Version 1

Course
Number MIS 301 008
Title Introduction to Management Information Systems
Meeting Time M, 7:20pm-10:00pm
Meeting Place Innovation Hall 132
Course Website http://gmu.blackboard.com

Professor
Name Sean Moriarity
E-mail smoriari@gmu.edu
Tel. TBD
Office Enterprise Hall Room 3rd Floor
Office Hours TBD

Textbook
Publishers.
ISBN 978-0-07-337684-4
Textbook Online Resource

Notes
Other reading materials will be posted on course blackboard or handed out in class. See class schedule below for a list of additional reading materials. IT IS STRONGLY RECOMMENDED THAT YOU TAKE NOTES IN CLASS.

Undergraduate 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.

Evaluation
Hands-on individual homework projects, two exams, four quizzes, will make up a significant part of the evaluation. Working on homework projects will improve your skills with using spreadsheets and databases for managerial decision-making. Exams will be in-class – TBD, and closed book. Quizzes may or may not be announced. Quizzes will serve as a way to ensure attendance as well as motivate you to read past and current chapters before coming to a session.
**Attendance**
It is important that you attend all classes and take notes. Please read assigned chapters, articles, and cases before each class. Articles and cases will be discussed during sessions in a discussion style rather than as a lecture. Be prepared to answer questions in class, otherwise you will be penalized on class participation points.

**In-Class Discussion**
Students will discuss on articles and chapter assignments during class. You will work with your individually on the subject matter so be prepared to answer questions. I will call upon individuals during our lecture time.

**Grade Distribution**
Individual Homework Projects 35%
Quizzes (four) 10%
Discussion Board 5%
Exams (two) 40%
Class Participation 10%

**Grading**
You can request a review of a grade (for a deliverable or the final grade) within one week from when the grade was awarded. After that period, no grade will be revised.

A 93% - 100%
A- 90% - 93%
B+ 88% - 90%
B 83% - 88%
B- 80% - 83%
C+ 78% - 80%
C 71% - 78%
D 60% - 70%
F Below 60%

**Make up Exam/Quiz**
Barring extenuating circumstances no exceptions will be made for absence from an exam or case discussion. Exam date/time cannot be rescheduled. Adequate proof must provided to prove extenuating circumstances. Work-related time conflict does not constitute extenuating circumstance. The decision regarding make up will be at the discretion of the instructor. Missed exams/quizzes will be assigned a score of zero.

**Disability**
All academic accommodations due to disability must be arranged through the Disability Resource Center (DRC). If you are a student with a disability and you require academic accommodations, please contact the DRC at 993-2474. I will cooperate fully with the DRC to accommodate a student’s special needs.

**Honor Code**
Students are obligated to strict adherence to the University honor system and code, as described in the current George Mason University catalog.
Tentative Class Schedule

Date Topic Readings (pg. refers to chapters in the textbook)

Week 1
1/27: Course Introduction Syllabus, - Achieving Business Success
- Chapter 1 – Business Driven Technology
- Chapter 2 – Identifying Competitive Advantages
- Excel Discussions

Week 2
2/3: Achieving Business Success
- Chapter 3 – Strategic Initiatives for Implementing Competitive Advantages
- Excel Discussions
- Lab 1 assigned

Week 3
2/10: Achieving Business Success
- Chapter 4 – Measuring the Success of Strategic Initiatives
- Chapter 5 - Organizational Structures that Support Strategic Initiatives
- Chapter 6 - Valuing Organizational Information
- Excel Discussions

Week 4
2/17: Achieving Business Success
- Chapter 7 - Storing Organizational Information – Databases
- Chapter 8 - Accessing Organizational Information
- Chapter 9 – Enabling the Organization – Decision Making
- Excel Discussions

Week 5
2/24: Streamlining Business Operations
- Chapter 10 – Extending the Organization – Supply Chain Management
- Excel Discussions
- Lab 1 due(7/17)

Week 6
3/3: Chapters (1-10)
- Midterm

Week 7 – Spring Break
3/10
Week 8
- Chapter 11 – Building a Customer-centric Organization – Customer Relationship Mgmt
- Chapter 12 – Integrating the organization from End to end – Enterprise Resource Planning
- Access Database Discussions

Week 9
- Chapter 13 – Creating Innovative Organizations
- Chapter 14 – E Business
- Lab 2 assigned
- Access Database Discussions

Week 10
3/31: Building Innovation
- Chapter 15 – Creating Collaborative Partnerships
- Access Database Discussions
- People Haters Survey

Week 11
4/7: Building Innovation.
- Chapter 16 – Integrating Wireless Technology in Business
- Access Database Discussions

Week 12
4/14: Transforming Organizations.
- Chapter 17 – Building Software to Support an Agile Organization
- Access Database Discussions

Week 13
4/21: Transforming Organizations.
- Chapter 18 – Managing Organizational Projects
- Chapter 19 – Outsourcing in the 21st Century
- Access Database Discussions

Week 14
4/28: Transforming Organizations
- Chapter 20 – Developing a 21st Century Organization
- Access Database Discussions

Week 15
5/5: Final
- Final Exam
- Access Database Discussions
- Lab 2 due

Week 16
5/12: Last Day
- Course Summary – People Haters
• Final comments

Areas we are going to cover for individual assignments

**We will cover – Excel**

• Formatting of data (e.g. currency, percentage)
• Absolute and relative addressing
• Referencing data on another worksheet
• Basic built-in functions (e.g., SUM, MAX, AVG)
• Logical functions (e.g. IF, COUNTIF) and nested IF
• Referential functions (e.g. LOOKUP, VLOOKUP)
• Chart
• Sorting
• Filter
• Subtotal
• Conditional formatting
• Pivot table
• Pivot chart
• Scenario manager

**If we have time – Excel**

• Financial functions (e.g. PMT, NPV)
• Text functions (e.g. CONCATENATE, PROPER, REPLACE)
• Date/time functions (e.g. NOW, DAY)
• Goal seek
• Solver
• Histogram
• Descriptive statistics
• Converting text files to Excel files

What we will cover – Database/Access

• Drawing an Entity Relationship Diagram
• Relationship cardinality
• Interpreting an ERD
• Referential integrity
• Select query with criteria and sorting
• Select query with calculated columns (Expression Builder)
• Select query with an aggregate (group-by) function (e.g. SUM, AVG)
• Changing display format in a query (e.g. currency)
• Update and/or delete query
• Using Report Wizard to create a report
• Importing from Excel to Access
• Exporting from Access to Excel

If we have time – Database/Access

• Basic SQL
• Creating a relationship with the same table
• Using Report Design to create a report
• Using Form Wizard to create a form
• Additional analyses with exported Excel file