School of Business

Course Syllabus
MIS 303 – 008 - Introduction to Business Information Systems
CRN 12602  Spring 2019

Fairfax: Wednesday 7:20pm- 10:00 pm (Planetary Hall 129)
(I reserve the right to make changes to the syllabus, as needed.)

Instructor Information

• Name: Dr. Koorosh Azhandeh
• Email kazhande@gmu.edu (Your email will be answered within 24 hours.)
• Office TBD
• Office Hours: By Appointment
• Course Website: http://mymason.gmu.edu

Class Times & Location

• Times and Location: MIS 303 – 008: Wednesday 7:20pm- 10:00 pm (Planetary Hall 129)

Registration Restrictions

• Non-Degree level students may not enroll.
• Students with the terminated from BU major attribute may not enroll.

Textbook and Course Site

  o ISBN: 9781260004717 or 9781260165869
  o Author: Paige Baltzan
  o Publisher: McGraw-Hill Education
• Blackboard
  o All assignments are posted on Blackboard and must be submitted via Blackboard by the deadlines in order to receive credits. Assignments sent via email will not receive credits. Assignments submitted after the deadlines will not receive credits.
  o All course materials are posted on Blackboard.
  o You are required to check the Blackboard course site and email on a daily basis.

Course Description

Introduces fundamentals of hardware, software, and networking. Emphasizes role of technology in improving contemporary business processes and competitive advantage. Includes basic relational concepts, hands-on experience in building business database applications and decision support using spreadsheet software. Notes: Students cannot receive credit for both MIS 301 and MIS 303.
School of Business students will not be permitted to make more than three attempts to achieve a C or higher in MIS 303. Those who do not successfully complete this course within three attempts will be terminated from their major and will not be eligible to receive a degree from the School of Business. For more information about this, see the "Termination from the Major" section under Academic Policies. Offered by School of Business. Limited to two attempts.

Course Overview

- Information technology (IT) plays a key role in all aspects of modern business, from developing products, managing operations, making decisions, to organizational learning. Thus, IT has been a key organizational asset that forms mission critical business infrastructures in not only online industries such as Amazon and Apple but also traditional “brick-and-mortar” industries such as retailing (e.g. Wal-Mart), automotive (e.g. GM), or airlines (e.g. United Airlines). In addition, in any industry in anywhere in the world, IT is now a crucial piece for implementing business strategies for competitive advantages.
- Hence, AACSB (Association to Advance Collegiate Schools of Business), which School of Business belongs to, specifies “Use of Information Technology” as part of the curriculum standards for undergraduate programs in business. Firms and government agencies require business graduates to possess basic technology skills, including spreadsheets and databases, and to have the knowledge to take advantage of emerging technologies in streamlining business processes. This course aims at fulfilling these objectives.
- This is not a technology course. It is a business course. This course covers some key information technology concepts and jargons that students need to know. This course mainly concentrates on understanding the business implications of the information technologies and what they mean for businesses.

Course Objectives

Upon completion of this course, student should be able to

- Apply basic information technology and critical thinking skills in evaluating and selecting appropriate information in order to solve business problems, improve the effectiveness of business processes, and guide decision-making
- Explain the significance of IT ethics and information security from the business aspect
- Create computerized spreadsheets to solve business problems
- Use graphs and tables to analyze and represent business information
- Utilize database queries and reports to retrieve and interpret business information
- Articulate information technology basics to the business usage and applications, including software, hardware, network, and infrastructure

Mason Core Learning Outcomes

- Students will understand the principles of information storage, exchange, security, and privacy.
- Students will become critical consumers of digital information; they will be capable of selecting and evaluating appropriate, relevant, and trustworthy sources of information.
- Students can use appropriate information technologies to organize and analyze information and use it to guide decision-making.
- Students will be able to choose and apply appropriate algorithmic methods to solve a problem.

ISOM Learning Goals

- Apply knowledge of information technology, operations, and business functions to assess, design and improve business processes.
- Develop data organization, storage, and processing solutions to support organizational needs for information management. Also develop skills in the area of business intelligence.
Use knowledge of computer networks as part of IT solutions for improving business processes.

Course Format
This course consists of a combination of lectures, discussions, and hands-on practice sessions. Please see the topical outline for a tentative list of topics. There will be individual assignments, quizzes, and exams.

Computers and Software Used in the Class - Required
- The School of Business undergraduate program requires every student to have access to a portable computing device that satisfies the requirements listed below and can be brought to class as needed. Note that as technology changes rapidly, these requirements may change during a student’s time in the School of Business. Many School of Business courses require the use of a computer during class. These are used to learn techniques, practice applications, and access Internet resources. While most students have a portable computer or access to one, some courses require specific requirements due to the use of specific applications during class. To address these requirements, a list of standard minimum requirements has been determined and will be reviewed annually. View the standard minimum requirements. (http://business.gmu.edu/undergraduate/policiesproceduresforms/)
- PC versions of Microsoft Access and Microsoft Excel 2016 will be used in this class.
- You are required to bring a laptop to the classroom in Excel/Access sessions.
- George Mason University provides Microsoft Office 365 ProPlus to students at no cost via the Microsoft Student Advantage program. Office 365 ProPlus for PC users includes both Excel and Access 2016. Please visit http://masonlive2.gmu.edu/MicrosoftStudentAdvantage/ for more information. This link provides the tutorial for downloading MS Office for free through your Masonlive email account. Please follow the tutorial to install the software on your laptop.
- For MAC users
If you must use a Mac laptop, you will have to handle the software related issues by yourself, such as installing a virtual Windows on your Mac and then install the software on your virtual windows. During the class meetings, due to time and resources constraints, I will not be able to provide advice nor support for the use of Mac computers and other versions of software.

Grading Policy (No curving will be applied)

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Value</th>
<th>Semester Grade Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework (6)</td>
<td>30%</td>
<td>A 93% to 100%</td>
</tr>
<tr>
<td>Project (1)</td>
<td>10%</td>
<td>A- 90% to 92.99%</td>
</tr>
<tr>
<td>Quizzes (4)</td>
<td>20%</td>
<td>B+ 87% to 89.99%</td>
</tr>
<tr>
<td>Exams (2)</td>
<td>40%</td>
<td>B 82% to 86.99%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
<td>B- 80% to 81.99%</td>
</tr>
</tbody>
</table>

1% means 1% of your total grade. You have only 100% in your semester grade.

1. Semester grades must be assigned according the grading policy.
2. All assignments must be submitted via Blackboard by the deadlines in order to receive credits.
3. If you missed a deadline, you will not receive credits for the missed assignment.
4. It is your responsibility to ensure that your submitted solution satisfies all requirements. If your submitted solution failed to satisfy any of the requirements, you will not receive credits. There is no such thing as “partially correct solution”. A solution is either correct or incorrect.
5. For “Homework”, you are allowed many submissions before the deadlines. Hence, you can revise and resubmit your solutions before the deadline. For “Project/Quiz/Exam”, you are allowed one submission. (Blackboard allows you to upload many files in one submission.)
6. You are required to attend all class meetings and be prepared. Absence from class does not constitute a reason for being unprepared at subsequent class sessions. If you missed a class,
you are fully responsible for the materials covered in the class that you missed.

7. You are required to check Blackboard course site and your email on a daily basis.

Reading Assignments
Students are required to read the course materials before coming to class meetings.

Communications
- For privacy and confidentiality, you are required to use your GMU email account to communicate to me. Your email will be answered with 24 hours. Assignments sent via email will NOT graded and will not receive credits. If you encountered issues with uploading your files via Blackboard, you can send me an email to receive a reasonable extension.
- Broadcast announcements posted via Blackboard are usually also sent to you via email.

Policy on Electronic Devices
Please keep cell phones and other communicative devices in silent/vibration mode. Laptops or other electronic devices should strictly be used for class related activities such as taking notes or following lectures. Engaging in activities not related to the course is strictly prohibited, such as sending/reading text messages, tweets, using apps, etc. You will be asked to leave the classroom, should you violate this policy.

Inclement Weather and Other Emergencies
Class will be cancelled when the campus is closed, either due to inclement weather or other situations. Please check GMU website for up-to-date information. Please register Mason Alert so that you can receive timely emergency notifications and warnings.

Disability Accommodations
If you are a student with a disability and you require academic accommodations, please see me and contact the Office of Disability Services (ODS) at (703) 993-2474 (http://ods.gmu.edu/), at the beginning of the semester. All academic accommodations due to disability must be arranged through the ODS and should be made during the first two weeks of the semester.

Academic Integrity
George Mason University has the following clearly described University Honor Code administered by the Office for Academic Integrity: “To promote a stronger sense of mutual responsibility, respect, trust, and fairness among all members of the George Mason University community and with the desire for greater academic and personal achievement, we, the student members of the University Community have set forth this: Student members of the George Mason University community pledge not to cheat, plagiarize, steal, or lie in matters related to their academic work.

The Honor System and Code adopted by George Mason University will be enforced for this class: http://oai.gmu.edu/mason-honor-code/full-honor-code-document/

As a student you are responsible for upholding these standards for this course. It is your responsibility to be aware of the consequences of cheating, fabrication, facilitation, and plagiarism. In your work on all written assignments, keep in mind that you may not present as your own the words, the work, or the opinions of someone else without proper acknowledgement. You also may not borrow the sequence of ideas, the arrangement of material, or the pattern of thought of someone else without proper acknowledgement. Faculty are obligated to submit any Honor Code violations or suspected violations to the Honor Committee without exception. Any suspected case of honor code violation will be reported to the Office of Academic Integrity immediately. In such a case, I will withhold from grading your assignments until after the case is cleared by the Office of Academic Integrity. All students are expected to adhere to this code. All acts of academic dishonesty will be
dealt with in accordance with the provisions of this code.
The recommendations for honor code violations for non-freshman undergraduate students adopted by the School of Business faculty on May 2016 are as follows:

<table>
<thead>
<tr>
<th>Type of Violation</th>
<th>First Offense</th>
<th>Second Offense</th>
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</thead>
<tbody>
<tr>
<td>Plagiarism</td>
<td>An F in the class; referral to Writing Center; and Academic Integrity Seminar completion</td>
<td>An F in the class; referral to the Writing Center; Academic Integrity Seminar completion; termination from the School of Business; and at least one semester suspension or expulsion</td>
</tr>
<tr>
<td>Cheating</td>
<td>An F in the class; and Academic Integrity Seminar completion</td>
<td>An F in the class, Academic Integrity Seminar completion; termination from the School of Business; and at least one semester suspension or expulsion</td>
</tr>
<tr>
<td>Lying (e.g., providing fraudulent excuse documents, falsifying data)</td>
<td>An F in the class; and Academic Integrity Seminar completion, and at least one semester suspension</td>
<td>An F in the class; Academic Integrity Seminar completion; termination from the School of Business; and at least one semester suspension or expulsion</td>
</tr>
<tr>
<td>Egregious Violation (e.g., stealing an exam; submitting coursework from another class as original work across multiple courses; lying to an employer about academic performance, false identification or posing as another, in person or online)</td>
<td>An F in the class, Academic Integrity Seminar completion; termination from the School of Business; and at least one year suspension</td>
<td>An F in the class; Academic Integrity Seminar completion; termination from the School of Business; and expulsion</td>
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*Note: The Academic Integrity Seminar used by Office of Academic Integrity costs $100.*
# MIS 303 – 008: Wednesday 7:20pm- 10:00 pm (Planetary Hall 129)

## Topical Outline
(I reserve the right to make changes, as needed.)

<table>
<thead>
<tr>
<th>Date</th>
<th>Chapter / Topic</th>
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| Jan. 23, 30| Introduction  
Appendix A Hardware and Software Basics  
Tutorial: Basic Computer Skills [http://www.gcflearnfree.org/basic-computer-skills/](http://www.gcflearnfree.org/basic-computer-skills/)  
Tutorial: Tech Savvy Tips & Tricks [https://www.gcflearnfree.org/techsavvy/](https://www.gcflearnfree.org/techsavvy/)  
Chapter 1 Management Information Systems: Business Driven MIS  
Jan. 30: Quiz #1 (Laptop is required) |
| Feb. 6, 13 | Chapter 2 Decisions and Processes: Value Driven Business  
Chapter 3 E-business: Electronic Business Value  
Feb. 13: Quiz #2 (Laptop is required) |
| Feb. 20, 27| Chapter 4 Ethics and Information Security: MIS Business Concerns  
Tutorial Videos: Internet Safety [https://www.gcflearnfree.org/internetsafety/](https://www.gcflearnfree.org/internetsafety/) |
| Feb. 27    | Midterm exam (Laptop is required)  
Mar. 6, 20, 27| Laptop is required  
MS Excel  
Mar 13: Homework # 3  
Mar 20 Homework # 4  
Mar. 27: Quiz #3 |
| Apr. 3, 10, 17| Laptop is required  
Appendix C Designing Databases  
MS Access  
April 3: Homework # 5  
April 10 Homework # 6  
Apr. 17: Quiz #4 |
| Apr. 24, May 1 May 8| Chapter 5 Infrastructures: Sustainable Technologies  
Appendix D Emerging Trends & Technology  
Chapter 6 Data: Business Intelligence  
Big Data: [https://en.wikipedia.org/wiki/Big_data](https://en.wikipedia.org/wiki/Big_data)  
Appendix B Networks and Telecommunications  
Chapter 7 Networks: Mobile Business  
Chapter 8 Enterprise Applications: Business Communications  
Chapter 9 Systems Development and Project Management: Corporate Responsibility  
Apr. 24: Project |
| May 8 1:30-4:15pm| Final exam (Laptop is required) |

## Important Dates
<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Last Day to Add Classes</td>
<td>January 29 (Tuesday)</td>
</tr>
<tr>
<td>Last Day to Withdraw with Full Refund</td>
<td>February 5</td>
</tr>
<tr>
<td>Holidays/Breaks</td>
<td>Spring break: March 11 to March 17</td>
</tr>
<tr>
<td>Selective Withdraw Period</td>
<td>February 26 to March 25</td>
</tr>
<tr>
<td>Last Day of Classes</td>
<td>May 6 (Monday)</td>
</tr>
<tr>
<td>Reading Day</td>
<td>May 7 (Tuesday)</td>
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</tbody>
</table>
Final Exam Period | May 8 to May 15

Link to academic calendar: https://registrar.gmu.edu/calendars/