MIS 301 - Intro to Business Information Systems

Professor:

Nima Zahadat
nzahadat@gmu.edu
703-993-1756
Enterprise Hall 147

Prerequisite:

Sophomore standing

Class Schedule:

June 30, 2014 – August 6, 2014
Blue Ridge Hall 129
Mondays 7:00 PM – 9:45 PM
Wednesdays 7:00 PM – 9:45 PM
Friday 7:00 PM – 9:45 PM

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.

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Office Hours:

By appointment

Attendance Policy:

Attendance is mandatory. Each unexcused absence will result in an 8-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 8 points.

Make Ups and Late Works:

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</th>
<th>Grade</th>
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</thead>
<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>
</tr>
<tr>
<td>83 - 86%</td>
<td>B</td>
</tr>
<tr>
<td>80 - 82%</td>
<td>B-</td>
</tr>
<tr>
<td>77 - 79%</td>
<td>C+</td>
</tr>
<tr>
<td>73 - 76%</td>
<td>C</td>
</tr>
<tr>
<td>70 - 72%</td>
<td>C-</td>
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<tr>
<td>60 - 69%</td>
<td>D</td>
</tr>
<tr>
<td>0 - 59%</td>
<td>F</td>
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</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:

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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

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 reserve the right NOT 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:

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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.

**Graded Assignments:**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Method</th>
<th>Location</th>
<th>Tools Required</th>
</tr>
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<tr>
<td>Syllabus Quiz</td>
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<td>Respondus</td>
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<tr>
<td>Quiz 13+B2</td>
<td>Blackboard</td>
<td>In-class</td>
<td>Respondus</td>
</tr>
<tr>
<td>Quiz 17+B14</td>
<td>Blackboard</td>
<td>In-class</td>
<td>Respondus</td>
</tr>
<tr>
<td>Quiz 18+14</td>
<td>Blackboard</td>
<td>In-class</td>
<td>Respondus</td>
</tr>
<tr>
<td>Quiz B11+B6</td>
<td>Blackboard</td>
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<td>Hot Coffee Video</td>
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<td>Quiz 7+8</td>
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<td>Excel Exam</td>
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<tr>
<td>Access Exam</td>
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<tr>
<td>Excel Hands-on</td>
<td>SAM</td>
<td>Home</td>
<td>SAM</td>
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<tr>
<td>Access Hands-on</td>
<td>SAM</td>
<td>Home</td>
<td>SAM</td>
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<tr>
<td>BI/Visualization</td>
<td>Group Project</td>
<td>Home/School</td>
<td>Google</td>
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<tr>
<td>Final Exam</td>
<td>Blackboard</td>
<td>In-class</td>
<td>Respondus</td>
</tr>
</tbody>
</table>

**Step-by-Step Guide:**

1. Read your syllabus completely
2. Go over the folders in the Course Content section on Blackboard and become familiar with them
3. Go over the Assignments and become very familiar with them; pay attention to the requirements and due dates
4. Go to the Discussion Board on Blackboard and post your intro with your picture
5. Understand the Assignment deadlines and what is expected of you
6. You have a quiz once a day for the first several days
7. Divide your book into 12 roughly equal parts
8. Read one part per class day
9. Review the tutorials posted, going over them daily; be sure to also practice them yourself
10. Visit one link under useful links per day and get familiar with the tools, sites, tutorials, and videos

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11. If you find a new tool, post it in the Discussion Board with some description
12. Become familiar with screencast-o-matic.com screen recorder (http://www.screencast-o-matic.com/); you will use this to create your presentations' videos
13. Submit your assignments ON TIME especially if you value your grade; being late by 1 minute is considered LATE
14. Consider doing any bonuses posted
15. Watch the sample video below from a GMU student to see what your presentations should look like and how they should be presented
16. Bring your laptop to class each day. If you don't have one, get one

**Assignments:**

**Submission General Guidelines:**

- Assignments are due on time
- On time means on the date due before 4:30 PM on the due date
- Late assignments on the same day lose 10 points instantly. Late is defined as 4:31 PM in my inbox
- Assignments submitted the following day or later will receive a zero (0)
- The video presentations must include your voice describing what you have done including careful demo of your work; the video must be within the minutes posted and no more unless otherwise stated for a particular project
- The video MUST be in AVI format and be 1024 pixels wide (or close to it but no wider than 1024 pixels)
- The video must be crystal clear in both video quality and audio quality; blurred videos will not be acceptable; videos with feedback noise or background noise will lose points
- Be sure to name the file like this: "MIS 301 Section# - Project Name - First Last" as in "MIS 301 001 - Hot Coffee - Bugs Bunny"
- Unless your name is Bugs Bunny and the project is called Hot Coffee, please use your own name and the correct project name
- Depending on the assignment, either upload the file to Blackboard under the proper assignment or send it via email to nzahadat@gmu.edu
- Remember, 4:31 PM on the due date is LATE; start your upload/submission/email early or it may finish past the due date

**Visualization/Business Intelligence Project (Due July 29, 2014 – Submit via Email)**

Look over your project requirements (attached). Your Visualization Project must adhere to the requirements. In addition it must

- Be zipped as a single file and labeled "MIS 301 001 - Final Project – Group Name" as in "MIS 301 001 - Final Project – Looney Tunes"
- Unless your section is 001 and your group name is Looney Tunes please use your own section and group name
- Your PowerPoint must include every group member name

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-In your video every group member must speak a part
-Your included video must be about 5 minutes. Videos 6 minutes or longer will lose points per minute
-Your submission must be by 4:30 PM on the due date listed; 4:31 PM is considered late and will lose 10 points; submission the day after or later will receive a zero (0); NO EXCEPTIONS
-Submit your project via email to nzahadat@gmu.edu but be sure to use a yousendit.com or another free email service on the web; otherwise your email may be dropped due to size limitations

Grading Rubric for Visualization/Business Intelligence Project:

These are just guidelines. If you submit something that doesn't work at all, or I cannot make sense of it, or is a violation of the Honor Code, you will be given a zero. The final grade is at the instructor's discretion.

Followed directions (5%)
Ease of use of the project (5%)
Presentation/Video (5%)
Methodology (5%)
Creativity (10%)
Visual effects (10%)
Research (5%)
Technical/System (5%)
Files properly packaged and named (5%)
Professional level of work submitted (5%)
Usefulness (5%)
Clarity of concepts (5%)
System diagrams (5%)
Difficulty level of work submitted (5%)
Organization (5%)
Tabular data (5%)
Analysis of data (5%)
Functional design (5%)

Total: 100%

Excel Hands-on Exam on SAM (Due July 15, 2014):

-You are to complete an hands-on exam on Excel using SAM
-This exam contains a pre-test which tests your knowledge but is not graded, a training which trains you, and a final test which is graded
-This exam is worth 200 points
-It may take you 4 hours or possibly more to complete the whole process
-Completed exam is due by 4:30 PM; 4:31 is considered late and will lose 10 points instantly. Submission beyond this date will receive a 0
Access Hands-on Exam on SAM (Due July 22, 2014):

- You are to complete an hands-on exam on Access using SAM
- This exam contains a pre-test which tests your knowledge but is not graded, a training which trains you, and a final test which is graded
- This exam is worth 200 points
- It may take you 4 hours or possibly more to complete the whole process
- Completed exam is due by 4:30 PM; 4:31 is considered late and will lose 10 points

instantly. Submission beyond this date will receive a 0

Daily to Do:

For the daily to do assignments, visit your Blackboard section and under Assignments, click Daily To Do.

Virtual Setup for Class:

If you have Microsoft Office with Excel and Access on your laptop, you can skip this section. Otherwise this is important so read carefully and do as you are told:

1. You must use your own laptop for this virtual environment
2. You can use a Windows based PC or a Mac laptop
3. You cannot use Netbooks or Tablets
4. Your computer must have 4GB memory or more with roughly 2GB of that free though 4GB or higher is best
5. Visit: http://www.virtualbox.org/ and download the VirtualBox for your platform; install it
6. From the same download page, download the Oracle Extension Pack (usually listed as All Platforms) and install it
7. Close VirtualBox
8. Visit: http://www.nimanet.com/uploads/W7O7.zip (that is a capital O not a 0)
9. This download takes 10 to 20 hours to finish. This is NOT something you can do the day of the class or even the day before
10. Check to make sure your download is complete; file size should be about 7GB; change the extension from .zip to .ova (do NOT open the zipped file; just change the extension)
11. Start VirtualBox
12. Go to the File menu and choose Import Appliance
13. Browse to the file you downloaded and click Next with all the default options
14. This import process can take 30 minutes or so to complete
15. When completed, select the machine in VirtualBox and click the Start button on top
16. Wait for the logon screen
17. Username is Student and password is Pebbles1 (that is Pebbles and the number 1)
18. Go to the Start menu and All Programs
19. Locate Microsoft Office folder and then and launch Excel
20. If prompted for Automatic Updates, choose not to do updates
21. Make sure the program is working
22. Close the program

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23. Select Start and shutdown virtual Windows properly from VirtualBox
24. You are now ready for class; before each class, make sure your virtual environment is up and running

If you get an error like this: **VT-x feature locked or unavailable in MSR**, then try the following:

1. Check your computer BIOS; see this video http://www.youtube.com/watch?v=lkLnsgghWRw

If that doesn't work or you can't figure it out, then try this solution:

1. Start VirtualBox but not the machine
2. Select the machine
3. Click System
4. Click Acceleration
5. Uncheck Enable VT-x/AMD-V
6. Click OK
7. Start the machine

If that doesn't work either, try:

1. Change the number of Processors to 1 from 2. Try starting the machine