



Course Syllabus (MAN 710: Computers in Organisation)

General Information

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Course Description

This is a two-credit unit core course designed to equip postgraduate diploma students of Management with the requisite knowledge and skills to fit into the 21st century world. In this course, students will learn computer basics, information technologies and also develop practical skills in the use of basic software applications such as Ms Excel, Word and Powerpoint. Furthermore, students will get familiarised with the use of Email and the Internet.

Learning Outcomes

Having successfully completed this course, students would be able to:

- Identify computer hardware and peripherals
 - Be familiar with software applications
 - Create and work through excel, document and PowerPoint files
 - Work with various web browsers and conduct internet based researches
 - Utilise the email and Internet for business purpose
- Get familiar with basic IT solutions and business applications

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
 - Use web browsers

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%

Grading

SCORE RANGE	GRADE	GRADE POINT	REMARK
70 – 100	A	5	PASS
60 – 69	B	4	PASS
50 – 59	C	3	PASS
00 – 49	F	0	FAIL



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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

Module 1: Computer Basics

- Unit 1:**
- i. Definitions
 - ii. Computer system and components
 - iii. Hardware and peripherals
 - iv. Software: categories, types and examples

Module 2: Information Technologies and Business Application

- Unit 1:** Information Technologies shall cover:
- i. Definitions
 - ii. Communication and network technologies
 - iii. Operating systems
 - iv. Basic Application software

- Unit 2:** Business applications shall cover:
- i. E-commerce fundamentals and applications
 - ii. Support systems
 - iii. Business Enterprise Systems
 - iv. Business packages

Module 3: Managing Organisational Systems and Data

- Unit 1:** Database Management shall cover
- i. Definitions
 - ii. Traditional File system, flat database and Database Management System (DBMS)
 - iii. Building blocks of DBMS
 - iv. Management perspectives and considerations

- Unit 2:** Systems Analysis will cover:
- i. Definition and Meaning of Systems Analysis
 - ii. Arguments for and against Systems analysis
 - iii. Stages and considerations in System Analysis Cycle

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>