Maryland in Europe Graduate Programs
Bowie State University

# Information Systems in Organizations
# INSS 530

Term 4 (5/6 and 26/27 April, and 10/11 and 18 May 2003)
Würzburg Leighton, Germany
0900 - 1700 (Saturday/Sunday)


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| **Instructor:** | Scott Jarrow |
| **Mailing Address:** | UMUC European Division<br>Unit 29216<br>APO AE 209102 |
| **Email Address:** | sjarrow@faculty.ed.umuc.edu |
| **Consultation:** | Mr. Jarrow will be available 45 minutes before class and 15 minutes after class for consultation. Any other meeting will have to be made by appointment because of the distance involved for Mr. Jarrow to travel to the site. |


**Course Description:** 3 semester hours of credit *Prerequisites:* Undergraduate principles of management and economics, or permission of the instructor.General concepts of Management Information Systems are introduced with various functional areas of organizations and their uses of information technology. The scale of information systems ranges from hand-held and individual desktops to work groups, enterprise systems and global networks. The types of information systems discussed will include financial and operational systems, decision support systems, and strategic planning models. Other topics will include costing, justification and configuration of an organization's IS, and ways that networks are changing traditional channels of commerce. Supplemental readings will provide a more complete picture of the business practices and managerial concerns which IS work to support.

**Course Objectives:** Questions on the midterm and final will be directly related to readings and discussion materials. Students completing this course should:

1. Identify and understand the roles that information play in organizations.
2. Recognize the basic concepts that are the foundation for subsequent MIS courses, including user requirements, information flows and the nature of information systems.
3. Demonstrate knowledge of the basic techniques and fundamental skills needed to describe and specify the structures and applications of information systems.
4. Analyze different organizational situations where information technology is involved, and make recommendations for improvements in operations and in management information.
5. Analyze the impact of advances in information technology on organizations.
6. Demonstrate familiarity with the literature in information systems

**Text:** O'Brien, James A., Management Information Systems: Managing Information Technology in the E-Business Enterprise. (5th edition), New York: Irwin/McGraw-Hill, 2002. (**O'Brien**)
Bruner, Robert F., et al, The Portable MBA. (3rd edition), New York: John Wiley & Sons, Inc., 1998. (**P_MBA**).

**Grading Information:** Grades for this course will be assigned as follows:

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|---|---|---|---|
| A | 90% - 100% | F(a) | Below 70% |
| B | 80 – 89% | F(n) | Miss more than 25% of class hours |
| C | 70 – 79% | | |

**Course Requirements:**

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| Case Study & Homework | 10% |
| Class Participation | 10% |
| Project: | 30% |
| Midterm Examination: | 25% |
| Final Examination: | 25% |

**Project Description:**
Each student will be expected to describe an organization or company and elaborate on how it manages its information system and the ability of these information systems to allow the company to grow and remain competitive in the future.
Submit by the 12th of April (via email) a one page written proposal identifying the organization, the industry in which the organization operates, and a summary of the students desire to study this organization.
Once approved, perform the analysis of the organization. This should consist of an in-depth study that provides a brief overview of the organization, identifies the appropriateness of their current systems, and assesses the future potential of these systems to yield growth, reduce costs, and maintain competitive advantages. The focus should be on recommending an improved system concept to the company's board of directors, which outlines a go-forward systems approach for the next decade and beyond. Include financial (cost to implement) and Return on Investment (ROI) data.
Documentation should consist of a 10 page report, double-spaced, with standard margins and type font/pitch. This is due Sunday, 18 May.
Prepare a minimum 15-minute presentation with visual aids for the class. Sunday, 18 May.
More details about the project will be agreed upon during the first week of the term.

**Course Schedule**

| Class Session | Topics | Activities and Events | Assigned chapters |
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| **1**<br>Saturday<br>5 Apr | Conceptual Foundations | Course introductions<br>Course planning<br>Identify term project groups<br>Send lecturer an email to build class distribution list (at your earliest convenience). | (**O'Brien**)<br>1, 2<br>(**P_MBA**)<br>1, 2 |
| **2**<br>Sunday<br>6 Apr | Applications of IT in Business I | Choose case analysis topics<br>A 1-page description of proposed term<br>project is required by 12 Apr (via email). | (**O'Brien**)<br>3, 4<br>(**P_MBA**)<br>3, 6, 7 |
| **3**<br>Saturday<br>26 Apr | Applications of IT in Business | | (**O'Brien**)<br>5, 6<br>(**P_MBA**)<br>8, 9 |
| **4**<br>Sunday<br>27 Apr | IT Systems Development | Midterm in-class (Sunday, 27 Apr). You may use 4 pages (single-sided) of hand-written notes ONLY<br>Covers: OBrien Chapters 1-7; P_MBA Chapers 1, 2, 3, 5, 6, 7, 8, and 9 | (**O'Brien**)<br>7, 8<br>(**P_MBA**)<br>5, 10, 11 |
| **5**<br>Saturday<br>10 May | Strategic Business Planning and System Development and Security/Ethics | Status reports on Term Project Analysis.<br>Business IT Case Study Paper due by Saturday, 10 May | (**O'Brien**)<br>9, 10, 11<br>(**P_MBA**)<br>12, 13 |
| **6**<br>Sunday<br>11 May | Management of IT | | (**O'Brien**)<br>12, 13<br>(**P_MBA**)<br>4, 5, 14 |
| **7**<br>Sunday<br>18 May | Review of Technologies<br>Course Wrap-up and Final Exam | In-Class presentation of Project Analyses<br>Final Exam: Is a cumulative exam over the entire course, but emphasizes the post-midterm material. You may use 4 pages (single-sided) of hand-written notes ONLY | (**O'Brien**)<br>14, 15<br>(**P_MBA**)<br>15, 16 |

**Policies**

**ATTENDANCE:**

Class attendance is expected. Students are responsible for all material covered during lectures and discussions, as well as assigned textbook readings.

**ACADEMIC HONESTY:**

Students are expected to do their own work. Cheating on tests, plagiarism on written assignments, or any other form of academic dishonesty will result in a "0" for the assignment for the first violation, a second violation will entail more serious penalties at the discretion of the instructor. Note that a D or an F usually results in at least 60 or 50 points, where violation of academic honesty results in none. See the European Division Catalog for the UMUC policy on academic dishonesty and plagiarism.

**ASSIGNMENT/TEST SCHEDULES:**

Students are expected to hand in all assignments and complete all tests on the days they are due. If a student fails to complete any assignment or test, the resulting grade will be a "0," rather than an "F." Any other assignments will be marked down half a letter grade for each class meeting the assignment is late. Quizzes cannot be made-up unless the student had an excused absence. Major tests can be made up only if prior arrangements are made with the instructor.

**MUTUAL RESPECT FOR CLASSMATES AND TEAMATES**

All of us are expected to conduct ourselves with appropriate mutual respect and basic fairness in all matters related to class and project work with no one unduly burdened, and no one treated in other than a professional, collegial manner. Harassment, bias or intimidation in any form will not be tolerated and should be reported to the instructor as soon as practical. See Student Handbook for Maryland policy statements on non-discrimination and sexual harassment.

**Academic Policies:** Please refer to the UMUC Maryland in Europe Graduate Catalog, available online at http://www.ed.umuc.edu/visit/pubs/catalog/grad_02-03.pdf or from your local Education Center, for information on the following:

**Academic Integrity**
**Course Load**
**Exception to Policy**
**Grade Appeal Process**
**Make-up Examinations**
**Nondiscrimination**
Students with Disabilities

**CODE OF CIVILITY**

To promote a positive, collegial atmosphere among students, faculty, and staff, Maryland in Europe has developed the following Code of Civility:

**Respect**

Treat all students, faculty, and staff with respect and in a professional and courteous manner at all times and in all communications, whether in person or in written communication (including e-mail).

**Kindness**

Refrain from using profanities, insults, or other disparaging remarks.

**Truth**
Endeavor to cite only the truth and not knowingly misrepresent, mischaracterize, or misquote information received from others.
**Responsibility**
Take responsibility for our own actions instead of blaming others.
**Cooperation**
Work together with other students, faculty, and staff in a spirit of cooperation toward our common goals of seeking and providing quality education.
**Privacy**
Strive to uphold the right to privacy and not talk about others.
**Nondiscrimination**
Respect the differences in people and their ideas and opinions and reject bigotry.

**About Your Instructor:** Scott Jarrow has a broad background in teaching and in the field of high tech. He graduated with a Bachelors degree in Basic Sciences in 1977 from the USAF Academy, with a Computer Science discipline. He began teaching microcomputers and programming for Central Texas College at the Pacific Far East campus in 1987. He returned to the U.S. in 1989 and received a Masters degree in Management Information Systems from Bowie State University in 1991. He then returned overseas to Europe to teach for University of Maryland from 1991 to 1994 as an IFSM and CMIS lecturer in Germany and Great Britain. From 1994 to 2000, he worked as a defense contractor in the U.S. and in private industry for City and County governments as a systems analyst/systems engineer. He formed his own company and worked independently in a variety of private business ventures from 2001 to 2002. In 2002, he returned to Europe to teach for UMUC and Bowie State University.