MBUS 302 001: Managing Information in a Global Environment

Spring 2016 Course Syllabus

Timothy Porter

Location: Enterprise Hall 276
Class Session: Mondays from 4:30 PM to 7:10 PM

Office Hours: Mondays and Wednesdays from 9:00 AM to 11:00 PM, or by appointment
My office: Enterprise Hall Room 149.

Phone: (703) 993-4697
Fax: (703) 993-1809
E-mail: tporter6@gmu.edu
Website: at MyMason

Description
In the information and digital age we live in, no business can survive without a strong Information Systems perspective and strategy. An Information Systems strategy, whether it be mobile applications or payroll processing is one of the major building blocks of businesses in all domains. It is essential for normal operations and for establishing and maintaining competitive advantage as well as a facilitator for growth. In this course you will explore topics such as the role of IS in businesses, components of IS, how to develop an IS and manage it, and how to support system thinking through IS. You will also learn how to use tools such as Excel and Microsoft Access to gain insightful knowledge about the business. The course is designed to provide you with practical knowledge and skills to apply concepts learned in the class in the real-world environment. As such, material will be covered in different formats including class lectures, videos, discussion, exercises, guest speakers, and a group project. The course is organized, as you can see in the course schedule below, so that you learn core MIS concepts from the book chapters and simultaneously progress through learning Excel and MS Access on a weekly basis.

Prerequisites
Completion of 30 credits (sophomore standing). Note: May not be taken for credit by SOM majors. Students cannot receive credit for both MIS 301 and MBUS 302.

Registration
1. I have no authority to resolve any issues concerning student registration. All matters relating to course registration are the exclusive domain of the Office of Academic and Career Services (OACS), and are handled solely by them without input from me. Contact OACS by phone at 703-993-1880 or send e-mail to somserv@gmu.edu.
Required Textbook
Title       Introduction to Information Systems
Author      Rainer, Prince, Cegielski
ISBN-10     978-1-118-67436-9
Publisher    Wiley

Student Companion Site
Wiley Plus available on the course website in the Course Content section.

Course Blackboard Site
Go to http://mymason.gmu.edu. All slides covered in class as well as other material will be available there.

Technology
You will need access to MS Excel 2013 or 2016 and MS Access 2013 to complete the group project in this class. If you do not have access to Excel and/or Access from your computer, they are available on campus computer labs or by using GMU’s Virtual Computing Lab. Mac users, please note that as of this writing, MS Access is not available on the Mac.

Course Goals
- Students will demonstrate knowledge of basic concepts in Information Systems
- Students will be able to understand the direct relationship between businesses and IS
- Students will understand approaches and underlying values of different implementation of IS
- Students will understand the global challenges affecting businesses and the role of IS in such global business environment
- Students will be able to apply the course information and skills to real world situations
- Students will have greater appreciation and interest in IS
- Students will be able to draw connections between concepts covered in class and situations they come across outside of class
- Students will be able to contribute to the success of the IS programs at their place of work

Approach
The format will be lectures, discussion, group projects, and individual assignments.

Disability
All academic accommodations due to disability must be arranged through the Office of Disability Services (ODS). If you are a student with a disability and you require academic accommodations, please contact ODS at 703-993-2474. I will cooperate fully with the ODS to accommodate a student’s special needs.

Honor Code
GMU is an Honor Code university; please see the Office for Academic Integrity for a full description of the code and the honor committee process. The principle of academic integrity is taken very seriously and violations are treated gravely. As in many classes, the project in this
class is designed to be completed within your selected group. With collaborative work, names of all the participants should appear on the work. Collaborative projects may be divided up so that individual group members complete portions of the whole, provided that group members take sufficient steps to ensure that the pieces conceptually fit together in the end product. When you are responsible for a task, you will perform that task. When in doubt (of any kind) please ask for guidance and clarification.

E-mail Contact
1. I communicate remotely with students only by GMU e-mail. I will not reply to voice mail messages left on my GMU office telephone.
2. I check and respond to e-mail at various times during the work day, and I will usually respond to you within 24 hours. However it may be longer during busy periods. I do not respond to email on the weekends.

Class Etiquette
Regarding electronic devices (such as laptops, cell phones, etc.), please be respectful of your peers and your instructor and do not engage in activities that are unrelated to class. Such disruptions show a lack of professionalism and may affect your participation grade. Be courteous to and respectful of others in class. Please be sure to turn all cell phone ringers off.

Grading Metrics
1. The metrics used for the final course grade are the scores earned on:
   - Class participation and Classwork 10% (100 pts)
   - Microsoft Excel and Access Team/Individual Assignments 10% (100 pts)
   - Wiley Plus Quizzes and Assignments 15% (150 pts)
   - 2 exams 30% and 35% (300 pts plus 350 pts = 650 pts)
2. Each of the aforementioned grading instruments is described in the paragraphs below.
3. A numerical final course total score is calculated as the sum of scores earned on all tests, quizzes, and homework.
4. The final course letter grade is assigned objectively and strictly according to the numerical final course total score. (See “Course Grade” below. Maximum points = 1000)
5. There is no “extra credit” of any kind, for any reason. Final total point scores are NOT “bumped” or rounded up to the next higher letter grade.

Tests
1. Two mandatory, cumulative, tests will be given, as announced in class.
2. Specific topic coverage of all the exams will be announced in advance of test dates. Each individual test contributes the points scored to the final course score. Altogether, the tests count for up to 650 points of the final course score. The first test counts for 300 points. The final test counts for 350 points toward the final score.
3. Exams will test concepts, technical skill, and critical thinking. The exams may consist of true/false, multiple choice, short answer questions, and/or word problems. Technical material will be covered by word problems; each problem may itself contain several or many parts. Partial credit for word problem solutions may be awarded, as appropriate.
4. Tests are primarily based upon the class presentation and discussion of the material as presented in class. However, some questions may test the students comprehension of subject matter in the reading assignments and which were not covered in the lectures.

5. The schedule of tests is as defined in this syllabus. Test 2, the final, will be given as stated in the published Final Exam Schedule (see “Schedule” below).

6. All tests are an individual effort. Absolutely NO collaboration of any kind is permitted. Any collaboration will be treated as an Honor Code violation.

7. Use of the textbook, class notes, etc., during exams are not permitted unless otherwise stated by the instructor.

Excel and Access, Team/Individual Assignments
Student Teams will be formed and may consist of no more than 4 members and no less than 2 members. There will be various assignments designed to make the student familiar with the capabilities and relevance of Microsoft Excel and Microsoft Access. Some of the assignments will be designated “Individual” and some will be designated “Team”. For “Individual” assignments, everyone must submit a result, although you may collaborate with teammates. For “Team” assignments only one result will be submitted for the entire team.

Class Participation
Participation in class accounts for 10% of your final grade. This includes participation and Classwork assignments. The latter assignments are in-class work related to the subject matter we are discussing. They will not be given every class, but many classes, and will not be announced or scheduled in advance. Hence attendance is highly encouraged. Here are some ways to participate in class:

- Prepare and actively engage in class discussion
- Demonstrate active listening
- Do not get distracted by electronic devices or peers
- Constructively participate in the group activities and project

Wiley Plus Quizzes and Assignments
Various activities will be assigned through Wiley Plus

Late Assignment, Quiz, Make-up Tests
1. No quiz make ups.
2. Late assignments (individual or group) will incur a 50% penalty from the due date until one week following the due date. Assignments later than one week will be scored zero.
3. Taking a make-up exam is not automatic. You must qualify and register for any make-up with the instructor. (You must provide a valid and bona fide reason for missing the test when it was originally scheduled, supported and verified by documentation. All decisions are final; there is no appeal.)
4. Re-testing to replace scores already earned on tests is strictly prohibited and will not be allowed under any circumstances.
5. Make-ups may be of a different format and level of difficulty than the original test.
6. A missed test will be assigned a score of zero until it is made-up. After the make-up, the grade on the make-up will replace the zero, to be added into the final total course score.

**Tentative Class Schedule**

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Assignments and Related Reading</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 25</td>
<td>Introduction to Information Systems Technology Guide 1</td>
<td>Chapter 1 TG 1</td>
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<tr>
<td>February 1</td>
<td>Organization Strategy Technology Guide 2</td>
<td>Chapter 2 TG 2</td>
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<tr>
<td>February 8</td>
<td>Ethics and Privacy Technology Guide 3</td>
<td>Chapter 3 TG 3</td>
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<td>February 15</td>
<td>Information Security Technology Guide 4</td>
<td>Chapter 4 TG 4</td>
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<td>February 22</td>
<td>Data and Knowledge Management Technology Guide 5</td>
<td>Chapter 5 TG 5</td>
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<td>February 29</td>
<td>Telecommunications and Networking</td>
<td>Chapter 6</td>
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<td>March 14</td>
<td>Mid Term Exam</td>
<td>Mid term exam</td>
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<td>March 21</td>
<td>E-business and E-commerce</td>
<td>Chapter 7</td>
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<td>March 28</td>
<td>Mobile</td>
<td>Chapter 8</td>
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<td>April 4</td>
<td>Social Computing</td>
<td>Chapter 9</td>
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<td>April 11</td>
<td>IS Operations</td>
<td>Chapter 10</td>
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<td>April 18</td>
<td>CRM and Supply Chain</td>
<td>Chapter 11</td>
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<td>April 25</td>
<td>Business Analytics</td>
<td>Chapter 12</td>
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<tr>
<td>May 2</td>
<td>Acquiring Information Systems</td>
<td>Chapter 13</td>
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Course Grade
1. Students must be officially registered in this section to receive a grade. It is the sole responsibility of the student to verify their own registration status.
2. Final course grades are assigned on a point system with a maximum of 1000 points for the course, based on the final total point score for the course, which is the sum of the scores earned on all tests, quizzes, group projects and graded assignments.
3. Final course grades will be assigned as whole letters, WITH plus and minus.
4. The final course grade is assigned objectively, rationally, and strictly according to the numerical final course total point score earned on all grading instruments. Final course letter grade assignments on the 1000 point system are given in the table below.
5. Final total point scores are NOT “bumped” or rounded up to the next higher letter grade (e.g., a final total point score of 799 will be assigned a course grade of C+ and not B-).

<table>
<thead>
<tr>
<th>COURSE TOTAL SCORE *</th>
<th>FROM</th>
<th>UP TO</th>
<th>COURSE GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>970</td>
<td>930</td>
<td>929</td>
<td>A-</td>
</tr>
<tr>
<td>930</td>
<td>870</td>
<td>829</td>
<td>B-</td>
</tr>
<tr>
<td>870</td>
<td>800</td>
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<tr>
<td>600</td>
<td>0</td>
<td>599</td>
<td>F</td>
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</table>

*Point ranges are inclusive.

Schedule
1. The first day of class is Monday January 25th.
2. Refer to the Spring 2016 Schedule of Classes for the Academic Calendar.
3. The test make-up day is TBA. Time and location are TBA.
4. The last class is on Monday, May 2.
5. In conformity with the official Final Exam Schedule promulgated by the Registrar’s Office, the final exam is scheduled for Monday, May 9 from 4:30 PM to 7:15 PM.
6. Conflicts in the final exam schedule can only be resolved through the Office of Academic and Career Services (and not me) at least one week prior to the date of the final, with the appropriate paperwork. Requests not meeting any part of this condition will be automatically denied.