

<b>Instructor:</b>	Dr. Carl M. Rebman, Jr.	<b>E-mail:</b>	<a href="mailto:carlr@sandiego.edu">carlr@sandiego.edu</a>
<b>Office:</b>	Olin 127	<b>Class Times:</b>	10:45- 12:05 PM Section 5
<b>Phone:</b>	619-260-4135	<b>Classroom</b>	MH 114
<b>Office Hours:</b>	T: 7:00 pm - 8:00 pm W: 12:00 pm – 2:00 pm  Th: 1:45pm – 2:15pm, 4:00 pm – 5:30 pm, or by appointment	<b>Webpages:</b>	SIMULCAST <a href="http://ole.sandiego.edu">http://ole.sandiego.edu</a> <a href="http://carl.sandiego.edu/itmg100">http://carl.sandiego.edu/itmg100</a> <a href="https://myeducator.com/">https://myeducator.com/</a>
<b>Teaching Schedule</b>	Maher 114-- 10:45 AM – 12:05PM TTH, 2:30-3:50 TTH, KCBE 314 4:00-6:50 TUE	<b>Meeting Schedule</b>	Every 1 <sup>st</sup> /2 <sup>nd</sup> TUE of the month (faculty/area), and every 2 <sup>nd</sup> /4 <sup>th</sup> THR (senate)

## SYLLABUS

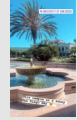
### School of Business Administration Mission Statement

To develop socially responsible business leaders with a global outlook through academically rigorous, relevant and values-based education and research.

### Course Description

An introduction to computer-based information systems and their role in business and other organizations. Topics include: information technology, information systems, system development concepts, and application software; with an emphasis on improving student skills through the effective use of business productivity software and the Internet. Instructional methods include lecture, case study reviews and hands-on projects.

Successful organizations must deal effectively with intense global competition, a heightened focus on the bottom line, an increasingly rapid pace of change and a close scrutiny on their ethical practices. Everyone in the organization must understand technology and adapt rapidly as that technology evolves. For an organization to thrive in today's business environment, managers and functional specialists in all areas – accounting, finance, marketing, production and operations management, and human resources – must perform their jobs effectively, efficiently, and ethically. Information technology provides the tools that enable all organizational personnel to solve increasingly complex problems and to capitalize on opportunities that contribute to the success of the organization.



This course will introduce the information systems and technologies used by businesses to gain competitive advantage. This course will also assist you in understanding applications and importance of computerized systems in business organizations and society in general. The course will address theoretical and application inquiry across the five functional areas of business. You will learn the basic concepts of computer organization, data processing systems, decision support systems and systems analysis. You will also learn how to use information systems in career skills to help you become a more competitive job candidate.

Instructional methods include lecture, hands-on projects, student presentations, and discussion groups. Emphasis on solving business problems through the use of spreadsheet software, Internet browser, word processing, database management, Presentation graphics and desktop information management.

The aim is to teach all undergraduate majors how to use problem solving and IT to master their jobs and to help ensure the success of their organization. The focus is not merely learning the concepts of problem solving and IT, but rather on applying those concepts to facilitate business processes.

### Why is this important to you?

What are the generally agreed skills needed for the 21<sup>st</sup> Century?

1. ([http://www.tritonschools.org/wp-content/uploads/sites/2/2014/10/21\\_skills\\_brochuref-1.pdf](http://www.tritonschools.org/wp-content/uploads/sites/2/2014/10/21_skills_brochuref-1.pdf) )  
(<http://prezi.com/2raeex7b5shl/21st-century-skills/> )

- Information, Visual, Economic and Technological literacy
- Learning and Innovation skills
- Collaboration, Communication, Creativity and Critical Thinking skills
- Life and Career Skills

2. Job Market ([http://www.bls.gov/oes/current/oes\\_stru.htm](http://www.bls.gov/oes/current/oes_stru.htm) and <http://www.bls.gov/ooh/Computer-and-Information-Technology/Computer-systems-analysts.htm#tab-7>)

## Lecture Objectives

Upon completion of this course you will be able to define Management Information Systems (MIS) and describe how MIS relates to you as a future business professional. You will be able to identify and describe the five key components of information technology. You will understand the role for functional and cross-functional information systems within an organization. You will be able to describe information systems among organizations, particularly e-commerce and supply chain systems. Lastly, you will be able to define business intelligence and knowledge management systems.

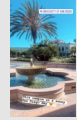
## Lab Objective

After the completion of this course you will become proficient at an intermediate level in Microsoft Excel. You will learn the tools for excel and be able to apply them successfully to problem solving scenarios. You will also take a Microsoft Office, Certified Exam, in Excel. This is an official exam from Microsoft (Certiport) that will certify you as an intermediate level specialist in Excel. The lab work involves practice training, chapter exams, and problem-solving scenarios.

## COURSE OUTCOMES

After taking this course you will be able to:

- Recognize, define, and apply, with at least 70% accuracy key information systems concepts in assignments, case study evaluations quizzes, and exams.



- Explain the importance of determining information system requirements for all management and employees by differentiating between various types of information systems.
- Explain how information systems are developed and implemented in the different functional business areas such as marketing, finance, accounting, operations, and supply chain management.
- Describe the computer revolution, advances in networking, data communication, the Internet and its impact on the way business is conducted.
- Demonstrate critical-thinking skills in identifying information systems problems and identify how to investigate existing literature about technology solutions to business issues and cases.
- Demonstrate the ability to identify stakeholders and ethical practices in use of technology and information.
- Analyze new technologies and how the impact current and future events of the business world.
- Identify which information technology tools are used to solve various business problems.
- Demonstrate at least 70% proficiency of the following MS Office applications:
  - MS Word
  - MS Excel
  - MS PowerPoint
  - MS Access
- Be able to use MS Office evaluate and formulate conclusions to help to solve business and societal challenges
- Perform good presentation skills
- Demonstrate technology research, writing, and evaluation skills



## Prometheus Series: Microsoft Excel and Access

--- and (they are bundled) ----

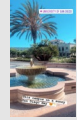


## Applied Business Computing Concepts

[www.myeducator.com](http://www.myeducator.com)

**Gmetrix** – Gmetrix is a great study tool for the MOS Excel certification test. It is free and will be utilized for homework assignments and as a study tool. You can complete and check your Gmetrix assignments and scores by logging into the following site on any PC computer <http://www.gmetrix.net/Login.aspx>

Gmetrix requires an access code when registering for the first time. You will be provided an access code in class.



If you are using a MAC, you should use “Guacamole” to remotely log in to the computer labs on campus at USD. Gmetrix does not run on a MAC. However, you can remotely log in to the lab PC and use the existing Gmetrix software on the PC desktop computer.

Gmetrix can be accessed on campus remotely by using “Guacamole”: [Here are instructions to access some specialized applications during Fall 2020 via Guacamole.](#)

- <https://guacamole.sandiego.edu>
- **Login to Guacamole.** You will use your USD One username and password.
- You will need VPN access ONLY if you are accessing the remote lab from abroad.
- After you are done with your class period, make sure that you logout and exit because another class needs to access.
- Computer labs are also accessible to all students at USD at any time The following labs have been checked and have Gmetrix on the desktop ( BA221,S205, MH 114 or OH 122)
- If you are having issues logging into Guacamaole contact: Maureen Dominguez at [msilva@sandiego.edu](mailto:msilva@sandiego.edu)
- If you are having issues with Gmetrix such as access or technical issues with submissions contact Gmetrix at 801-607-5475 or [support@gmetrix.com](mailto:support@gmetrix.com)

Here is a list of software in the various labs accessible via Guacamole. <https://www.sandiego.edu/its/support/remotearchives.php> Go to <https://www.sandiego.edu/software/remote> for access to some software available to install directly on personal computer. **Note: You may experience delays and slowness-- a slight lag and delays should be expected as you are not on campus using the high-speed pipeline.**

Please contact [remotesoftware@sandiego.edu](mailto:remotesoftware@sandiego.edu) if you need assistance with Guacamole or for any general questions [help@sandiego.edu](mailto:help@sandiego.edu).

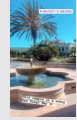
**Computer Labs** are available on campus Check for current operating hours here <https://www.sandiego.edu/its/support/labs/hours-of-operation/general.php> . **Note: It is strongly recommended that students use a PC with Microsoft Excel 2019 for the course. Incomplete or late assignments due to computer compatibility issues will not be issued an extension!**

**Other Readings:** May be placed on E-Reserves in the main library or handed out in class.

**Required Equipment:** One USB memory stick, or other type of backup device for files, to be brought to class **DAILY.**

## TEACHING METHOD

*The student is expected to have read materials or completed assignments as listed on the course schedule **prior to each class.** The class discussions/lectures are intended to illustrate the primary concepts from each section and to provide an opportunity to answer any questions that may result from the readings.*



## EXAMS/QUIZZES

The format for exams/quizzes will vary between true/false, multiple choice, matching/short answer and computer based. Most quizzes will be announced in advance although you should be prepared for the possibility of an unannounced quiz. The format for the exams will be primarily computer based with some possible multiple-choice questions. There are **NO** make-up exams or quizzes. Students missing a scheduled exam due to a **PRE-ARRANGED** excused absence will be allowed to take a final exam that will count as 50% of his/her final grade.

## Microsoft Office Specialist (MOS) Excel Certification Exam

1. The MOS exam is graded on a scale of a maximum of 1000 points (100%) which is weighted as 25% of your grade (250 points). 700 points or 70% is considered passing.
2. If you do not pass the MOS exam on your first attempt, you will have the opportunity to retake the exam. The retake exam will be calculated by your test score with a maximum score of 800 points or 80% possible on a retake.
3. There is **NO RETAKE** if you pass the exam.
4. If you do not pass the certification exam in two attempts the higher of your two MOS exam scores will be used as your graded score.

## Student Disability Policy

The University of San Diego complies with the American with Disabilities Act and Section 504 of the Rehabilitation Act. It is a University of San Diego Disability Services policy that when students are scheduling exams (midterm exams or final exams) in the Disability office, they must submit an "Authorization to Administer Exam" at least one week prior to the exam date. If a student does not give Disability office this notice, the Disability office can deny them the right to the accommodation, as the Disability office is not given adequate time to prepare (and set up office space during established exam scheduling times.) Please provide me (your instructor) with a Letter of Accommodation drafted by the Disability office as soon as possible. There are no retroactive accommodations for Disabled students. As your instructor, I am not obligated to provide accommodations until I receive the Letter of Accommodation drafted by the Disability office. If a student does not give the Letter of Accommodation to me (your instructor), within adequate time to make exam arrangements, I am not obligated to fulfill any such request. If you have any questions or concerns about the process please contact, the USD Disability Services office (Serra Hall, Rm 300), phone at 619-260-4655 or via email at [disabilityservices@sandiego.edu](mailto:disabilityservices@sandiego.edu) as soon as possible.

## Disability Services for Excel Certification exam

Those students who are enrolled with the USD Disability Services Center on campus will have the opportunity to select to take their Excel certification exam in the Disability Service Center office. Any student who wishes to exercise this option must complete this form ([www.certipoint.com/ada](http://www.certipoint.com/ada)) at least three weeks prior to taking the exam. In order to protect student confidentiality there is to be no discussion whatsoever pertaining to your personal disability accommodations. Discussions will only be done via email or in office hours.

## Student Athletes

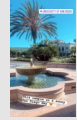
You are responsible for providing me advanced written notice, (email), any time you will be unable to attend class. You are also responsible for determining alternate dates/times to make up missed work in class. Without written notice, no assignments, quizzes or tests, either due or taken in class, can be made up.

## Absence:

Absence in the event of an officially sanctioned University event, in which the student is a participating member, may be excused if the instructor is notified, in writing, by the faculty sponsor (coach, instructor, etc.) of such activity prior to the absence. *Each student is allowed **ONE** absence with prior notification and all other absences are **UNEXCUSED**, including doctor's excuses.*

## Academic Dishonesty:

You, your colleagues, faculty, staff, and alumni are the University of San Diego. These and many other persons have worked very hard since the founding of USD in 1949 to build a quality university. The philosophy and mission of USD



<http://www.sandiego.edu/about/mission-vision-values.php> emphasizes the idea of personal and academic integrity. The following is a synopsis of the academic integrity policy. For more information click on this hyperlink <http://www.sandiego.edu/associated-students/branches/vice-president/honor-council/integrity-policy.php> or download this pdf <http://www.sandiego.edu/conduct/documents/HonorCode.pdf>

*"All members of the University community share the responsibility for maintaining an environment of academic integrity since academic dishonesty is a threat to the University. Acts of academic dishonesty include: a) unauthorized assistance on an examination; b) falsification or invention of data; c) unauthorized collaboration on an academic exercise; d) plagiarism; e) misappropriation of resource materials; f) any unauthorized access of an instructor's files or computer account; or g) any other serious violation of academic integrity as established by the instructor."*

Academic Dishonesty will not be tolerated in any form. Helping each other study is anticipated. However, only original work will be accepted. There will be no sharing of materials, wearing hats, or using cell phones/PDAs during tests. All assignments unless otherwise noted are individual assignments. **If an incident of academic dishonesty occurs in this course the student could receive a grade of "F" for the semester and could possibly face further disciplinary action.**

#### ***Attendance/Participation/Professionalism:***

Attendance will be taken on a semi-regular basis. It is in the student's best interest to attend class every day. It is understood that events may cause one to have to miss class to which advance notice is preferred. 100 points are allocated towards **attendance, class participation and professionalism**. Failure to be in class when attendance is taken can result in 0 points awarded for that session. This can also include being late after attendance has been taken or leaving class early. **Furthermore, failure to attend more than 50% of all class lecture and lab sessions will result in failing the course.** Lastly keep in mind that attendance, participation, and professionalism are three separate items, that is, you need to more than just show up; you are expected to be prepared and contribute to class activities and discussion. Also engaging in Internet surfing, IMs, games, or sending emails during class will not be tolerated and will result in a reduction in points.

#### ***Communication Policy E-Mail***

Due to the subject matter of this course it is very important that every student obtain an email account either from the University or from a private provider of the student's selection as various assignments will be need to submitted via email (**REFER TO ASSIGNMENT ONE FOR HOW TO USE PROPER SUBJECT LINE**) as well as in **HARD PAPER COPY**. In addition course announcements may be distributed via electronic format. It is the student's responsibility to check their email account on a regular basis (outside of class) during the duration of the course. It is recommended that students should retain a copy of all email correspondence with the instructor until the end of the semester. **Unless otherwise directed no email should be sent to the instructor during class sessions.**

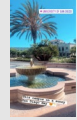
**EMAIL MESSAGE FORMAT:** To ensure that I respond to your email quickly, please use this as the **SUBJECT LINE** when sending an email to me: **ITMG 100 XX** (where XX would be your section number) and then followed by subject description

**Example ITMG 100 05 Assignment One MUST USE EXACT TEXT**

#### ***Assignments:***

The class is divided into two sections, lab and lecture. **You are responsible for any of the materials/course announcements** that are discussed in either session. **You are also responsible for materials assigned that may not be covered in class.** The lecture will involve current topics in additional to assigned readings. The labs will be designed for you to learn application software and when time permits to work on your assignments.

- **UNLESS OTHERWISE SPECIFIED ALL ASSIGNMENT ARE INDIVIDUAL ASSIGNMENTS.**
  - **If you are repeating this course you cannot use assignments from previous semesters/courses.**



- **Late assignments will be accepted for up to three-quarters-credit (75% or 25% OFF) on TAKE-HOME ASSIGNMENTS.**
  - **You have UP TO ONE WEEK AFTER THE ASSIGNMENT WAS DUE TO TURN IN LATE WORK**
  - **AND YOU MUST EMAIL ME WHEN YOU HAVE SUBMITTED YOUR LATE ASSIGNMENT.**
- **THERE ARE NO MAKE-UPS FOR IN-CLASS ASSIGNMENTS.**
- *Make sure you make backups for all work completed. I will give no exceptions for lost or damaged disks/USB/emails or files!!*
- Check the assignment calendar on the course website for due dates of your assignments. The assignments are to be organized in **order** and **labeled** correctly when turned in to **receive FULL CREDIT**.

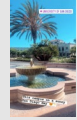
**IT IS VERY IMPORTANT THAT YOU NAME YOUR FILE SO THAT YOU CAN RECEIVE CREDIT! Many of the systems already have it set up to include your name. It is up to you to verify that your file is properly marked as to be identified as your work. Listed below is some instruction on how to do that.**

- **FILE ATTACHMENTS:** Assignments that require you to submit a file (word, excel, powerpoint, etc) should be label/saved as **YOUR\_LAST\_NAME\_ASSIGNMENT\_XX.XXX** (where XX is the assignment number and .XXXX would be the file extension----i.e. **Rebman\_Assignment\_One.docx**)

Grade Weights	Percent
LECTURE REINFORCEMNT QUIZES	10%
MOS CERTIFICATION EXAM	25%
FINAL PROJECT	15%
Homework, In-Class Assignments, Projects, Presentations	40%
Attendance/Class Participation and Professionalism	10%
<b>TOTAL PERCENT</b>	<b>100%</b>

### Grading

During the course of a semester a student might have concerns or challenges and wish to have a grade appeal. This is fine, however, any grade petition/appeal must be done **within two days** after the grade has been returned. All grade petitions/appeals can be done in person but **MUST** also accompanied with an email petition/appeal submission. All grade petition/appeals must be resolved after one week. **NO GRADES or GRADE PETITION/APPEALS will be entertained after ONE WEEKS.** Once this time has elapsed the window for grade reconsideration is expired. Please note that no grade appeals will be entertained during a class session, you must either come to me office hours, or contact me via phone or email.



Scale	Percent	Scale	Percent
<b>A+</b>	>97.0%	<b>C</b>	73.0%-76.99%
<b>A</b>	93.0%-96.99%	<b>C -</b>	70.0%-72.99%
<b>A-</b>	90.0%-92.99%	<b>D+</b>	67.0%-69.99%
<b>B+</b>	87.0%-89.99%	<b>D</b>	63.0%-66.99%
<b>B</b>	83.0%-86.99%	<b>D-</b>	60.0%-62.99%
<b>B-</b>	80.0%-82.99%	<b>F</b>	<59.99%
<b>C+</b>	77.0%-79.99%		

**Important NOTICE:** This grading scale is extremely strict. You must have the exact minimum number of points to receive the grade you desire, that is exactly 930 is an A, but 92.9 (or 929.9999) is an A-, and so on. Therefore note that in advance all petitions to round up to the higher point value will be denied.

Also note the instructor reserves the right to modify or change any part of this syllabus at any time.

#### TENTATIVE SCHEDULE

Module Week	Topics
One	Introduction to Class
Two	Advanced Word Topics/ Powerpoint/Intro to Excel
Three	Excel Formula and Functions
Four	Excel Logic and References
Five	Excel Charting, Pivot tables, What is analysis
Six	Ecel working with multiple workbooks MOS Practice
Seven	Excel Creating Querying, Soriting, tables MOS Pracice
Eight	MOS Exam Data and Knowledge Management
Nine	Access, Intro, Create, Simple Queries
Ten	Access Advanced Queries, Import, Export, Reports
Eleven	Enterprise Systems/Competitive Advantage/
Twleve	IS in Ors, Hardware Software/Networks
Thirteen	Networks/Cybercrime/Security
Fourteen	Protecting IS Asses, Ethical, Legla, and Social IS issues
Fifteneen	Final Project