

COURSE OUTLINE

Year: **2006/2007**

LEVEL: I, **TERM 1**

NAME OF THE SUBJECT: Introduction to Information Systems

NO. CREDITS: 4

NAME OF THE TEACHER: Ricardo T. Kompen

SHORT CV OF THE TEACHER:

Ph.D.Candidate, Multimedia Engineering, Universitat Politècnica de Catalunya
 M. Sc. In Chemical Engineering, Universidad de Los Andes, Venezuela, 2000
 Specialization in Process Engineering, Petróleos de Venezuela, S.A., 1992
 Chemical Engineer, Universidad Central de Venezuela, 1991
 Process/Project Engineer, 1991-1995, Petróleos de Venezuela, S.A.
 Professor, Chemical Engineering, 1996-2001, Universidad de Los Andes, Venezuela
 Research Assistant, 2002-2003, Laboratori d'Aplicacions Multimèdia, Universitat Politècnica de Catalunya
 Professor, Information Systems and Technology, 2003 - , ESEI – La Salle Universities

SEMESTER 1

COURSE DESCRIPTION: Basic concepts related to computers – The computer as a Business management tool. The Microsoft Office Package

COURSE OBJECTIVE

Help the student realise the potential of computers as tools for Business Management, and the importance of technology in today's world.

COURSE STRUCTURE:

The course will be mostly hands-on, tutorial-based, with exercises and examples in each session.

SYLLABUS

SEMESTER 1			CLASS SUBJECT
12 Sept -15 Sept	Enrolment / Orientation / Registration Week	Wk 1	
18 Sept -22 Sept	Teaching Week 1	Wk 2	Hardware
25 Oct -29 Oct	Teaching Week 2	Wk 3	Software
02 Oct -06 Oct	Teaching Week 3	Wk 4	Word
09 Oct -11 Oct	Teaching Week 4 12 Oct, 13 Oct Bank Holiday	Wk 5	Word
16 Oct -20 Oct	Teaching Week 5	Wk 6	Word
23 Oct -27 Oct	Teaching Week 6	Wk 7	PowerPoint
30 Oct -03 Nov	Teaching Week 7 01 Nov Bank Holiday	Wk 8	PowerPoint
06 Nov -10 Nov	Teaching Week 8	Wk 9	PowerPoint
13Nov -17 Nov	Teaching Week 9	Wk 10	Excel
20 Nov -24 Nov	Teaching Week 10	Wk 11	Excel
27 Nov -01 Dec	Teaching Week 11	Wk 12	Excel
04 Dec -08 Dec	Teaching Week 12 06 Dec – 08 Dec Bank Holiday	Wk 13	Excel
11 Dec –15 Dec	EXAMS	Wk 14	
TOTAL HOURS			

Course text Books Recommended SEMESTER 1/2No books necessary. Required information and tutorials will be posted weekly on the Intranet