Professor Information
Bradley J. Prince, Ph.D.

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.

Office Hours

Monday: 2:00 - 7:00
Tuesday: 9:00 - 12:00 (Online Hours)
Wednesday: 9:00 - 12:30

Course Materials and Prerequisites

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 class lectures, discussions, activities, and practice quizzes online. When you take a practice quiz online you will only have access to your score. You will not see the correct answers unless you are in a proctored environment (with myself or a GTA). This is to control the printing of answers. You will receive feedback but not answers.

Student Activities

There are 13 Student Activities assigned. These are due before class begins. For example, you will submit Student Activities for Chapter 2 before class when we discuss Chapter 2. You may work ahead, but you cannot submit late items.

Ruby's Club Cases

There are also 14 cases in which you act as an IT Intern. You will be presented a scenario at the beginning of the chapter, discussion questions presented throughout the chapter, and ultimately an activity at the end of the chapter. Most of these require some business communication to your “boss” for whom you work as an IT Intern.
There will be GTAs available in RCOB 2329 or the MIS lab to provide assistance on these chapter activities. Their schedule will be posted early in the semester.

**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</td>
<td>50%</td>
</tr>
<tr>
<td>Student Activities (13 total)</td>
<td>25%</td>
</tr>
<tr>
<td>Ruby’s Club Activities (14 total)</td>
<td>25%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
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**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

- Any students with special needs or requirements are encouraged to contact me privately.
- Make-up exams will be offered only for legitimate excuses.
- Activities 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.
- 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.

Americans with Disabilities Act

The Office of Disability Services will help you understand your rights and responsibilities under the Americans with Disabilities Act and provide you further assistance with requesting and arranging accommodations.
If you need course adaptations or accommodations because of a disability or chronic illness, or if you need to make special arrangements in case the building must be evacuated, please notify your instructor using the course email system by the end of the second full week of class and attach a PDF copy of your SAR (Available from the Office of Disability Services).