COURSE SYLLABUS
BADM 2301
MANAGEMENT INFORMATION SYSTEMS TECHNOLOGY
Spring 2017

Section Information

<table>
<thead>
<tr>
<th>Section</th>
<th>Lecture</th>
<th>Lab</th>
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<tr>
<td>12</td>
<td>Wednesday, 10:30AM - 01:00PM</td>
<td>DUQUES 351</td>
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</tbody>
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Instructors
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cindychen@gwmail.gwu.edu
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202-994-0844
Office Location
Funger 511
Funger 515 H
Office Hours
After class
Monday 5-6PM &
Or by appointment
Thursday 3-4PM

Course Overview
Over the course of this semester, we will engage your critical thinking and creativity to explore how business organizations can exploit information technologies for competitive advantage and growth. Delivered through a mix of case studies, theory and hands-on exercises, this course synchronizes a classroom lecture and a hands-on laboratory. As you become more confident in using computers, you will also discover how business and technology meet to solve business problems.

Course Objectives
- Understand information technology/ information systems
- Understand how information systems support business for better performance
- Be familiar with technology concepts and language
- Be familiar with various types of information systems
- Be familiar with common business technology solutions
- Discuss major issues related to information technology – ethics, privacy, security
- Gain hands-on tech experiences and skills that are useful in the workplace
- Be ready to work with technical staff to design business information systems on the job

Skills you will develop in this class
- Technology Fluency (Lecture: IT concepts, Lab: IT software packages)
- Problem Solving (Identify business problems and opportunities)
- Critical Thinking (Find IT solutions for business problems)
- Written Communication (Ability to write reports that communicate clearly)
- Verbal Communication (Ability to engage in discussion and c with team members)

Prerequisites
This course assumes a basic proficiency in using a computer for everyday productivity. The programs and skills expected are listed below and explained in more detail by TA.

BADM 2301 Syllabus
Spring 2017
Textbook and Course Site

Authors: Rainer, Prince and Cegielski
Publisher: Wiley; the paper book is available through the GWU bookstore
ISBN: 978-1-118-67436-9 (Main Book)
ISBN: 978-1-118-77964-4 (Binder-Ready Version)

Blackboard: All announcements, assignments and course-related materials will be available on Blackboard at http://blackboard.gwu.edu. Instructions for using Blackboard can be found on the GWU web site. The most up-to-date files will be posted onto Blackboard. Please make sure you check for updates and changes on a regular basis.

Course Format

Lecture: The primary format is lecture with discussion. In addition, videos, possible guest speakers, group activities and student presentations are also part of the class. In general, lectures are not a repetition of the textbook; topics in class are meant to supplement the textbook. The course culminates in a semester-long project where teams will demonstrate how they have used IT to solve the business problems for businesses they select.

Computer Lab: Computer lab is an integral part of this course. The purpose of the lab is to assure that all students have the necessary skills to be successful in a business environment. You will become comfortable using office application software programs and the Internet for solving business related problems. Plus, you will also learn relatively advanced techniques such as VBA coding and Macro. The laboratory instructor is responsible for the lab portion of the student's grade. Please see the lab instructor's syllabus for detailed information.

Grading Scheme & Assessment Components

This course will be graded on a 100-point scale. The submission deadline for each task corresponds to the class schedule described later in this document. However, this schedule is tentative and may be changed depending on the class progress so, again, check the updated syllabus on a regular basis.

Class Participation: You are REQUIRED to attend all classes. Every student is expected to come to class prepared to discuss the current week’s topic. To keep our discussions lively, you may be called upon, at random, to discuss on the topic. If for any reason, you cannot attend a particular class session, you need to inform the instructor one week in advance about your possible absence. If you fail to inform the instructor prior to the class about your absence, you will lose attendance points for that class. If you happen to miss a class, you are responsible for all the material covered in the class and any case study/assignments released or due on that day.

Exams: There will be 2 exams and 1 quiz on the assigned materials. There is NO MAKE-UP for any missing exam/quiz. Recommendation for exam preparation: go over the class notes and slides.

Individual Assignments: Students are required to do 3 individual assignments. More details for assignment will be provided in class and on blackboard when the time comes.

Team Project: In a semester-long team project, you will leverage your knowledge of information technology to solve real business problems and also achieve competitive business advantage. You will understand how teams work in organizations and how to recognize, solve and implement information technology business solutions. For detailed instructions on Team Project, please refer to documents under the folder “Team Project” on Blackboard.
Student grades will be based on the following weighted average:

<table>
<thead>
<tr>
<th>Class Participation:</th>
<th>10%</th>
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<tbody>
<tr>
<td>Computer Lab:</td>
<td>25%</td>
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<td>In-class quizzes:</td>
<td>25%</td>
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<tr>
<td>Individual Assignments:</td>
<td>15%</td>
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<tr>
<td>Team Project:</td>
<td>25%</td>
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<tr>
<td>Preliminary Idea:</td>
<td>1%</td>
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<tr>
<td>Project Summary:</td>
<td>1%</td>
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<tr>
<td>Project Section I:</td>
<td>1%</td>
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<tr>
<td>Project Section II:</td>
<td>1%</td>
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<tr>
<td>Project Section III:</td>
<td>1%</td>
</tr>
<tr>
<td>Final Report:</td>
<td>10%</td>
</tr>
<tr>
<td>Group Presentation:</td>
<td>10%</td>
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<tr>
<td><strong>Total:</strong></td>
<td>100%</td>
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The following table gives the grade you will get for revised points you get out of 100. Note that in some rare cases, your final grade *may be curved* according to the grade distribution set by GWSB.

<table>
<thead>
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<th>POINTS SECURED OUT OF 100</th>
<th>GRADE</th>
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<tr>
<td>95-100</td>
<td>A</td>
</tr>
<tr>
<td>90-94</td>
<td>A-</td>
</tr>
<tr>
<td>85-89</td>
<td>B+</td>
</tr>
<tr>
<td>80-84</td>
<td>B</td>
</tr>
<tr>
<td>75-79</td>
<td>B-</td>
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<tr>
<td>70-74</td>
<td>C+</td>
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<tr>
<td>65-69</td>
<td>C</td>
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<tr>
<td>60-64</td>
<td>C-</td>
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<tr>
<td>55-59</td>
<td>D</td>
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<tr>
<td>&lt; 50</td>
<td>F</td>
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**Writing Standards:** Look over and double-check all of your writings. Appearance, neatness, spelling and everything else counts. Written reports and presentations are very important in any business. As a business school course, all written communication is expected to conform to the highest business standards. Students must follow *MLA style* for all submissions.

**Submission:**
Unless otherwise indicated, most assignments will be submitted via Blackboard. Remember to always put your name down on everything that you hand in. You will earn a zero point if the instructor and TA cannot identify the owner of the submission. **NO LATE SUBMISSIONS** will be accepted!
Team Project Overview

The class will be divided into small groups with the task of creating a new and creative technology solution to a business problem that identified by your team. This team project is designed to bring together the various topics and components of the class (lectures and labs). It will run throughout the course as you will develop it in 4 stages.

**Teams:** Project teams must be formed within the first 2 weeks of class. Each team will consist of four to five members. All team members are expected to play an active role in the development of all parts of the project. All team members are expected to present some part during the final presentation.

**Deliverables:** The project is divided into a series of stages. There is a deliverable due at each stage. Each deliverable is cumulative, building on the previous ones. Each completed deliverable will be returned to the student team with comments. Teams are expected to incorporate changes prior to the next project submission. It is quite feasible to have points taken off for the same mistake if the mistake is not corrected by the next submission date. Each project stage is a section in the report.

All report sections must be well-structured, understandable and succinct. Ideas must be stated directly with proper grammar. Visualization tools such as graphs, charts, tables are encouraged. These are all components of the grade.

**Final Report:** The final report submission is the culmination of all previous deliverables and is expected to be comprehensive and thorough. It should contain each section due throughout the semester in the order described below. The final written paper should be approximately 20-22 single-spaced pages with:
- cover page
- executive summary
- table of contents and table of figures
- appendices and references pages.

Students must follow MLA style for all written assignments.

**Final Presentation:** The presentation should describe the problem and solution but, most importantly, present a partial visual demonstration of your solution. Oral presentations will last no longer than 13 minutes. It is expected that each team will present for 12 minutes, followed by a 3-minute Q&A session. All team members must have a speaking part in the final presentation. All class members are required to stay for all presentations. It is possible that other faculty members/guests will attend. BE PREPARED!!! Students are advised to dress formally for the final presentation. Part of your education at GWBS is preparing you for formal business meetings. Arriving in jeans, t-shirts, sweatshirts, is deemed informal. Proper business attire is recommended.

**Grading:** While all members typically receive the same grade for each deliverables, it may not be the case if the distribution of workload and contribution varies greatly across members. The peer evaluation described above will serve as a basis for potential grade adjustments within a team.

**Peer Evaluation:** At the end of the semester, team members will evaluate each other in several categories: preparation, collaboration, task completion, presentation, and general contribution. Evaluations will be completed in private via online survey after the final team presentation. Only the instructor/TA will have access to the completed team evaluations.
Class Policies

Assignment Policies: Each student is responsible for identifying-obtaining materials and assignments, which are covered during any missed class session. (Suggestion: find a classmate who can become your 'buddy' with whom you can share class notes and information in case you miss a class session). Missing a class session is not an excuse to not know what is going on in class. Please remember that homework is due at the beginning of each class. NO LATE SUBMISSION WILL BE ACCEPTED! No exceptions will be made. Do not wait until the last minute.

Class Conduct: Normal rules of courtesy are to be adhered to by everyone, at least while in this class. This includes, but is not limited to: arrive at class on time and do not leave early, no sidebar conversations and no sending notes back-and-forth, listening to your classmates, making constructive and non-offensive comments, and giving all speakers your complete attention. All electronic devices (i.e. laptop, PDA, cell phones, watches, pager, etc.) are prohibited during the class time.

Academic Integrity Statement (Honor Code): You are responsible for ensuring that your work in this course is completed in a manner consistent with the University’s standards of academic honesty. Academic dishonesty in any aspect of your coursework (such as plagiarism, failing to cite sources in a paper, or cheating on an examination) could result in significant penalties, including, but not limited to, failure for the assignment, failure for the course, or other academic penalties as allowed under University regulations. In all cases, papers and assignments must represent original work that you have done for this class. Carefully review the George Washington University Code of Academic Integrity and strictly comply with all aspects of it. For additional information refer to: http://studentconduct.gwu.edu/code-academic-integrity and the GWU Guide to Student Rights and Responsibilities.

Please note that all exercises/assignments/homework in this course are individual efforts (unless stated explicitly) and you are not expected to collaborate with your peers or anyone else for individual tasks. If you are in doubt whether a particular exercise or assignment is individual effort or group effort, contact the instructor for the clarification immediately. For example, two assignment submissions closely resembling each other will be subject to code of academic integrity and will be dealt with accordingly. The decision of the instructor will be final in this case and binding on you.

Religious Holiday Policy: The university policy regarding religious holidays is that it is the student's responsibility to notify faculty during the first week of the semester of their intention to be absent from class on their days(s) of religious observance. The faculty continues to extend to these students the courtesy of absence without penalty on such occasions, including permission to make up examinations.

Disability Policy: Any student who needs an accommodation based on the impact of a disability should contact the Office of Disability Support Services (Marvin Center 242) at 202-994-8250. The DSS will contact the instructor. You must inform both your BADM2301 lecture and lab instructor of any accommodations that DSS recommends. For additional information, please refer to http://gwired.gwu.edu/dss.

University Counseling Center (UCC) 202-994-5300: The University Counseling Center (UCC) offers 24/7 assistance and referral to address students' personal, social, career, and study skills problems. Services for students include crisis and emergency mental health consultations, confidential assessment and counseling services (individual and small group).

Assignment of Credit Hour Policy: Students will spend 2.5 hours per week in class. Out of class, they will spend an average (per week) of 1.5 hours reading and 4.5 hours working on computer assignments and projects. Over the course of the semester, students will spend 35 hours in instructional time and 85 hours on their assignments and preparing for class. Instructional time includes discussions and hands-on activities in class.
Other Notes & Tips

1. You can e-mail or call me anytime for extra help. I will always be happy to assist you.

2. It is your responsibility to check your e-mail at least once daily! Notices and announcements will be broadcasted via email and/or Blackboard.

3. Depending on the progress of this class, I may change this syllabus at any time, including, but not limited to assignments, quizzes, class meetings, procedures, and/or grading criteria. When there is a change, you will be informed in class or via e-mail/blackboard.

4. DO NOT leave printing or editing until the last minute.

5. Save a BACK-UP copy of all of your work. Many students lose their work. Also, remember to save your work periodically while completing the assignments.

Technical Prerequisites
This course assumes a basic proficiency in using a computer for everyday productivity. The programs and skills expected are listed below and explained in more detail by TA.

You are responsible for being proficient in these basic skills during this course. If any of these skills seem unfamiliar to you, please take steps to increase your capabilities. Practice and exploration is an effective way to become comfortable with technology. The BADM2301 lab will build on these basic skills. Gelman Library offers introductory computer-based training classes and there is a technology training group http://my.gwu.edu/mod/schedule/training/search.cfm. Please ask your instructors or inquiry at the Library for more information. Most software is available in GW computer labs.

OPERATING SYSTEMS and GENERAL COMPUTER SKILLS:
- Understanding and Using Help
- Locating documents on the hard drive and using My Computer
- Moving, copying, renaming and deleting files
- Creating, modifying, deleting, and renaming folders
- Launching applications
- Maximize and minimize windows
- Download/upload files from different directories and drives.
- Using removable disk media
- Cut, copy, paste

WORD:
- Create New File, Open, Close, Save, Save As File
- Change font attributes (bold, underline, italics, style, point size)
- Change paragraph attributes (Justification, Line spacing)
- Print, print preview, adjusting margins through page settings.
- Spell check and Grammar
- See comments and track changes in the document

EXCEL:
- Create New File, Open, Close, Save, Save As File
- Enter Information: text, numbers, dates
- Basic cell formatting and alignment

POWERPOINT:
- Create New File, Open, Close, Save, Save As File