

MODULE: INFORMATION TECHNOLOGY

CODE:	BABS-1-1-09
Stage:	I
Number of Credits:	4 semester credits / 6 quarter units
Theme:	Information Technology
Assessment Weighting:	60% Coursework 40% Examination

INTRODUCTION

This module aims to ensure that students appreciate the central role of information in the business environment. It aims to give them a thorough understanding of technology such that they are able to identify appropriate applications and make informed decisions. Students will be introduced to the PC environment, giving them the confidence and ability to manipulate software packages.

AIMS

The aims of this module are:

- To provide students with an insight into the core concepts of information systems
- To give students the opportunity to examine the use and benefits of emerging technologies and their application in the business environment
- To ensure all students have sufficient practical computer skills to facilitate their study and project work in all modules of the programme

LEARNING OUTCOMES

On completion of this module successful students will be able to:-

- Demonstrate the essential analytical skills to support an accurate and rigorous approach to decision making
- Appreciate the basic management of operations
- Construct management information from data to help solve problems
- Identify and describe the features of the office components necessary for a complete computer system

Demonstrate awareness of the basic concepts involved in Information Technology and its application in the decision making process and in planning and controlling company resources

SYLLABUS

Theory

Information Technology, The basic concepts

Evolution of computers

Types of Computers

Components of a computer

Data, Information & Knowledge

Modern Computer Systems

Hardware

Input, Output

Units of Data Storage

RAM, ROM

Performance Characteristics

Storage, Memory Devices

Software

Operating Systems

Application Software

Systems Development

Data Communication

Information Networks

Topology

Telecommunications Devices

The Internet

Services on the Internet

E-mail

E-Commerce

Information Technology & The Business Environment

Office Systems

Office Automation

Financial Applications

Accounting Systems

Databases

Management Information Systems

Industrial Systems

Data Processing

Software Applications Word-processing

Editing, layout, presentation

Spreadsheets

Use of formulae, data manipulation,

Graphical representation of data, sensitivity analysis

Databases

File creation, file linking, file updating and interrogation

Operating Systems

Data Protection

Computer Viruses

E-Application Development

Web Site Development

Introduction to Web page development

Layout & Performance

TEACHING & LEARNING METHODS

This module is taught by means of lectures (particularly participative lectures) held in computer labs and computer based demonstrations to enable students acquire the necessary knowledge and understanding of course material. Small tutorial groups will also be used to develop practical application of material. Directed exercises and assignments will be allocated on a regular basis for completion in class.

ASSESSMENT METHODS

Knowledge, understanding, practical and transferable skill will be tested through coursework which will account for 60% of the assessment marks and consist of practical lab work / and simulated class exercises. A final closed book written examination will also be held on module completion accounting for 40% of the marks.

PRIMARY READING LIST

Understanding Computers, Long, Larry & Nancy, Prentice Hall, 1999

Business and Information Systems 2nd edition Nickerson, RC Prentice Hall 2000

RECOMMENDED READING LIST

Course Notes for Windows IT Excel/Word/Powerpoint Lisa Donaldson Griffith
College 1999