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.

FACULTY DATA:
Dr. Douglas Turner, Professor
Office – Adamson Hall room 132
Phone: 678.839.6467
Office Hours – by appointment.

COMMUNICATIONS:
- You are responsible to find out about any changes in due dates and course content.
- Students WILL NOT receive individual e-mails concerning course updates.
- All e-mails to the Professor are to be sent to dturner@westga.edu.
- As UWG is the official means of e-mail communication, only UWG issued e-mail addresses will be answered.
- 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.
- Contact me only at dturner@westga.edu (again, webct mail is not utilized) or schedule an appointment.
- Any substantive changes to office hours will be posted in the “Daily Notes”.

LEARNING OBJECTIVES:
Learning Objectives as 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/index_9382.php

MATERIALS AND PREREQUISITES:
- Both hard and e copies of the text are available.

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.
MIS LECTURE SERIES:
- You are required to attend at least one session of the “MIS Lecture Series”. Failure to produce acceptable proof of attendance will result in a 10 point reduction in your final grade. You will be tested on the topics covered in the lectures.

METHOD OF INSTRUCTION:
- There are four individual closed book exams covering 4-5 chapters each.
- To help prepare for these exams, you will have access to an overview podcast for each chapter, PPT files, and (of course) your textbook.
- Exams will be taken online in the computer lab during class time, closed book.
- There are seventeen quizzes, one for each chapter and each technology guide.
- The quizzes will be taken online, open book.
- Each quiz must be completed by 12:00 NOON on the date listed on the calendar.
- To accompany the chapters, there are 12 Interactive Cases that will be assigned for you to complete.
- 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 submission is due at 12:00 NOON on the date listed on the calendar.
- THERE WILL BE NO LATE ASSIGNMENTS ACCEPTED!

COURSE EVALUATION:
48 points - 4 exams @ 12.0 points each
17 points - 17 chapter quizzes @ 1.0 point each
36 points - 12 online submissions @ 3.0 points each

COURSE POLICIES:
- There are required attendance days for this course defined as the four exam days.
- Students with special needs or requirements are expected to contact me privately within five business days after the beginning of the course.
- Failure to notify the Professor within the required time line may result minimal accommodations.
- 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; new/revised editions of the syllabus will be posted in the Daily Notes at the http://www.westga.edu/~dturner/spring12.htm website.
- You are responsible to find out about changes to all course related data which may vary from the original syllabus by viewing the Daily Notes section on the http://www.westga.edu/~dturner/spring12.htm website (READ THIS SECTION DAILY).
- 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.