MIS 303 KO1: Introduction to Business Information Systems
Fall 2021 Course Syllabus

Tuesday/Thursday 1:30 p.m. - 2:45 p.m.

Instructor: Heung Gweon Sin
Backup Instructor: Eun Ju Jung
Office: G671
Phone: 032-626-5111
E-mail: hsin3@gmu.edu
Office Hours: Wednesday 1:30 PM to 2:30 PM (virtual and by appointment)

Course Objectives:
This course will address current management issues related to information technology, supporting systems, data and information management, and business process. Case study discussions will be used to illustrate how major concepts and analytical frameworks can be applied in practice. Business decision making using Excel and Access will be included.

Mason Core Learning Outcomes:
- Students will understand the principles of information storage, exchange, security, and privacy.
- Students will become critical consumers of digital information; they will be capable of selecting and evaluating appropriate, relevant, and trustworthy sources of information.
- Students can use appropriate information technologies to organize and analyze information and use it to guide decision-making.
- Students will be able to choose and apply appropriate algorithmic methods to solve a problem.

ISOM 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.

Course Format:
The course consists of a combination of lectures, discussions, and hands-on practice sessions. Please see the attached course outline for a tentative list of topics. There will be individual assignments, quizzes, and exams.

Computer/Software/Email:
Access to the internet and a computer is required. Many of the course material will be online in our Blackboard course. Communication will be via Blackboard and/or your GMU e-mail only.
- PC versions of Microsoft Access and Microsoft Excel 2013 or 2016 will be used in this class.
• Student need to bring a laptop in Excel/Access sessions. School of Business requires every student to own a laptop. The sessions that require a laptop have also been specified in the tentative class schedule.
• George Mason University provides Microsoft Office 365 ProPlus to students at no cost via the Microsoft Student Advantage program. Office 365 ProPlus for PC users includes both Excel and Access 2013 or 2016. Please visit http://masonlive2.gmu.edu/MicrosoftStudentAdvantage/ for more information. This link provides tutorial for downloading MS Office for free through your Masonlive email account. Please follow the tutorial to have the software ready on your laptop.
• For MAC users: During this class due to time and resources constraints, we are unable to provide advice and support for the use of Mac computers and other versions of this software. If you insist on using a Mac laptop during the class, you will have to install a virtual Windows on your Mac and then install the software on your virtual windows. Again, please remember that I will only demonstrate using Windows in class and I may not be able to help you during the class if you have problems with Mac (or other versions of software) due to time constraints, even though you are welcome to ask me for help after the class. It is your responsibility to make sure your assignments meet the required PC standards.

Required Texts and Learning Materials:
• Additional material as determined by the instructor

Computer/Software/Email:
Access to the internet and a computer is required. Many of the course material will be online in our Blackboard course. Communication will be via Blackboard and/or your GMU e-mail only.

Grading:
• Attendance: 10%
• Assignments: 25%
• Quizzes: 10%
• Midterm Exam: 25%
• Final Exam: 30%

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. The final letter grade is assigned objectively and strictly according to the WEIGHTED average of the numerical scores of all exams, quizzes, and assignments.
3. Final course letter grade assignments:
EXAMS:
No make-up exams will be given except in Documented Emergency.

Assignments and Quizzes:
Assignment due dates will be given in class. Late assignments will not be accepted. No make-up quizzes will be given.

CELL PHONES SHOULD BE TURNED OFF IN CLASS

Honor Code Policy:
Honor System and Code: The Honor System and Code adopted by George Mason University will be enforced for this class:

http://oai.gmu.edu/the-mason-honor-code/

In your work on all written assignments, keep in mind that you may not present as your own the words, the work, or the opinions of someone else without proper acknowledgement. You also may not borrow the sequence of ideas, the arrangement of material, or the pattern of thought of someone else without proper acknowledgement. Please note: Faculty are obligated to submit any Honor Code violations or suspected violations to the Honor Committee without exception.

“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:

Student members of the George Mason University community pledge not to cheat, plagiarize, steal, or lie in matters related to their academic work. Please see document attached to the end of this syllabus for details on violations.
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<tr>
<th>Type of Violation</th>
<th>First Offense</th>
<th>Second Offense</th>
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<tbody>
<tr>
<td>Plagiarism</td>
<td>1. Failure to cite/attribute sources</td>
<td>An F in the class; referral to Writing Center; and Academic Integrity Seminar completion</td>
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<td>2. Representing someone else’s work as the student’s own (e.g., copying and pasting)</td>
<td>An F in the class; referral to Writing Center; and Academic Integrity Seminar completion; termination from the School of Business; and at least one semester suspension or expulsion</td>
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<td>Cheating</td>
<td>1. On a minor assignment (e.g., homework, quizzes)</td>
<td>An F in the class; and Academic Integrity Seminar completion</td>
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<td>2. Cheating on a major assignment or exam, submitting course work from another course as original work</td>
<td>An F in the class; and Academic Integrity Seminar completion, and at least one semester suspension</td>
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<td>Lying (e.g., providing fraudulent excuse documents, falsifying data)</td>
<td>An F in the class; and Academic Integrity Seminar completion, and at least one semester suspension</td>
<td>An F in the class; Academic Integrity Seminar completion; termination from the School of Business; and at least one semester suspension or expulsion</td>
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<td>Egregious Violation (e.g., stealing an exam; submitting coursework from another class as original work across multiple courses; lying to an employer about academic performance, false identification or posing as another, in person or online)</td>
<td>An F in the class, Academic Integrity Seminar completion; termination from the School of Business; and at least one year suspension</td>
<td>An F in the class; Academic Integrity Seminar completion; termination from the School of Business; and expulsion</td>
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Note: The Academic Integrity Seminar used by Office of Academic Integrity costs $100.
TENTATIVE COURSE SCHEDULE: THIS SCHEDULE MAY CHANGE.

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<tr>
<th>Date</th>
<th>Topics</th>
<th>Notes</th>
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<tr>
<td></td>
<td>Course Orientation</td>
<td>The Importance of MIS</td>
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<td>Strategy and Information Systems</td>
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<td>Business Intelligence Systems</td>
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<td>Business Intelligence Systems</td>
<td>Quiz #1</td>
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<td>Hardware, Software, and Mobile Systems</td>
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<td>Hardware, Software, and Mobile Systems</td>
<td>Quiz #2</td>
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<td>Excel Exercise 1</td>
<td>Midterm Exam</td>
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<td>Excel Exercise 2</td>
<td>Database Processing</td>
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<td>Database Processing</td>
<td>Access Exercise 1</td>
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<td>The Cloud</td>
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<td>Processes, Organizations, and Information Systems</td>
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<td>Social Media Information Systems</td>
<td>Quiz #3</td>
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<td>Information Systems Security</td>
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<td>Final Exam</td>
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Assignment 1 (Laptop required)
Assignment 2 (Laptop required)
Assignment 3 (Laptop required)
Assignment 4 (Laptop required)
Guidelines for COVID-19 in Korea Campus: Fall 2021
In the interest of everyone’s safety, students and faculty must follow these guidelines during the Fall 2021 semester.

1. Use the basement entrance to enter and exit Mason’s building. Your temperature will be screened each time you enter the building. Allow additional time before class to complete the entrance screening procedure. Carry your student ID card with you at all times and be ready to show it when you enter and exit the building. Do not prop doors or let others enter the building through doors on the ground floor.

2. Wear a face mask at all times. Remain 6 feet apart from others. Clean your seat and desk space with disinfectant wipes before you begin class. Use hand sanitizer regularly, and avoid shaking hands or other forms of physical contact. Do not share pens, pencils or other personal items. Limit your use of the elevators, and use stairs to travel between floors of the building. Students are expected to purchase their own masks for personal use. Disinfectant wipes and hand sanitizer will be available in each classroom.

3. Classrooms are marked to indicate appropriate seating to allow for social distancing. Only sit in allowable seats, and maintain current set-up of classroom furniture. If you are asked to re-arrange classroom furniture by your professor for in-class exercises, return furniture to its original position when you are finished.

4. Observe these rules at all times during the class period and while in Mason’s building or other public areas of the campus. This includes during class breaks, in small group work (in or out of class), meetings with your professors during office hours, tutoring sessions at the Academic Resource Center, socializing in common areas, or any other activities on campus.

5. Make sure windows and doors remain open during the class period to promote circulation of outside air. Classrooms without windows have mechanical systems that vent air, but doors should be kept open at all times.

6. The safest option for studying is to study alone in your dorm room or at home. If you must study in the building, alone or in groups, observe these rules at all times.

7. All faculty and students must abide by these rules in the classroom. If you see others who are not observing the rules outside the classroom, you may report this to your instructor, student affairs or academic affairs.

8. Do not enter the Mason building or come to class if you have symptoms such as fever, chills, sore throat, persistent cough, shortness of breath or other respiratory difficulties. If you must miss class for this reason, send an email immediately to the professor prior to the beginning of class. You will not be penalized for missing class for this reason, but you may be asked to provide documentation that you sought medical diagnosis or treatment. You are responsible for making up any missed assignments or tests as a result of your absence.

9. Students who come to class with visible signs of illness will be asked to leave the classroom immediately and seek assistance from the IGC Health Clinic. Faculty will report your name and symptoms to the Office of Student Affairs (mksa@gmu.edu) to confirm that you have sought medical assistance.

10. Failure to comply with any of these guidelines may result in disciplinary action through the Student Code of Conduct.