MIS 303 KO2: Introduction to Business Information Systems

Fall 2022 Course Syllabus

Monday/Wednesday 6:30 PM - 7:45 PM

Instructor: Heung Gweon Sin
Backup Instructor: Eun Ju Jung
Office: G671
Phone: 032-626-5111
E-mail: hsin3@gmu.edu
Office Hours: Monday 3:30 PM to 4:30 PM

INTRODUCTION:
The ever-shifting global environment holds significant implications for the management and use of information technology (IT). The emergence of new IT in areas such as wearable computers, RFID, and customer relationship management presents new and exciting opportunities for doing business on a global scale. IT touches every aspect of our lives, often in unimaginable ways; the existence of cybercrime shows that new technologies create new threats as well as offering significant benefits. This is the information age where the right information delivered to the right place at the right time can make the difference between success and failure. IT has reshaped entire sectors of the economy such as travel, leisure, retail, healthcare, and financial services. As future business leaders, our goal is to become informed consumers and users of IT.

COURSE DESCRIPTION AND 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 MATERIALS:**


* New, used, rental books and e-book are all acceptable. Further, having textbooks are not mandatory. The Class slides and the video captures should be enough. See the Blackboard course site for sources and links to access the e-book

Technology: Windows-version Microsoft Excel and Microsoft Access 2016 are required in this course. A free access to Microsoft 365 Apps for Enterprise (formerly known as Office 365 ProPlus) is provided by GMU for active students to download and use these two programs.

*Note: During this class, lectures and demonstrations will be provided only with Windows-based computers and Windows version of Excel 2016 and Access 2016. Due to time and resource constraints, we are unable to provide advice and support for the use of Macintosh computers and other versions of Excel and Access. It is your responsibility to make sure you follow up and complete your assignments meeting the required technology standards. You will find all the details about installation under the Syllabus tab on Blackboard. Check the Technology Guide and other links for more details.*

**GRADING:**

- Attendance: 10%
- Assignments: 40%
- Quizzes: 10%
- Midterm Exam: 20%
- Final Exam: 20%

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:

<table>
<thead>
<tr>
<th>COURSE AVERAGE</th>
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<th>COURSE AVERAGE</th>
<th>COURSE GRADE</th>
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<tbody>
<tr>
<td>97.00 to 100</td>
<td>A+</td>
<td>80.00 to 82.99</td>
<td>B-</td>
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<tr>
<td>93.00 to 96.99</td>
<td>A</td>
<td>77.00 to 79.99</td>
<td>C+</td>
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<tr>
<td>90.00 to 92.99</td>
<td>A-</td>
<td>70.00 to 76.99</td>
<td>C</td>
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<tr>
<td>87.00 to 89.99</td>
<td>B+</td>
<td>60.00 to 69.99</td>
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<tr>
<td>83.00 to 86.99</td>
<td>B</td>
<td>0 to 59.99</td>
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**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 in Documented Emergency.

**CLASS POLICIES**

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**Communication**
All course updates, etc. will be sent in your way using the Blackboard Announcements or the group email tool. There may also be cases that I send emails to individual students from my GMU email accounts. So make sure you check your Mason email regularly, and specifically read all the emails sent from hsin3@gmu.edu or hsin3@gmu.edu <donotreply@blackboard.com>.

In this course, the best way to reach the instructor is emails. You may also stop by the office hours, or schedule an alternate time to meet. Student emails to professors should be sent via your Mason email accounts. For the sake of student privacy, I cannot discuss grade and course status with you when you use your personal email addresses such as Gmail, Yahoo, etc.

Every email sent to the instructor should be respectful, concise and grammatically correct. The subject line should be descriptive and **must contain the course and section number (i.e. MIS303.KO2)**. The body of the email should clearly state the questions or your requests. Make sure you include the prior email conversation in the follow-up emails on the same issue. Emails not meeting these standards may cause a delay of my response.

During the school week emails will be responded to within a 24-48-hour time period, excluding weekends.

**Learning Disabilities**
If you are a student with a disability and you need an academic accommodation, please contact the Office of Disability Services at 703-993-2474 or [http://ds.gmu.edu](http://ds.gmu.edu). You must arrange all accommodations through the ODS preferably during the first two weeks of the semester.

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


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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## School of Business Recommendations for Honor Code Violations

**Approved May 2016**

<table>
<thead>
<tr>
<th>UG-Non Freshman Students (including transfer students)</th>
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</thead>
<tbody>
<tr>
<td><strong>Type of Violation</strong></td>
</tr>
<tr>
<td>Plagiarism</td>
</tr>
<tr>
<td>1. Failure to cite/attribute sources</td>
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<tr>
<td>2. Representing someone else’s work as the student’s own (e.g., copying and pasting)</td>
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<tr>
<td>Cheating</td>
</tr>
<tr>
<td>1. On a minor assignment (e.g., homework, quizzes)</td>
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<tr>
<td>2. Cheating on a major assignment or exam, submitting course work from another course as original work</td>
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<tr>
<td>Lying (e.g., providing fraudulent excuse documents, falsifying data)</td>
</tr>
<tr>
<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>
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</table>

Note: The Academic Integrity Seminar used by Office of Academic Integrity costs $100.

### Diversity

George Mason University promotes a living and learning environment for outstanding growth and productivity among its students, faculty and staff. Through its curriculum, programs, policies, procedures, services and resources, Mason strives to maintain a quality environment for work, study and personal growth. An emphasis upon diversity and inclusion throughout the campus community is essential to achieve these goals. Diversity is broadly defined to include such characteristics as, but not limited to, race, ethnicity, gender, religion, age, disability, and sexual orientation. Diversity also entails different viewpoints, philosophies, and perspectives. Attention to these aspects of diversity will help promote a culture of...
inclusion and belonging, and an environment where diverse opinions, backgrounds and practices have the opportunity to be voiced, heard and respected.

**Student Privacy and More**
Student privacy is governed by the Family Educational Rights and Privacy Act (FERPA) and is an essential aspect of any course. Students must use their Mason email account to receive important University information, including communications related to this class. I will not respond to messages sent from or send messages to a non-Mason email address.

However, as a faculty member and designated “Responsible Employee,” I am required to report all disclosures of sexual assault, interpersonal violence, and stalking to Mason’s Title IX Coordinator per university policy 1412. If you wish to speak with someone confidentially, please contact the Student Support and Advocacy Center (703-380-1434), Counseling and Psychological Services (703-993-2380), Student Health Services, or Mason’s Title IX Coordinator (703-993-8730; cde@gmu.edu).
TENTATIVE COURSE SCHEDULE:  THIS SCHEDULE MAY CHANGE.

<table>
<thead>
<tr>
<th>Date</th>
<th>Topics</th>
<th>Notes</th>
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| 8/22-8/24  | Course Orientation  
The Importance of MIS       | Chapter 1                  |
| 8/29-8/31  | Strategy and Information Systems                   | Chapter 2                  |
| 9/5, 9/14  | Business Intelligence Systems                      | Chapter 3                  |
| 9/19-9/21  | Business Intelligence Systems                      | Chapter 3                  |
|            | Hardware, Software, and Mobile Systems             | Chapter 4                  |
| 9/26-9/28  | Hardware, Software, and Mobile Systems             | Chapter 4                  |
| 10/5, 10/12| Excel Exercise 1                                   | Laptop required            |
| 10/17-10/19| Excel Exercise 1                                   | Laptop required            |
| 10/24-10/26| Excel Exercise 2  
Database Processing | Laptop required  
Chapter 5 |
| 10/31-11/2 | Database Processing  
Access Exercise 1 | Chapter 5  
Laptop required |
| 11/7-11/9  | Access Exercise 2  
The Cloud | Laptop required  
Chapter 6 |
| 11/14-11/16| The Cloud  
Processes, Organizations, and Information | Chapter 6  
Chapter 8 |
| 11/21-11/23| Processes, Organizations, and Information Systems| Chapter 8                  |
|            | Social Media Information Systems                   | Chapter 9                  |
| 11/28-11/30| Social Media Information Systems                   | Chapter 9                  |
| 12/5       | Information Systems Security                       | Chapter 10                 |
|            | Final Exam  
Please refer to the masonkorea  
website for exam date/time |                           |
GUIDELINES FOR COVID-19 IN KOREA CAMPUS: FALL 2022
In the interest of everyone’s safety, students and faculty must follow these guidelines during the Fall 2022 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.