Administrative Information Systems

Information :

Course Code :	CSC 302	**Level**	:	Undergraduate	**Course Hours :**	3.00- Hours

Department :	Department of Public Administration

Area Of Study :

This course deals with applications of specialized software on different administrative systems, quantification of administrative phenomena and its application on both local and central levels. In addition, students study information creation, dissemination and sharing, problems solving approach to IS, problem analysis, basic IS applications, organizational systems, knowledge work systems, information support systems.

Course Goals:
˝Identify the conceptual foundations of management information systems.
˝Discover the role of information as a major management resource in modern business organizations.
˝Emphasize organization environment, technology, decision models, and performance evaluation as the major determinants of management information systems success.
˝Classify the different types of computerized information systems in use of modern business organizations.

Description :

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Course outcomes :

a.Knowledge and Understanding: :

1 -	Understand concepts and processes used in doing business.
2 -	Identify specialized software on the different administrative systems.

b.Intellectual Skills: :

1 -	Analyze security issues and networks; Internets, intranets and extranets; business models and e-commerce.
2 -	Evaluate quantification of administrative phenomena and its application on both local and central levels.

c.Professional and Practical Skills: :

1 -	Apply information systems on modern business organizations, including transaction processing system.
2 -	Combine and use different administrative and technical skills through the application of specialized software on the different administrative systems

d.General and Transferable Skills: :

1 -	Attain needed skills for problem solving approach to information system.
2 -	Develop innovation skills and technical know-how.

Course Topic And Contents :

Topic	No. of hours	Lecture	Tutorial / Practical
Course Outline and Introduction on Business Information Systems	3	1	
E-Business: How Businesses Use Information Systems	3	1	
E-Business: How Businesses Use Information Systems Online Quiz 1	3	1	
Achieving Competitive Advantage with Information Systems	3	1	
Telecommunications	3	1	
Mid Term Exam		1	
The Internet	3	1	
Wireless Technology	3	1	
Enterprise Applications	3	1	
E-Commerce	3	1	
E-Commerce (Cont.) Online Quiz 2	3	1	
Digital Markets	3	1	
Digital Markets (Cont.)	3	1	
Digital Goods	3	1	
Final Exam		1	

Teaching And Learning Methodologies :

Data show and computer in lectures

Demonstration videos

Group discussion

Presentation

Research Paper

Simulations

Debates

Course Assessment :

Methods of assessment	Relative weight %	Week No	Assess What
Course Work (Attendance, Participation, Assignments, Quizzes, Research Paperõ D	30.00		To assess understanding and theoretical background of the intellectual and practical skills.
Final Exam	40.00	15	To assess knowledge and intellectual skills.
Midterm Exam(s)	30.00	6	To assess professional skills.

Recommended books :

Periodicals :

Vladimir Simovic, Case Study: an Information System Management Model, Management Information Systems, Vol.7, No.1, 2012.

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