

unit guide

Business Systems- An Introductory Management
Perspective

Reference Number: MIS-1-103

Faculty of Business,
Computing and Information
Management

Academic Year 2007 - 08

Semester One

become what you want to be

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1.0 Unit Details

Unit Title:	Business Systems- An Introductory Managerial Perspective
Unit Level:	One
Unit Reference No.	MIS-1-103
Credit Value:	One
Student Study Hours:	150
Contact Hours:	36
Private Study Hours:	114
Blackboard Site:	MIS-1-103-RG_s104
Course(s):	BA Honours Business Studies BA Honours Business Administration BA Honours Business Information Systems
Year and Semester	2007-08, Semester One
Teaching Team:	Unit Co-ordinator: Ralph Gharibi LR-346, Tel: 020 7815 8287 gharibr@lsbu.ac.uk
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	Ralph Gharibi -----
Subject Area:	Business Information Systems Department of Business & International Studies

Summary of Assessment Method:

Two parts assessment: 50% open-book test (Coursework 1) and 50% assignment (Coursework 2).

Minimum pass mark for each is 30%. To pass, the average mark must be at least 40%.

2.0 Short Description

The unit covers interrelated areas concerning information systems and technology and their importance in now and the future business world. The emphasis will be on the importance of systems, MIS, decision support systems, expert systems in a business environment, business information systems hardware and software and their appropriateness in a particular business. Office automation and the Internet, Data Protection Act and Computer Misuse Act, software licensing and data and access security. The unit also concentrates on extensive use of some industry standard software applications to solve business, management and accounting related problems.

3.0 Unit Aims

To provide;

students with an understanding of today's business systems,

learn ever-evolving body of information technology knowledge integrated into today's business environment.

Topics introduced in this unit serve as a foundation for the levels 2 and 3 units. In particular, certain topics will enable students to better understand the technology aspects of business information systems.

4.0 Learning Outcomes

4.1 Knowledge and Understanding

- Understand the concept of modern business information systems.
- Develop an understanding of the modern hardware and software features of large and small business computer systems.
- Understand the management information systems and basic data processing concepts.
- Learn to use the e-mail and the Internet effectively and appreciate their role in a successful business enterprise.
- Gain extensive hands-on experience of some of the most common classes of applications software used in today's business.

4.2 Intellectual Skills

- Working with, and relating to others
- Communication
- Understanding business systems and technology related methodologies
- Ability in critical analysis, thinking and relating

4.3 Practical Skills

- E-mail

- The Internet
- PowerPoint Presentation
- Excel Spreadsheet to solve business, management and accounting related problems

4.4 Transferable Skills

The conceptual, theoretical and practical skills developed in this unit are generally transferable within the learning on the BA Business degree.

- Learning by case studies
- Thinking critically
- Use of software applications
- Communication
- Working with others

5.0 Assessment of the Unit

There are two pieces of coursework:

Coursework 1-

A time-constrained, supervised practical assessment employing the use of software applications such as MS Excel 2003.

Week 11, Thursday 6 December 07 - A time-constrained practical test.

(Check the weekly programme for practical seminar sessions on pages 5 & 6.)

Coursework 2-

A written assignment relating to the theory aspects of the unit.

Distribution Date: Week 7 (Thursday, 8 November 07)- During the lecture session.

Submission Date: During week 13 (Week beginning 07 Jan. 08- Any day 'Monday to Friday', to submit to BCIM Faculty Office- Room L105.)

This assignment will also require students to write a summary (about 250 words), relating to one of the 12 lecture sessions. Students will be informed later in the semester the lecture session they should write the summary. (Objective: To help with note taking.)

Weighting: - Equal (50% / 50%)

The assessment for the unit will also have 'Personal Development Planning (PDP)' incorporated (for more details see 07-08 Academic Year, BA Business Course Guide, page 24).

The purpose of Personal Development Planning or PDP is to encourage students to reflect on their own learning by assessing their progress and making plans to improve their understanding and skills.

Students should refer to University's 'Student Handbook 2007/08', particularly the section on 'Academic Misconduct', including Collusion and Plagiarism.

6.0 Feedback

Every effort will be made to provide feedback to students 15 working days after the submission of an assignment.

7.0 Introduction to Studying the Unit

7.1 Overview of the Main Content

Theory

Information flows in business organisations, basic systems theory, system types, system control, business information systems, management information systems, decision support systems and executive information systems.

Information systems hardware and software, micro, mini, mainframe and super computers, operating systems, utilities, language translators, applications software.

Data communications, networking and the Internet, office automation.

Data structure (New terms for old concepts), security and access control, Data Protection Act. 1984, 1998, The Computer Misuse Act. 1990, software licensing.

Practical

Introduction, access to our network, LSBU's information resources and on-line learning and information services offered by our library. Using the Internet, LSBU's e-mail facility, PowerPoint 2003 & in-depth use of Excel 2003 spreadsheet and its integration with other software applications.

7.2 Overview of Types of Classes

The teaching method will include lectures, practical sessions, and some seminars to facilitate case studies, group discussion and exchange of views to illustrate current commercial practice. The method will also make use of the Blackboard (a virtual learning tool) and relevant video(s).

Theory

There will be a theory session each week for all seminar groups together, lasting one hour and thirty minutes.

Practical

There will be a practical session per seminar group each week to provide extensive practical experience using industry standard microcomputer software packages operating within windows environment to solve interesting and relatively simple business, accounting and management related problems. Extensive use of e-mail and the Internet will be encouraged.

7.3 Importance of Student Self-Managed Learning Time

Students will need and be expected to devote some of their non-taught time to reading relevant books and journals, and to unsupervised practical sessions in London Road computer laboratories / the Learning Resources Centre (LRC) /at home. This will extensively support their learning experience in lectures and seminars.

7.4 Employability

On completion of this unit, students will be able to:

Have a good understanding of concepts of modern business information systems and their contribution to business decision making at different levels of management.

Work cooperatively with people from different background.

8.0 The Programme of Teaching, Learning and Assessment

(I) Theory Sessions-

(One hour and thirty minutes per week - All groups together.)

Computers, Business & Management Information Systems

Week no.	Topic
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1,2,	General introduction, the syllabus, basic terminology used in business computing, the computer revolution, information flows in business organisations, systems theory, the main types, business as a system and Information & communication systems management.
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Hand-outs

+

Reading:

Computers, 12th Edition, Larry & Nancy Long

Getting Started, p.1 – 19

ch.1, p. 20- 68 (General IT introduction)

Also, if you are interested in buying a computer, check 'Personal computing Buyer's Guide' p. 311- 319.

3,4, Management information systems, levels of management and types of decision made at each level, basic understanding of executive information systems, decision support systems, expert systems and business simulation models.

Hand-outs

+

Reading:

Computers, 12th Edition, Larry & Nancy Long

ch. 9, Information Systems and Emerging Technology p. 361 – 391

Basic Information Systems Hardware and Software

5,6,7, Data representation in the computer. General introduction to computer hardware. Basic computer architecture, input/output devices, main and backing storage. Computer types; micro, mini, mainframe & super computers.

Hand-outs

+

Reading:

Computers, 12th Edition, Larry & Nancy Long

ch. 1, Computers, IT and You p. 20 - 68

ch. 4, Inside the Computer p. 153 – 179 + IT Illustrated p. 185 - 190

ch. 5, Storage and Input/Output Devices p. 191 - 231

Also;

Theory based assignment is distributed in week 7.

The submission date for this assignment is in week 13 (week beginning 7 Jan. 08)

8, Software: systems software; operating systems; Windows/Linux/ Unix/ networking software, utilities, programming language concept, specific and general application packages.

Hand-outs

+

Reading:

Computers, 12th Edition, Larry & Nancy Long

ch. 2, Software p. 69 - 107

Data Communications, The Internet, E-Commerce, Data Processing, Security and Related Issues

Week no.	Topic
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9, 10,	Introduction to business data communications and networking, office automation, the Internet and E-Commerce.
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Hand-outs

+

Reading:

Computers, 12th Edition, Larry & Nancy Long

ch. 6, Networks & Networking p. 239 - 269

ch. 3, Going Online p.113 – 147

ch. 8, E-Commerce p.321 - 336

11,	Data structure: New terms for old concepts, files, records and fields.
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Hand-outs

+

Reading:

Computers, 12th Edition, Larry & Nancy Long
ch. 5, Storage and Input/Output Devices p. 191 – 231

12, Data security: both hardware and software aspects,
site licensing, Data Protection Act 1984 & 1998 and Data Misuse Act 1990.

Hand-outs

+

Reading:

Computers, 12th Edition, Larry & Nancy Long
Ch 7, IT Ethics, Crime, and Privacy p. 277 - 305
ch. 8, Security p. 347 –355.

13, (Week beginning 7 Jan. 08) - Revision/Questions -
(Submission date for the theory based assignment – Any day in week 13)

(II) Practical Seminar Sessions-

(One hour and thirty minutes practical session per week, per group.)

No seminar in week 1 of the semester.

Week no.	Topic
2, 3,	Introduction, access to our network, basic WP operations, class exercise

Introduction, getting acquainted with the computing facilities, Logging on to South Bank University Computer System, e-mail (e-mail address, sending & receiving mail), the Internet.

+ Handouts

Students are normally familiar with using WP application software before starting the course. However, those who are not familiar with this application are offered additional help on using Word in the form of short sessions provided by the Learning Resources Centre (LRC), on-line tutorial available on our network and our possible help sessions (to be announced if required).

All students are expected to have basic word processing skills and to be able to integrate it with other units of the course quickly.

Week no.	Topic
4,	Access to Online Learning and Information Services provided by the library staff. + Handouts
5,	Introduction to MS PowerPoint 2003 + Handouts
6,	MS PowerPoint (Continuation)/ Introduction to Spreadsheet
7,8,9,	Spreadsheet using MS Excel 2003 Recommended Tutorial Book: Excel 2003, Teach Yourself (Hodder Headline Ltd), Moira Stephen, 2003. (Price £8.99)

The Topics will be introduced and demonstrated during the seminar sessions by tutors.

PLEASE NOTE: To complete the syllabus successfully, students will need and be expected to devote some of their personal times to working through the book, and use the practical seminar sessions to resolve questions and carry out / complete class exercises.)

Week no.

Topic

7, Introduction to Excel 2003, moving around the worksheet, entering text/ numbers/formulae, autofill, copying/ moving cell contents, print preview, formatting and layout, conditional formatting, Freezing panes, split screen, page layout, renaming/copying/moving worksheets

(chapters. 1 + 2 +3, +4, p. 1 – 69 Recommended Excel 2003 tutorial book)

8, Formulae and functions, relative and absolute cell referencing, circular references, named cell/ cell ranges, worksheet protection, charting and drawing, more functions and scenarios.

(chapters 5,+6, p. 72 – 119 & ch. 7, p. 126-140 Recommended Excel 2003 tutorial book)

9, Pivot-tables, **ch. 6, p. 122 – 125,** sort, **ch. 9, p. 153 – 156,** Excel with other applications, **ch. 12, p. 189 – 192 Recommended Excel tutorial book + Hand-outs**

10, (Thursday, 30th November 06)- Exercise and revision.
(An exercise in the form of a revision to help with the test.)

11, (Thursday 6th December 07)- A time-constrained practical test that will include some aspects of hands-on sessions. This test may last one hour and thirty minutes.

(Students will be allowed to use the recommended Excel 2003 tutorial book during the test as a reference.)

12, No seminars for this week.

13, (Thursday, 10 January 2008)

The test assessment marks will be ready. (The feedback will be given during the seminar periods.)

9.0 Learning Resources

9.1 Core Materials:

Theory-

Larry Long & Nancy Long, Computers, 12th Edition, Prentice Hall, 2005.
(ISBN 0-13-143235-4) (Price: £44.99)

You may be able to buy the book from last year's students or check the Internet for cheaper prices.

This book is not essential to purchase but if you have, it will greatly help to understand the subject.

Practical Seminar-

Moiria Stephen, Excel 2003, Teach Yourself (Hodder Headline Ltd), 2003.
(Price: £8.99)

It is essential to purchase this book as you will need it during the seminar sessions.

Blackwell's book shop in London Rd (next to the University), will be bringing copies of the book shortly. You may also try last year's students or check the Internet for copies.

9.2 Supplementary Materials:

H. L. Capron, Computers: Tools for an Information Age, 5th International Edition, Prentice Hall, 2006.

Bryan Pfaffenberger, Computers in Your Future, 6th Edition, Prentice Hall, 2004.

Laudon & Laudon, Essentials of Business Information Systems, 7th Edition, Prentice Hall, 2007.

Exploring Microsoft Office 2003 Enhanced Edition, Robert T. Grauer
Maryann Barber

Office 2003 in easy steps, Stephen Copestake, 2004.

Microsoft Excel 2003 on your side user manual, ENI Editions, 2004

Use of Electronic Medium (e.g. LSBU's computer based resources- the Intranet and the Internet.)

Computing magazines, journals & relevant articles in newspapers.

Notes-