

**Faculty of Economics and Political Science**

**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 :**

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 outcomes :**

**a. Knowledge and Understanding: :**

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

**b. Intellectual Skills: :**

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

**c. Professional and Practical Skills: :**

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

**d. General and Transferable Skills: :**

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

### **Course Topic And Contents :**

<b>Topic</b>	<b>No. of hours</b>	<b>Lecture</b>	<b>Tutorial / Practical</b>
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 :**

<b>Methods of assessment</b>	<b>Relative weight %</b>	<b>Week No</b>	<b>Assess What</b>
Course Work (Attendance, Participation, Assignments, Quizzes, Research Paper) 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.