



Course Syllabus (BUS 316: Data Processing and Systems Analysis)

General Information

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Course Description

This is a two-credit unit core course offered by students of Management in the Department of Business Administration, University of Jos. The course aims at equipping business students with the requisite practical knowledge and skills that would help grow their managerial competence success in the 21st century any where across the globe. Having gone through the course materials, it is expected that the student would be able to collect data, take same through data processing activities in the most efficient and effective manner; be apt to identify areas for partial or complete change in an information system within the context of Systems Development theory as well as better placed to acquire advance education and skills in computing.

Learning Outcomes

- Upon successful completion of this course, students would be able to:
- Appreciate the importance of data and information in management
 - Design effective means and procedures of data collection and determine the best processing techniques and tools in a typical business context
 - Extensively do data analysis using Ms EXCEL and Statistical Package for Social Sciences (SPSS)
 - Describe what Database Management Systems (DBMS) are in terms of structure and components
 - Work with relational Databases like Ms ACCESS
 - Describe the Systems Development cycle and apply the principles and procedures of systems analysis to a typical business situation

Course materials

This course is practical-oriented and highly interactive. Owning or gaining access to a desktop, laptop or palm-top will give a student lot of advantage. Your system should however run minimally on Windows vista and be equipped with Microsoft office suite, Adobe Acrobat reader, web browser (Internet explorer, Chrome, etc), internet access.

Communication

Communication is critical to learning. Students are therefore encouraged to contact the course lecturer via email or blog site with any questions or concerns. Students will also have the opportunity to discuss course related issues in the classroom and discussion forum on facebook. The instructor will post announcements on the course homepage as well as send periodic emails. You are therefore advised to check course site and your inbox regularly.

Prerequisite

- Students should be able to:
- Turn the computer on and off; Use the keyboard and mouse effectively
 - Do basic activities using Ms Excel and Word
 - Use web browsers and emails

Evaluation

The course evaluation is structured as follows:

NO.	ITEMS	WEIGHT
1.	Assignments	10%
2.	Quizzes	10%
3.	Presentation	10%
4.	Semester exam	70%
	TOTAL	100%



UNIVERSITY OF JOS
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Grading

<u>SCORE RANGE</u>	<u>GRADE</u>	<u>GRADE POINT</u>	<u>REMARK</u>
70 – 100	A	5	PASS
60 – 69	B	4	PASS
50 – 59	C	3	PASS
45 – 49	D	2	PASS
40 – 44	E	1	PASS
00 – 39	F	0	FAIL

Methodology

The class is highly interactive and therefore requires the active participation of all students. Students' participation during lectures and through other means like emails and online forum is highly encouraged as they afford opportunities to earn bonus points. Moreover, the course is designed in such a way that students will need to work individually and collaboratively and would be assessed in like manner but with particular focus on developing individual competence and skills. Thus, students are expected to study materials provided and search for supplement materials throughout the duration of this course.

Course Outline

PART ONE: Theoretical Component	
Unit 1: Data Processing	<ul style="list-style-type: none"> i. The concepts of data and information; Data Processing, Data processing system and information system ii. Data Processing cycle - model iii. Data Processing activities iv. Data processing system
Unit 2: Database Management	<ul style="list-style-type: none"> i. Defintions: Database, Database Management and Database Management Systems (DBMS) ii. DBMS Building Blocks iii. Database Management and Business Competitiveness
Unit 3: Systems Analysis	<ul style="list-style-type: none"> i. Definitions: System, Systems Analysis ii. Stages in Systems Analysis iii. Arguments for Systems Analysis in managing organisations
PART TWO: Practical Component	
Unit 1: Source Document Design	<ul style="list-style-type: none"> i. Source document: purpose and importance ii. Determine Information Needs of the user iii. Design of paper-based Source Document iv. Design of e-Source Document
Unit 2: Data Collection - Design and Procedures	<ul style="list-style-type: none"> i. Considerations - target audience, literacy, resources, costs, etc ii. Design of e-data collection iii. Design of paper-based data collection
Unit 3: Data Analysis	<ul style="list-style-type: none"> i. Advanced Workings with Ms EXCEL ii. Baisc analysis in SPSS
Unit 4: Data Management	<ul style="list-style-type: none"> i. Introduction to Ms Access ii. Creating a simple database using Ms Access iii. Using Ms Excel for Flat database

Reading List

O' Brien, J.A., & Marakas, G. M. (2007). Management Information System. New Delhi, India: Tata McGraw-Hill Publishing Company Limited

Bourgeois, David T. (2014). Information Systems for Business and Beyond. A Free Online Textbook Retrievable from Saylor URL: <http://www.saylor.org/courses/bus206>