



**ITMG 350 Management Information Systems**  
**4:00 pm – 5:20 pm TTH MH 114**

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**INSTRUCTOR**

**Name:** Dr. Carl M. Rebman Jr., Ph.D.  
**Office:** Olin 127  
**Phone:** 619-260-4135 [O] , 619-283-6690 [H]  
**Office Hours:** Tuesday 1:45 – 2:15 PM (on non-meeting days) 5:20PM – 7:00 PM  
Wednesday 3:55 PM - 5:20 PM  
Thursday 1:45-2:15 PM (on non-meeting days) 5:20PM – 7:00 PM  
other times by appointment

**Teaching Schedule:** 10:45-12:05 TTH, 2:30-3:50 TTH, 4:00-5:20 TTH

**Meeting Schedule (Dead hours):** 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)

**Email:** [carlr@sandiego.edu](mailto:carlr@sandiego.edu)

**Home Page:** <http://carl.sandiego.edu>

**REQUIRED TEXT:**

*Essentials of Management Information Systems, 15th Edition*, Laudon and Laudon, Pearson ISBN 978-0-13-3898163 **Other Readings:**  
May be placed on reserve in the main library or handed out in class.

**Description Of Course**

You will be involved in many information intensive activities in your professional career. You need to know how to use information technologies, especially microcomputers and the Internet, to gather, process, and communicate information. You also need to be able to take initiatives to utilize information resources on a direct and personal basis to improve your organization's productivity. Besides these personal information technology use skills, you need to develop an analytic approach for participating in your organization's system development efforts effectively.

The emphasis of this course is threefold: to understand an analytic, integrative approach for thinking about (information) systems; to understand the uses of information technology to the success of organizations and competitive advantage; and to reinforce your skills using microcomputer and Internet applications for managerial problem-solving and productivity. We will learn how information systems are used by successful marketers, accountants, and finance and operations executives and more. We will learn how to apply management concepts to understand the opportunities created by, and threats arising from, the effective use of information systems. We will discuss how to analyze and design information systems for business, and how those systems are used in different businesses and business functions, including logistics and supply chains, and in financial markets. We will cover the use of spreadsheets and databases for analysis and decision making. We will learn about key technologies such as telecommunications.

**Course Perspective**

When you read a business publication website such as the Wall Street Journal, Fortune, Business Week, or even a general publication such as the Washington Post or the New York Times, you will see a large number of stories directly related to the use of information systems in business and government.

Business people get excited because Information Systems (IS) have the power to create and restructure industries, empower individuals and firms, and dramatically reduce costs. Business people get scared because they know, when poorly implemented, IS can squander shareholder wealth, taxpayer money, and destroy firms and careers.

Every manager has to pay attention to the impact on business and career of information systems, information technology, and the innovations in that technology.

- Finance majors will fund investments in technology. They will lend to technology firms, will buy and sell technology stocks, and will try to understand how shifts in technology will affect investments.
- Investment bankers will finance startup technology companies.
- Marketing majors will use information systems to figure out what customers want and how to sell it to them.
- Every business with accounting majors uses information to store, process, and analyze its accounting and financial data.
- Logistics and supply chain majors use information systems to make their operations more efficient and nimble than their competitors'.
- HR managers use technology to find, evaluate, keep, and train employees.
- And business owners and corporate lawyers now worry about intellectual property, piracy, and privacy issues that did not exist before information systems were used.

Opportunities are almost everywhere for IS majors. Business school graduates who know business and information systems are being sought by almost every employer. The number of business information systems opportunities in the US is growing faster than almost all other opportunities.

## Outcomes of this Course

- ☐ You will be ready and able to understand key business models, concepts, frameworks, and issues concerning information systems and their use in business.
  - ☐ You will be able to assess the current uses and value of IS in an organization, identify where IS can provide strategic advantage, and identify where firms and markets are vulnerable to being disrupted or severely compromised.
  - ☐ You will be able to recall, from our class, examples of successful and failed uses of information systems for competitive advantage, and use these examples to support your points in meetings and discussions.
  - ☐ You will be able to demonstrate how Excel and Access for can be used for modeling and solving business problems. You will be able to develop web pages using free web page development websites, which can be accessed from any computer that can access the Internet.
- Develop an understanding of fundamental MIS technology and terminology.
  - Develop an understanding of the various types of MIS and their roles in the organization.
  - Gain experience in solving problems through the design, creation, and testing of computer programs in a microcomputer and workstation environment.
  - Discuss emerging technologies and their impact on the business organization.
  - Apply business knowledge with technical knowledge to complete tasks and provide solutions.
  - To understand the dimensionality and relationships that exists among different computer programs and how to work across these programs (specifically Microsoft Office, the Web, etc)
  - You will be able to positively differentiate yourself from students from other schools when seeking opportunities after graduation.

## 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.*

## Make-Up Exams

There are **NO** make-up exams. 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.

## 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 will 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 55% of all class sessions may 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.

### 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: SUBJECT LINE SHOULD START WITH:

**ITMG 350** and then followed by subject description

**Assignments:**

Assignments are due at the beginning of the class period. There will be no late assignments accepted. These projects are to be done individually unless otherwise specified and are to be submitted on the assigned due date and the assigned time.

- **UNLESS OTHERWISE SPECIFIED ALL ASSIGNMENT ARE INDIVIDUAL ASSIGNMENTS.**
- **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**)

**Unless indicated by the instructor you must submit both a paper and electronic copy of your assignments. Failure to submit both paper and electronic copies so will result in 0 points for the assignment.**

| Grade Weights                                              | Point Value |
|------------------------------------------------------------|-------------|
| Test One                                                   | 100         |
| Test Two                                                   | 100         |
| Final                                                      | 250         |
| Homework, Assignments, Quizzes, and Projects/Presentations | 450         |
| Class Participation and Attendance                         | 100         |
| <b>TOTAL Points</b>                                        | 1000        |

**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/APEALS 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.