Instructor Information

Professor: Bradley J. Prince, Ph.D.
Office: RCOB 2223
Availability: Email 1st, text or call 2nd
Email: bprince@westga.edu (please put CISM 3350 as subject line)
Cell: 404-556-5300 (text and phone call in emergency only)

Course Policies

Attendance Policy: You are required to attend class on scheduled class days. However, the majority of work will be completed online.

CourseDen Assistance: http://www.westga.edu/~distance/webct1/help/

Library Services: http://www.westga.edu/~library/

It is recommended that you keep an electronic copy of everything submitted. The University provides everyone with access to Gmail, and I recommend using the Google Drive to keep a copy of all your files for this course.

Course Description

In this course you will have two separate goals.

Goal 1: First, you will find, categorize, and understand the skills necessary to be successful in your chosen career. Then, second, you will write a paper that will outline the market for the chosen area of interest, and present a 5-year plan for how you will be successful in your career and not just your degree.

Goal 2: Train for certification. Security+, Network+, A+, Server+, (CompTIA), SQL Server, complete a proctored practice exam, then receive a voucher to take the actual exam.

Course Objectives
1. Students will demonstrate an understanding of a specific assigned topic within the area of Management Information Systems in the context of historical development, technology or application usefulness and impact, competitive technologies or applications, and future trends. (BBA 3, MIS 1)
2. Students will demonstrate the ability to use both the library and on-line resources available to acquire relevant information for their project (BBA 3).
3. Students will demonstrate the ability to organize their work in an effective and professional manner utilizing verbal presentations, papers, and electronic media presentations (BBA 1 MIS 1).
4. Students to participate in the evaluation of presentations (BBA 1).

Grading Information
Grades will be distributed according to the following guidelines.

<table>
<thead>
<tr>
<th>Item</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>MIS Career Planning Paper (5-year plan)</td>
<td>25%</td>
</tr>
<tr>
<td>Certification Study Reporting</td>
<td>10%</td>
</tr>
<tr>
<td>Final Certification Practice Exam Completion (Proctored)</td>
<td>65%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>

Important Accessibility Information


Student Handbook, detailing instructions to visit the Rights and Responsibilities section, including the Honor Code and all Appendices available at: [http://www.westga.edu/~handbook/index.php](http://www.westga.edu/~handbook/index.php)

**AMERICANS WITH DISABILITIES ACT STATEMENT**

If you are a student who is disabled as defined under the Americans with Disabilities Act
and requires assistance or support services, please seek assistance through the Center for Disability Services. A CDS Counselor will coordinate those services. See http://www.westga.edu/studentDev/index_8884.php

EQUAL OPPORTUNITY STATEMENT

No person shall, on the grounds of race, color, sex, religion, creed, national origin, age, or disability, be excluded from employment or participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity conducted by UWG.

AFFIRMATIVE ACTION STATEMENT

University of West Georgia adheres to affirmative action policies to promote diversity and equal opportunity for all faculty and students.

STUDENTS RIGHTS AND RESPONSIBILITIES

Please carefully review the information at the following link:

http://www.westga.edu/assetsDept/vpaa/Common_Language_for_Course_Syllabi.pdf

The document at 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.

CREDIT HOUR POLICY

For approximately fifteen weeks, students in this class will generally spend 150 minutes with direct faculty instruction (either face-to-face or online) and work about 360 minutes outside of the classroom each week. This out-of-class work may include, but is not limited to, readings, assignments, projects, group work, research, and test preparation.