



**College of Business and Economics
Department of Accounting and Finance**

| Course Information | |
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| Course Number | AcFn1042 |
| Course Title | Fundamentals of Information system |
| Degree Program | BA degree in accounting and finance |
| Module | Computing and quantitative method for Business |
| ETCTS Credits | 3 |
| Contact Hours (per week) | 2 |
| Course Objectives & Competences to be Acquired | <p>To bring the students to a practical level of competency in business related IT tools, including word processing, spreadsheets and presentation software. After successfully completing this course, the students should be able to:</p> <ul style="list-style-type: none"> • Explain the fundamental Information Technology (IT) concepts that underpin Business Information Systems. • Explain the characteristics of different IT hardware configurations, in terms of processor, storage and input/output technologies. • Describe different types of software as used by business. • Be competent in the use of a computer, produce documents, design spreadsheets and make a presentation. |
| Course Description | To introduce students to the fundamental aspects of IT in business, including hardware, software, data storage technologies and the theoretical basis for understanding how systems work and interact. |
| Course Contents | |
| 1. Fundamentals of Information Systems 1.1. Data and information 1.2. Attributes of Information, 1.3. Business Information, 1.4. Information and decision making | |
| 2. Hardware and Software Fundamentals 2.1. Hardware 2.2. Software Fundamentals | |
| 3. Basic application software 3.1. Word Processing, 3.2. Spreadsheets, 3.3. Presentation software 3.4. Introduction to Internet | |
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Text Book:

Bocij, Chaffey, Greasley & Hickey. Business Information Systems, Technology, Development & Management for the e-Business. 2003. Prentice Hall

Reference Books

- Business Information Systems, Dryden Press
- Microsoft, Step by Step Word, Microsoft Press
- Microsoft, Step by Step Excel, Microsoft Press,
- Microsoft, Step by Step Powerpoint, Microsoft Press