Professor Information
Bradley J. Prince, Ph.D.
Office Hours:
- Monday from 8:00 - 11:00
- Tuesday from 8:00 - 11:00 online
- Wednesday from 8:00 - 11:00
- Thursday from 8:00 - 11:00 online

Please keep all communication in CourseDen. I prefer to use the discussion boards for questions so the entire class can benefit from the answer. If you must contact me privately about something, please email through CourseDen. If there is an absolute emergency (computer shut down during a quiz, accident, hospitalization, etc.) please call 256-405-9864 and leave me a message.

Course Materials and Prerequisites

- THIS WILL BE PURCHASED AND VIEWED ONLINE. DO NOT PURCHASE THE HARD COPY UNLESS YOU PREFER IT OR WANT TO SPEND MORE MONEY.

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

Exams

There are four exams in this course. The four individual exams cover 4-5 chapters each. To help prepare for these exams, you will have access to an overview video for each chapter, PPT files, and (of course) your textbook. Exams will be taken online in the computer lab during class time, closed book.

Quizzes

There are seventeen quizzes, one for each chapter and each technology guide. The quizzes will be taken online, open book. You are allowed to take each quiz up 1 time. Each quiz must be completed by 12:00 NOON on the date listed on the calendar.

Chapter Cases

To accompany the chapters, there is an Interactive Case that will be assigned for you to complete. There are 12 of these. There are instructional videos built into the Interactive
Case to help you accomplish the various goals.

There will also be GTAs available in RCOB 2329 or the MIS lab to provide assistance on these chapter activities. There are VERY STRICT due dates. Each Chapter Activity is due at 12:00 NOON on the date listed on the calendar. THERE WILL BE NO LATE ASSIGNMENTS ACCEPTED!

**MIS Lecture Series**

You are required to attend at least one session of the “MIS Lecture Series”. You will be tested on the topics covered in the lectures.

**Course Evaluation (Grades)**

The course grade will be determined on a 10-point scale. Grades will be rounded up if above “0.5”. For example: 89.5 will be given an “A” while and 89.4999 will be given a “B”.

<table>
<thead>
<tr>
<th>Material</th>
<th>Percent of final grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exams: 4 @ 12 points each</td>
<td>48</td>
</tr>
<tr>
<td>Chapter Quizzes: 17 @ 1 points each</td>
<td>17</td>
</tr>
<tr>
<td>Chapter Activities: 12 @ 3 points each</td>
<td>36</td>
</tr>
<tr>
<td>Total</td>
<td>101</td>
</tr>
</tbody>
</table>

Grades will still be applied on a 100 point scale. For example, an 89.5 is still an “A” for your final letter grade.

**Learning Objectives**
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. (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

Course Policies

- There are required attendance days for this course, i.e., exam days.
- Any students with special needs or requirements are encouraged to contact me privately.
- Make-up exams will be offered only for legitimate excuses.
- Exercises WILL NOT BE ACCEPTED LATE.
- Quizzes WILL NOT BE ACCEPTED LATE.
- It is YOUR responsibility to keep up with the due dates and the work. WORK AHEAD!!!

Final Notes:

- I reserve the right to modify any part of this document. Appropriate prior notice will be given to students in the event of modification.
- 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](http://www.westga.edu/~vpaa/handrev/207).
Your UWG e-mail account will be the official communication method at UWG. You can access this through http://myuwg.westga.edu. You are responsible for checking this e-mail account on a regular basis.