MIS 301 – Introduction to Business Information Systems, Fall-2014
Section 007 (Thursday 7:20PM – 10 PM)

Instructor
- Kal Majumdar (CSM, PMP, MBA)
- Blueridge Hall 129, kmajumda@gmu.edu
- Office Hours: Thurs, 7pm – 7:20pm

Textbook
- **Introduction to Business Information** - A paperback version customized for MIS 301 (ISBN 978-1-121-5563-8) is available for purchase at Johnson Center. It contains only the chapters that are needed and thus is much lighter and cheaper than a full, hardcover version.
- An electronic version (ISBN 9781121611832) of the customized textbook is also available for download. This one is cheaper than a paperback one. A student can purchase from [https://create.mcgraw-hill.com/shop/#](https://create.mcgraw-hill.com/shop/#). Search ISBN number 9781121611832.
- Data Analysis and Decision Making with Microsoft Excel by Chris Albright, Wayne Winston and Chris Zappe (Optional)

Course Objective
Information plays the key role in making business decisions. Many managers make decisions based on gut feelings resulting in poor outcome. Managers need facts and information to make effective business decisions. This information is often presented in different forms to make different informed decisions.

AACSB (Association to Advance Collegiate Schools of Business), which School of Business belongs to, specifies "**Use of Information Technology**" as part of curriculum standards for undergraduate programs in business. Many firms are now expecting business graduates to possess basic technology skills such as spreadsheets and databases and to have a good understanding of how to take advantage of new, emerging technologies in streamlining business processes and improving bottom-lines. Though it’s a business course, students will learn technology tools to transform and review information different ways to make informed business decisions. We will mainly concentrate on understanding the business decision making processes and implications of these technologies and how those can be used in decision making process.

[1](http://www.aacsb.edu/accreditation/business/STANDARDS.pdf)
Course 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. This includes awareness of and skill development in the area of business intelligence.
- Become proficient in using MS Excel and MS Access.

School of Business Undergraduate 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.
10. Our students will be critical thinkers.

Software and Laptop Requirements
- **PC versions** of both Microsoft Excel and Access 2010 will be used in this class.
- If a student neither owns nor has access to these applications, they are available in the computer labs across campus. ([http://doit.gmu.edu/staffSection.asp?page=lab](http://doit.gmu.edu/staffSection.asp?page=lab))
- School of Business requires every student to own a laptop. The student needs to bring a laptop with Excel/Access for in-class exercises.
- Note that there are compatibility issues between the PC and Mac versions of the software. *It is the student’s responsibility* to make sure the assignments meet the required **PC standards**.
- Microsoft Access 2010 is available for download free of charge to all students who enroll in MIS 301 as per the Microsoft Developer Network (MSDN) agreement. Detailed instructions on download will be available in the course of the semester.
- Microsoft Excel is available for purchase at the Johnson Center computer store.

**Grading**

<table>
<thead>
<tr>
<th>Participation</th>
<th>Students are expected to participate in class/group discussions on reading materials, current technology news, and other class topics.</th>
<th>20%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework</td>
<td>Two individual assignments will be given throughout the semester (See the course schedule below).</td>
<td>20%</td>
</tr>
</tbody>
</table>
There will be in-class 2 quizzes during the semester. A quiz will consist of multiple-choice questions based on reading materials and lectures.  

Mid-Term Exam | Covers the first part of the semester. Open book and open notes | 20%  
Final Exam | Covers the second part of the semester. Open book and open notes | 20%  

- A student can request a review of the grade within one class-period of the day the homework/exam is graded. After that period, no grade will be revised. No Exceptions.  
- A student is required to keep all the graded material that is returned till after the semester is over and he or she has checked the final grade. If there is a discrepancy between the instructor’s records and the student’s scores for any of the graded material at any time, the instructor’s records will be altered only if the student can produce the graded material that the instructor has returned to the student as evidence.  
- There is no provision for extra credit after the final exam.

**Grade Scale**

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90% - 100%</td>
<td>A+, A or A-</td>
</tr>
<tr>
<td>75% - 89%</td>
<td>B+, B, or B-</td>
</tr>
<tr>
<td>60% - 74%</td>
<td>C+ or C</td>
</tr>
<tr>
<td>below 60%</td>
<td>C- or lower</td>
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</tbody>
</table>

To earn a C or higher grade for passing MIS 301, a student is expected to complete all assignments, quizzes, and exams.

**Course Policies**

- This course assumes that students have taken an introductory Excel class (such as MIS 102) before this semester and this course does not cover basic Excel knowledge.  
- GMU Honor Code is in effect -
  

  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 honor code: **Student members of the George Mason University community pledge not to cheat, plagiarize, steal, or lie in matters related to academic work.**

- **Reading Assignments:** Students are required to read the materials before the class. By doing so, they will be able to actively participate in the classroom activities and to be good at taking quizzes.  
- **Using laptops or tablets** is allowed only for class-related activities such as reading textbooks or online materials or for in-class exercise.  
- **Blackboard:** Keep monitoring announcements on the class site at Blackboard. ([http://mymason.gmu.edu/](http://mymason.gmu.edu/) – “MIS-301-009”)  
- **Inclement Weather:** Generally, in case of inclement weather, a class will not be canceled as long as the University is open.
MIS 301 Spring-2014 Section 009 Syllabus – Prof. Kal Majumdar

- **Cell phones**, PDAs, etc. should be turned off, muted, or turned to vibrate during class. Please do not send or receive texts, tweets, e-mail, etc. or other communications during class.
- Please do not bring and eat foods during class time inside the class.
- Please arrive for class on time.
- **Student with Disability**: If a student with a disability needs an academic accommodation, please inform the instructor and contact the Office of Disabilities Services (ODS) at 993-2474. All accommodations must be arranged through the ODS and should be made during the first two weeks of the semester.
- **Missed Exams, homeworks and Quizzes**: Barring extremely unusual circumstances, no exceptions will be made for absence from exams, home works and quizzes. Missed exams/home works/quizzes will be assigned a score of 0 (zero).
- **Participation**: In order to speak, please raise a hand and wait for the instructor’s cue.

**Course Schedule**

This course schedule is tentative and subject to change. Please keep monitoring the course site at Blackboard.

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Assignments Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Introduction &amp; Chapter 1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Chapter 2 &amp; 3</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Chapter 4 &amp; 5</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Chapter 6 &amp; 7</td>
<td></td>
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<tr>
<td>5</td>
<td>Chapter 8 &amp; 9</td>
<td>Homework #1</td>
</tr>
<tr>
<td>6</td>
<td>Chapter 10 &amp; 11</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Chapter 12 &amp; 13</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Mid Term review</td>
<td>Quiz #1</td>
</tr>
<tr>
<td>9</td>
<td><strong>Mid-Term Exam</strong></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Chapter 14 &amp; 15</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Chapter 16 &amp; 17</td>
<td></td>
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<tr>
<td>12</td>
<td>Chapter 18 &amp; 19</td>
<td>Homework #2</td>
</tr>
<tr>
<td>13</td>
<td>Chapter 20 &amp; 21</td>
<td></td>
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<tr>
<td>14</td>
<td>Catch up class for all topics</td>
<td></td>
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<tr>
<td>15</td>
<td>Thanksgiving Holiday</td>
<td>No Class</td>
</tr>
<tr>
<td>16</td>
<td>Final review</td>
<td>Quiz #2</td>
</tr>
<tr>
<td>17</td>
<td><strong>Final Exam</strong></td>
<td></td>
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</tbody>
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