MIS 301 - Intro to Business Information Systems

Professor:

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Enterprise Hall 147

Prerequisite:

Sophomore standing

Textbook and Material:

Introduction to Business Information Systems
Customized for George Mason University
McGraw-Hill Publishing

Business Driven Technology
Paige Baltzan
McGraw-Hill Publishing
ISBN-10: 0-073-37684-1
(Optional book)

http://www.gcflearnfree.org/office2010

http://www.excelcentral.com/

You will need access to Microsoft Excel and Microsoft Access, preferably 2010 or later version.

Attendance Policy:

Attendance is mandatory. Each unexcused absence will result in a 2 point deduction from your total points. Tardiness by more than 10 minutes (that means 11 minutes or more) will count as an unexcused absence and lose 2 points.

Make Ups and Late Works:

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There are no make ups in the class. Should you miss an exam, a quiz, homework, a project, or anything else assigned, you will receive a zero (0) for that assignment. For additional details, see your section on Blackboard.

**Grade Scales:**

<table>
<thead>
<tr>
<th>Percentage Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>97 - 100%</td>
<td>A+</td>
</tr>
<tr>
<td>93 - 96%</td>
<td>A</td>
</tr>
<tr>
<td>90 - 92%</td>
<td>A-</td>
</tr>
<tr>
<td>87 - 89%</td>
<td>B+</td>
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<tr>
<td>83 - 86%</td>
<td>B</td>
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<tr>
<td>80 - 82%</td>
<td>B-</td>
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<tr>
<td>77 - 79%</td>
<td>C+</td>
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<tr>
<td>73 - 76%</td>
<td>C</td>
</tr>
<tr>
<td>70 - 72%</td>
<td>C-</td>
</tr>
<tr>
<td>60 - 69%</td>
<td>D</td>
</tr>
<tr>
<td>0 - 59%</td>
<td>F</td>
</tr>
</tbody>
</table>

There are no curves of any kind. Your grade is determined from your total points received as a percentage of total points possible. So if we have 300 points total in the class and you receive a 270, you grade is 270/300 = 90% which is an A-.

**Course 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, including skill development in the area of business intelligence (BI)
- Become proficient in using Microsoft Excel and Microsoft Access

**ISOM Learning Goals:**

1. Our students will be competent in their discipline
2. Our students will be aware of the uses of technology in business
3. Our students will be effective communicators
4. Our students will have an interdisciplinary perspective
5. Our students will be knowledgeable about global business and trade
6. Our students will recognize the importance of ethical decisions
7. Our students will be knowledgeable about the legal environment of business
8. Our students will be knowledgeable about team dynamics and the characteristics of effective teams
9. Our students will understand the value of diversity and the importance of managing diversity in the context of business

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10. Our students will be critical thinkers

**Honor Code:**

Students are responsible for understanding the George Mason University’s Honor Code's provisions. In the spirit of the code, a student's word is a declaration of good faith acceptable as truth in all academic matters. Cheating and attempted cheating, plagiarism, lying, and stealing of academic work and related materials constitute Honor Code violations. These will not be tolerated. For more information on the University's Honor Code, visit: http://www.gmu.edu/catalog/apolicies/#honor_system_and_code.

**Classroom Conduct:**

Students are expected to conduct themselves in a manner that is conducive to learning, as directed by the instructor. Any student who negatively impacts the opportunity for other students to learn will be warned - if disruptive behavior continues, the student will be asked to leave the classroom. Electronic devices are potential distractions in the classroom environment. Cell phones, pagers, and other handheld devices must be turned off or set to "silent" mode and not used while class is in session. Laptop computers and similar devices may be used only if such use is directly related to the classroom activity in progress -for some activities the instructor may require that such devices not be used in order to maximize student engagement.

**Email Etiquette:**

In the age of technology, when most forms of communication are electronic, it is important to adopt a proper etiquette to communicate with one another. It is asked that students use salutation when sending emails to their instructors and also make sure to SIGN their name and include their class/section at the end of the email. The instructor reserves the right NOT to reply to emails that are not properly addressed or do not have a signature. Students should also use their GMU email for any correspondence with the instructors. **Students are required to check their emails daily and especially the morning before class.**

**Proper Hygiene:**

ISOM students are expected to observe proper hygiene habits. This includes daily showers, brushing, use of deodorant, dressing well, and to look and act professional.

**Blackboard:**

Additional information are posted on George Mason’s Blackboard portal including weekly assignments, require projects, exam dates, and the calendar of the class. Please be sure to use Blackboard daily and follow all the instructions.

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