INSTRUCTOR
Name: Karen Cook
Office: CWH Room 204
Office Phone: 229-931-2818
E-mail: kcook@gsw.edu
Office Hours: 9:00 – 11:00 a.m. TR or by appointment
Class Hours: Online

TEXTBOOK
Title: Management Information Systems, 12/E
Author(s): Laudon and Laudon
Publisher: Prentice Hall, 2012
ISBN: 9780132142854

REQUIREMENTS
You are expected to have following computer environment:
- A laptop/desktop computer with Windows Operating System
- Reliable Internet access using browsers such as the Internet Explorer or Firefox (current versions), Java installed, and pop-up blocker turned off.
- Access to GeorgiaVIEW

GAVIEW SUPPORT
From GSW website at http://gsw.edu click on link for GeorgiaView at the bottom of the page. You will see a page of Welcome to GeorgiaView@ GSW. Click on Click here to log in to GeorgiaVIEW. Enter your Username and Password and then click OK. Your user name is the radar email name (everything before @ sign) and the password is your RAIN PIN.
For more information please visit - http://gsw.edu/GeorgiaVIEW/GaVIEW

CATALOG DESCRIPTION
This course provides a broad overview of managing information system resources. This course will discuss planning, organizing, controlling, and the administration of information systems. (3-0-3)

GOALS
Upon completion of this course, students should be able to
- understand how to manage information system resources, such as planning, organizing, and controlling resources
• understand the administration of information systems

COURSE OUTLINE

Organizations, Management, and the Networked Enterprise
- Information Systems in Global Business Today
- Global E-Business and Collaboration
- Information Systems, Organizations, and Strategy
- Ethical and Social Issues in Information Systems

Information Technology Infrastructure
- IT Infrastructure and Emerging Technologies
- Foundations of Business Intelligence: Databases and Information Management
- Telecommunications, the Internet, and Wireless Technology
- Securing Information Systems

Key System Applications for the Digital Age
- Achieving Operational Excellence and Customer Intimacy: Enterprise Applications
- E-Commerce: Digital Markets, Digital Goods
- Managing Knowledge
- Enhancing Decision Making

Building and Managing Systems
- Building Information Systems
- Managing Projects
- Managing Global Systems

LEARNING OUTCOMES

At the completion of this course, students should be able to meet the above goals as well as have taught themselves the discipline necessary to complete a course on their own. By taking the course online, they should learn how to budget their time and resources in order to stay on track with the course as well as learn how to complete whatever research is necessary to find the resources needed for the class, including scheduling any appointments or correspondents necessary with the instructor.

The student should also have a thorough understanding of what is involved in designing, organizing, controlling and administering information systems.

ASSIGNMENTS

For each chapter covered, the student is expected to review the online notes, read the chapter, complete the questions at the end of the chapter and any other additional assignments given for that chapter.

TESTS

All quizzes and tests are given online through Ga View. Quizzes and tests must be taken by the deadline set on the course website. If you will not be able to take the quiz/test on the day of the deadline, make arrangements to take it early. Because quizzes are set up weeks in advance, NO quizzes will be allowed to be made up after the deadline. The quizzes are available from the beginning of the semester until 5:00 p.m. on the day posted on the calendar on Georgia View. The tests are only available on the day posted on the calendar on Georgia View. All tests are scheduled to be taken between 5:00 a.m. and 5:00 p.m. Missed tests will only be allowed to be made up with an acceptable documented excuse. If you know in
advance you will not be able to take a test, arrangements must be made and the test must be
taken in advance of the assigned test date. Quizzes, tests, or assignments will receive a grade of zero.

EVALUATION

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<tbody>
<tr>
<td>Quizzes</td>
<td>20%</td>
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<tr>
<td>Tests</td>
<td>60%</td>
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<tr>
<td>Participation</td>
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GRADING POLICY

<table>
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<tr>
<th>Score</th>
<th>Grade</th>
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<tr>
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<td>80 - 89</td>
<td>B</td>
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<tr>
<td>70 - 79</td>
<td>C</td>
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<tr>
<td>60 - 69</td>
<td>D</td>
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<tr>
<td>Less than 60</td>
<td>F</td>
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STUDENTS WITH DOCUMENTED DISABILITIES

A student requesting classroom accommodations or modifications due to a documented
disability must notify me within the first two weeks of the semester. If the student has not
already done so, he or she must contact the Office of Disability Services located in room 101
of Sanford Hall. The phone number is 229-931-2661.

COMMUNICATION WITH STUDENTS

The student’s GSW email account is the official method of communication between them and
the university. So it is crucial that you check your email frequently.

PARTICIPATION

Participation points are based on participation in the class. Each student is required to log in to
the class at least once a week to check for mail and changes to the schedule. All changes in
the due dates and class assignments will be posted on the class web page. Failure to log in is
not an acceptable excuse for missing quizzes and tests. 5 points are based on the completion
of quizzes and tests and 15 points are based on discussion questions. Discussion questions
will be posted throughout the semester. It is your responsibility to respond to them within the
given amount of time by either doing the task specified or by answering the question posted.
Each student should answer the question individually with an explanation of their answer.
Simply agreeing to someone else’s posting or copying their answer will not be accepted.
Each posting should have a unique answer. Only the first submission will be accepted. Only
give one answer to each question. If you submit multiple answers your posting will not
receive any points. Students should check for discussion postings frequently.

ACADEMIC INTEGRITY POLICY

Students at Georgia Southwestern State University are expected to conform to high
standards of intellectual and academic integrity. Dishonest work will be treated as a
serious offense by the GSW faculty and administration. The Policy on Academic Integrity
can be found in the GSW Bulletin.

Note: The instructor may choose to use plagiarism prevention technology.
CURRENT STUDENT PROBLEM RESOLUTION

GSW desires to resolve student grievances, complaints and concerns in an expeditious, fair and amicable manner. Complaints regarding any aspect of GSW operations should be filed internally to GSW authorities first and then, if necessary, to external authorities. Link to the contact information for filing complaints is given below:
http://gsw.edu/Campus-Life/ResourcesInformation/studentProblemResolution/forCurrentStudents/

OTHER IMPORTANT INFORMATION

- The due dates are all listed on the calendar.
- The Mail feature only allows you to send and receive mail to others in the class. If you need to communicate with me about the class, you need to use the mail feature for the classes GeorgiaVIEW page.
- Both the Discussions Page and the Calendar are for class use. Please feel free to use them for the class but also remember that everyone (including myself) can read what you post. NO postings will be allowed that are not related to the class.

IMPORTANT DATES TO REMEMBER

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<thead>
<tr>
<th>Event</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Classes Begin</td>
<td>January 4, 2013</td>
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<td>MLK</td>
<td>January 21, 2013</td>
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<tr>
<td>Mid Term</td>
<td>February 27, 2013</td>
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<td>Last Day to Withdraw</td>
<td>March 11, 2013</td>
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<td>Spring Break</td>
<td>March 18-23, 2013</td>
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<td>Classes End</td>
<td>April 26, 2013</td>
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<td>Final Exams</td>
<td>April 27-30 and May 1-2, 2013</td>
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<tr>
<td>Graduation</td>
<td>May 4, 2013</td>
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