

ITEM		
1. Title of subject	Business Information System	
2. Subject code	DBA 303	
3. Status of subject	Compulsory	
4. Stage	Diploma	
5. Credit Hours	Four (4)	
6. Pre-requisite	None	
7. Assessment	Coursework : 30% Project 1 – Ms Word – 10% Project 2 – Ms Excel – 10% Project 3 – Ms Power Point – 10%  Final Exam : 70% Section A : MCQ – 25 questions – 50% Section B : Essay – 4 questions – choose 2 ( 50%)	
8. Semester	Semester 7	
9. Objective of subject	<ul style="list-style-type: none"> <li>▪ Acquire an understanding of the functions of computer system and information technology in business environment</li> <li>▪ Apply the concepts of information technology and the techniques of system analysis and design in practical</li> </ul>	
10. Synopsis of subject		
11. Details of subject	Contents	Hours
Week 1	Topic: Hardware & software <ul style="list-style-type: none"> <li>• Introduction to computer systems</li> <li>• Principal components of computer system</li> <li>• Input/ output devices</li> </ul> Software <ul style="list-style-type: none"> <li>• Types of software available</li> <li>• Programming languages</li> <li>• Operating software and Application software</li> </ul>	4

	<p>Upon completion of this lesson, student should be able to:</p> <ul style="list-style-type: none"> <li>▪ Identify and explain the basic principal components of computer systems;</li> <li>▪ Recognize and explain new software technologies we need to be aware of, and state how they would benefit the organization.</li> </ul> <p>Activity: Lectures with handouts and open discussions. Where appropriate, overhead projector, Power Point presentation, and television are also used. Usage of computer lab for hands-on experience.</p> <p>Further reading for this lesson: Laudon &amp; Laudon, Chapter 6, pp 182 - 186 &amp; pp 193 - 206.</p>	
<p>Week 2</p>	<p>Topic: Networking</p> <ul style="list-style-type: none"> <li>• Introduction to networking</li> <li>• Networking devices</li> <li>• Network Topology and Design</li> <li>• TCP/IP and IP addressing</li> <li>• Local Area Network (LAN) and Wide Area network (WAN)</li> </ul> <p>Upon completion of this lesson, student should be able to:</p> <ul style="list-style-type: none"> <li>▪ Describe the technologies used in telecommunications systems.</li> </ul> <p>Activity: Lectures with handouts and open discussions. Where appropriate, overhead projector, Power Point presentation, and television are also used. Usage of computer lab for hands-on experience.</p> <p>Further reading for this lesson: Laudon &amp; Laudon, Chapter 8, pp 250 - 256 &amp; pp 258 – 260.</p>	<p>4</p>
<p>Week 3</p>	<p>Topic: Internet and its usage in business organizations</p> <ul style="list-style-type: none"> <li>• Benefits</li> <li>• Role of Internet service provider (ISP)</li> <li>• Understand the pervasiveness and inevitability of business on the internet</li> <li>• E – commerce, E- business, B2B, B2C,</li> </ul> <p>Upon completion of this lesson, student should be able to:</p> <ul style="list-style-type: none"> <li>▪ Explain what electronic commerce is and how it has changed consumer retailing and business-to-business transactions;</li> <li>▪ Describe how Internet technology has transformed valuation propositions and business models.</li> </ul> <p>Activity: Lectures with handouts and open discussions. Where appropriate, overhead projector, Power Point presentation, and television are also used. Usage of computer lab for hands-on experience.</p>	<p>4</p>

	Further reading for this lesson: Laudon & Laudon, Chapter 4, pp 112 - 114 & pp 118 - 126.	
Week 4	<p>Topic: System Analysis and Design</p> <ul style="list-style-type: none"> <li>• Feasibility Studies</li> <li>• System Analysis</li> <li>• System Design</li> <li>• System Implementation</li> <li>• System Testing and Maintenance</li> </ul> <p>Upon completion of this lesson, student should be able to:</p> <ul style="list-style-type: none"> <li>▪ Detail the steps required to build a new information system;</li> <li>▪ Examine available alternative methods for building an information system.</li> </ul> <p>Activity: Lectures with handouts and open discussions. Where appropriate, overhead projector, Power Point presentation, and television are also used. Usage of computer lab for hands-on experience.</p> <p>Further reading for this lesson: Laudon &amp; Laudon, Chapter 12, pp 389 – 399.</p>	4
Week 5	<p>Topic:</p> <p>Database concepts and applications</p> <ul style="list-style-type: none"> <li>• Database Approach</li> <li>• Database management System</li> <li>• Limitations of the File processing system</li> <li>• Database Definition</li> </ul> <p>Upon completion of this lesson, student should be able to:</p> <ul style="list-style-type: none"> <li>▪ Describe the ways database management systems help businesses improve the organization of their information.</li> <li>▪ Explain how the principal types of database models affect the way businesses can access and use their information</li> </ul> <p>Activity: Lectures with handouts and open discussions. Where appropriate, overhead projector, Power Point presentation, and television are also used. Usage of computer lab for hands-on experience.</p> <p>Further reading for this lesson: Laudon &amp; Laudon, Chapter 7, pp 220 – 230.</p>	4
Week 6	<p>Topic:</p> <p>Information Systems</p> <ul style="list-style-type: none"> <li>▪ Definition of IS</li> <li>▪ Technical and Behavioural approach</li> <li>▪ Information System literacy</li> <li>▪ Functions of IS from a business perspective</li> <li>▪ Key management challenges maintaining IS</li> </ul>	4

	<p>Upon completion of this lesson, student should be able to:</p> <ul style="list-style-type: none"> <li>• Analyze the role of information systems in today's competitive business environment;</li> <li>▪ Identify the major management challenges in building and using information systems in organizations.</li> </ul>	
	<p>Activity: Lectures with handouts and open discussions. Where appropriate, overhead projector, Power Point presentation, and television are also used. Usage of computer lab for hands-on experience.</p>	
	<p>Further reading for this lesson: Laudon &amp; Laudon, Chapter 1, pp 1 – 16.</p>	
Week 7	<p>Topic:</p> <p>Information systems in enterprise</p> <ul style="list-style-type: none"> <li>• Transaction processing system (TPS)</li> <li>• Knowledge works systems (KWS)</li> <li>• Management information system (MIS)</li> <li>• Office automation</li> <li>• Decision support system (DSS)</li> <li>• Executive support system (ESS)</li> </ul>	4
	<p>Upon completion of this lesson, student should be able to:</p> <ul style="list-style-type: none"> <li>▪ Identify and differentiate the major types of systems in a business and explain the role played by the key system applications in a business;</li> <li>▪ To demonstrate how information systems support the major business functions of sales and marketing, manufacturing and production, finance and accounting, and human resources.</li> </ul>	
	<p>Activity: Lectures with handouts and open discussions. Where appropriate, overhead projector, Power Point presentation, and television are also used. Usage of computer lab for hands-on experience.</p>	
	<p>Further reading for this lesson: Laudon &amp; Laudon, Chapter 2, pp 38 – 46.</p>	
Week 8	<p>Topic:</p> <p>Information Technology Applications in Business</p> <ul style="list-style-type: none"> <li>• Knowledge management</li> <li>• Customer relationship management</li> <li>• Supply chain management</li> <li>• Enterprise resource planning</li> <li>• Business process re-engineering</li> </ul>	4
	<p>Upon completion of this lesson, student should be able to:</p> <ul style="list-style-type: none"> <li>▪ Describe the applications of information technology in business environment;</li> <li>▪ Explain the importance of knowledge management programs and systems for knowledge management.</li> </ul>	

	<p>Activity: Lectures with handouts and open discussions. Where appropriate, overhead projector, Power Point presentation, and television are also used. Usage of computer lab for hands-on experience.</p> <p>Further reading for this lesson: Laudon &amp; Laudon, Chapter 12, pp 384 – 387 &amp; Chapter 10, pp 315 – 317.</p>	
<p>Week 9 - 10</p>	<p>Topic:</p> <p>MS Word</p> <ul style="list-style-type: none"> <li>• Basic features</li> <li>• Working with Paragraphs</li> <li>• Tab key, Bulleting, Numbering, Undo, Redo, Printing and Help</li> <li>• Tables</li> </ul> <p>Upon completion of this lesson, student should be able to:</p> <ul style="list-style-type: none"> <li>▪ Acquire hands-on experience on basic MS Office applications – MS Word.</li> </ul> <p>Activity: Lectures with handouts and open discussions. Where appropriate, overhead projector, Power Point presentation, and television are also used. Usage of computer lab for hands-on experience.</p> <p>Further reading for this lesson: Internet Resources &amp; handouts</p>	<p>8</p>
<p>Week 11 -12</p>	<p>Topic: Information Technology – MS Excel</p> <ul style="list-style-type: none"> <li>• MS Excel             <ul style="list-style-type: none"> <li>✓ Selecting cells</li> <li>✓ Entering data</li> <li>✓ Editing cells</li> <li>✓ Changing a cell entry</li> <li>✓ Deleting a cell</li> <li>✓ Entering data as numbers or values</li> </ul> </li> </ul> <p>Upon completion of this lesson, student should be able to:</p> <ul style="list-style-type: none"> <li>▪ Acquire hands-on experience on basic MS Office applications – MS Excel</li> </ul> <p>Activity: Lectures with handouts and open discussions. Where appropriate, overhead projector, Power Point presentation, and television are also used. Usage of computer lab for hands-on experience.</p> <p>Further reading for this lesson: Internet Resources &amp; handouts</p>	<p>8</p>

<p>Week 13 -14</p>	<p>Topic: MS Power Point &amp; Revision</p> <ul style="list-style-type: none"> <li>• MS PowerPoint                             <ul style="list-style-type: none"> <li>- Starting presentation</li> <li>- Open existing presentation</li> <li>- Adding backgrounds</li> <li>- Adding images from clip art</li> <li>- Adding animated gifts</li> <li>- Adding transitions</li> <li>- Adding animations</li> </ul> </li> </ul> <p>Upon completion of this lesson, student should be able to:</p> <ul style="list-style-type: none"> <li>▪ Acquire hands-on experience on basic Ms. Office applications – Ms. Power point</li> </ul> <p>Activity:</p> <p>Lectures with handouts and open discussions. Where appropriate, overhead projector, Power Point presentation, and television are also used. Usage of computer lab for hands on experience.</p> <p>Further reading for this lesson: Internet Resources &amp; handouts</p>		<p>8</p>
	<p>Total</p>		<p>56</p>
<p>12. Text</p>	<p>Compulsory</p>	<p>Laudon, K. C., &amp; Laudon, J. P. (2004). <i>Management Information Systems - Managing the Digital Firm</i> (8<sup>th</sup> ed.). Pearson Education International.</p>	
	<p>Reference</p>	<p>i. Capron, H. L. (2002). <i>Computers: Tools for an Information Age</i> (7<sup>th</sup> ed.). California: Prentice Hall.</p> <p>ii. Microsoft Office XP – Simply Visual. Perception, Inc.</p> <p>iii. Alter, S. (2004). <i>Information Systems: A Management Perspective</i> (6<sup>th</sup> ed.). Boston: Addison Wesley.</p>	