTERS PROVIDED IN THE LABS DURING CLASS PERIODS. This is a “D” section class not a total off site “N” class, lab attendance is expected for exercise questions and problem resolutions.
- Off campus computer problems and issues are not reasonable or acceptable reasons for missing a deadline of an exam or assignment.
- There are required attendance days for this course.
- This syllabus and the related course content are subject to change by the Professor.
- Changes to this syllabus will be identified by the syllabus revision number located on the top of the first page of the syllabus; notice of a new/revised syllabus edition will be posted in the Daily Notes at the http://www.westga.edu/~dturner/spring11.htm website.
- You are responsible to find out about changes to homework assignments, due dates, and exam dates, and other course related data which may vary from the original posting by viewing the Daily Notes.
- The Professor retains the right to subjectively evaluate an individual student's grade upward in based upon observed performance.
- You are not allowed to turn in work completed for another class for credit in this class. For example, you cannot write one paper and turn it in for credit in two different classes.
- 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.

CALENDAR:

ALL CHAPTER EXERCISES ARE DUE AT 3:30 PM (EST) ON TUESDAYS EXCEPT FOR EXERCISE ONE DUE ON THURSDAY, JAN 20.

Thursday, Jan 06 - Mandatory meeting OR YOU MUST ATTEND on 1/11.

Tuesday, Jan 11 - Mandatory meeting (alternate date).
Thursday, Jan 13 - Mandatory meeting (alternate date).
Tuesday, Jan 18 - Mandatory meeting (alternate date) / login issues.
Thursday, Jan 20 - Open lab.
Tuesday, Jan 25 - Chapter Exercise 1.
Thursday, Jan 27 - Open lab.
Tuesday, Feb 01 - Chapter Exercise 2.
Thursday, Feb 03 – Open lab.
Tuesday, Feb 08 - Exam 1 and Chapter Exercise 3.
Thursday, Feb 10 - Open lab.
Tuesday, Feb 15 - Chapter Exercise 4.
Thursday, Feb 17 - Open lab.
Tuesday, Feb 22 - Chapter Exercise 5.
Thursday, Feb 24 - Open lab.
Tuesday, Mar 01 - Exam 2.
Thursday, Mar 03 - Open lab.
Tuesday, Mar 15 - Chapter Exercise 6.
Thursday, Mar 17 - Closed.
Tuesday, Mar 22 - Chapter Exercise 7.
Thursday, Mar 24 - Open lab.
Tuesday, Mar 29 - Chapter Exercise 8.
Thursday, Mar 31 - Open lab.
Tuesday, Apr 05 - Exam 3.
Thursday, Apr 07 - Open lab.
Tuesday, Apr 12 - Chapter Exercise 9.
Thursday, Apr 14 - Open Lab.
Tuesday, Apr 19 - Chapter Exercise 10 and Chapter Exercise 11.
Thursday, Apr 21 - Open Lab.
Tuesday, Apr 26 - Exam 4, and Chapter Exercise 12.