

Unit Title	Business Systems- An Introductory Management Perspective
Programme(s)/Course	BA Business Studies, BA Business Administration
Level	4
Semester	1
Ref No:	
Credit Value	20 CAT points
Student Study hours	Contact hours: 52 Student managed learning hours: 148
Pre-requisite learning	None
Co-requisites	None
Excluded combinations	None
Unit Coordinator [Name + e mail address]	Ralph Gharibi gharibr@lsbu.ac.uk
Parent Department	Business Studies
Parent Course	BA Business Studies & BA Business Administration
Description [100 words max]	<p>The unit covers interrelated areas concerning information systems and technology and their importance in now and the future business world.</p> <p>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 networking and the Internet, Data Protection Act and Computer Misuse Act, software licensing and basic data and access security.</p> <p>Practical-</p> <ul style="list-style-type: none"> • The Internet – Search engines and methods of search. • To explore the way some popular websites are formed and operated (sites like 'You Tube', 'Facebook' and more). This will be backed by related theory and case studies. • Hand-on use of LSBU Library Information System.

	<ul style="list-style-type: none"> • Using PowerPoint presentation software application • Using Excel spreadsheet software as a management tool to solve business related problems (including the use of formulas and functions such as Scenarios and Pivot tables).
JACS Code	
Aims	<p>To provide;</p> <ul style="list-style-type: none"> • students with an understanding of today's business systems • learn ever-evolving body of information technology knowledge integrated into today's business environment.
Learning outcomes	<p>Knowledge and Understanding:</p> <ul style="list-style-type: none"> • 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 <p>Intellectual Skills:</p> <ul style="list-style-type: none"> • Understanding business systems and technology related methodologies • Ability in critical analysis, thinking and relating <p>Practical Skills:</p> <ul style="list-style-type: none"> • Appropriate use of the Internet, search engines, e-mail and website structure • PowerPoint presentation • Excel spreadsheet to solve business, management and accounting related problems <p>Transferable Skills:</p> <ul style="list-style-type: none"> • Learning by case studies • Thinking critically • The Internet and software applications • Communication
Employability	<ul style="list-style-type: none"> • Have a good understanding of concepts of modern business information systems and their contribution to business decision making at different levels of management • Have the capability to work satisfactorily, in both familiar and unfamiliar organisational contexts

Teaching & Learning Pattern	<p>Lectures, seminars, and practical sessions that would include case studies</p> <p>Lecture: 1 hour and 30 minutes per week</p> <p>Seminar: 2 hours and 30 minutes per week</p>
Indicative content	<p>Theory:</p> <ul style="list-style-type: none"> • Information flows in business organisations, basic systems theory applied to business, business information systems, management information systems, decision support and executive information systems • Information systems hardware and software, micro, mini, mainframe and super computers, operating systems, utilities, and 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 and software licensing <p>Practical:</p> <ul style="list-style-type: none"> • The Internet – Search engines and methods of search. (New) • To explore the way some popular websites are formed and operated (sites like 'You Tube', 'Facebook' and more). This will be backed by related theory and case studies. • Hand-on use of LSBU Library Information System • Using PowerPoint presentation software application • Using Excel spreadsheet software as a management tool to solve business related problems (including the use of formulas and functions such as Scenarios and Pivot tables)
Assessment method (Please give details – elements, weightings, sequence of elements, final component)	<p>Coursework 1- A time-constrained, supervised practical assessment employing the use of software applications</p> <p>Coursework 2- Case study related assignment covering aspects of the unit not assessed under coursework 1</p> <p>Weighting: - Equal (50% / 50%) Minimum pass mark for each coursework is 30%. To pass, the overall mark must be at least 40%</p>
Indicative Reading	<p>CORE READING: Larry Long & Nancy Long, Computers, 12th Edition, Prentice Hall</p> <p>Catherine LaBerta, Computers Are Your Future (Complete), Eleven Edition, Pearson, International Edition, 2011</p>

	<p>Paul Beynon-Davies, Business Information Systems, Palgrave Macmillan, 2009.</p> <p>Moiria Stephen, Excel 2010, Teach Yourself (Hodder Headline Ltd), 2010</p> <p>OPTIONAL READING:</p> <p>H. L. Capron, Computers: Tools for an Information Age, 5th International Edition, Prentice Hall</p> <p>Bryan Pfaffenberger, Computers in Your Future, 6th Edition, Prentice Hall</p> <p>Laudon & Laudon, Essentials of Business Information Systems, 7th Edition, Prentice Hall</p> <p>Bocji, Chaffey, Greasley & Hickie, Business Information Systems, 3rd edition, Prentice Hall</p> <p>Robert T. Grauer Maryann Barber, Exploring Microsoft Office 2010</p>
Other Learning Resource:	<p>Use of Electronic Medium (e.g. LSBU's computer based resources- the Intranet and the Internet)</p> <p>Computing magazines, journals & relevant articles in newspapers</p>