C1 Management Information Systems

[Add institute name here]
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**Original Material**

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About this Course Manual

How this Course Manual is structured

The course overview

The course overview gives you a general introduction to the course. Information contained in the course overview will help you determine:

- If the course is suitable for you
- What you will already need to know
- What you can expect from the course
- How much time you will need to invest to complete the course.

The overview also provides guidance on:

- Study skills
- Where to get help
- Course assignments and assessment
- Activity icons
- Modules.

We strongly recommend that you read the overview carefully before starting your study.

The course content

The course consists of six modules. Each module comprises:

- An introduction to the module content.
- Module outcomes.
- New terminology.
- Core content of the module with a variety of learning activities.
- Module summaries.
- Assignments and/or assessments, as applicable.

Resources

For those interested in learning more on this subject, we provide you with a list of additional resources at the end of each module; these may be books, articles or web sites.
Your comments

After completing Corporate Finance we would appreciate it if you would take a few moments to give us your feedback on any aspect of this course. Your feedback might include comments on:

- Course content and structure.
- Course reading materials and resources.
- Course assignments.
- Course assessments.
- Course duration.
- Course support (assigned tutors, technical help, etc.)

Your constructive feedback will help us to improve and enhance this course.
Course overview

Welcome to Management Information Systems

This course is designed to enhance your knowledge and competencies in various aspects of the development and applications of management information systems. It provides a general overview of information systems and the frameworks required to plan and implement effective information systems which will be useful for management decisions and support. The course provides inputs on the enterprise concepts, strategic information systems, roles of information systems and strategies for e-commerce applications, the impact that the Internet and the World Wide Web have had on the world of modern business and the importance and relevance of strategic use of information systems in this environment. This course gives the learner a contemporary worldview of information systems and applications at all management levels.

Management Information Systems – Is this course for you?

This course is intended for any person or MPA/MBA students who are inspired to take a serious interest in development and applications of management information systems which will be useful for management decisions and support.

This course is organised into six modules addressing topics of information systems used in supporting organisation development. The course begins with an overview on MIS and e-business concepts. The modules that follow explore e-business markets, strategic IS planning, information system frameworks, e-business networks, IS strategy evaluation and creating global brand. The last module covers contemporary information system and e-business culture.
Course overview

Course outcomes

Upon completion of Management Information Systems you will be able to:

- describe the roles and impact of MIS on organisations.
- demonstrate a clear understanding on e-business and its strategic applications in the global market.
- discuss issues in implementing e-business strategies.
- describe strategic IS planning process and frameworks for building IS and e-business networks.
- describe and apply evaluating strategies for IS in organisations.
- describe the building process of global branding and global community systems.
- identify and apply models and issues of organisational transformation and convergence.
- describe the framework to manage change in e-business environment.

Timeframe

Each module has been designed to take about 20 hours, so to complete the whole course the students will need about 120 hours.

This course emphasises both theories and applications that will help students to understand and analyse various aspects of the management of information systems. Students will find that case studies play an important part in this course. The practice exercise at the end of each module takes the form of a case study in which they can practise the skills they have learned. Each module takes about two to four weeks to finish and the whole course takes between 18-24 weeks to complete.
As an adult learner your approach to learning will be different to that from your school days: you will choose what you want to study, you will have professional and/or personal motivation for doing so and you will most likely be fitting your study activities around other professional or domestic responsibilities.

Essentially you will be taking control of your learning environment. As a consequence, you will need to consider performance issues related to time management, goal setting, and stress management. Perhaps you will also need to reacquaint yourself in areas such as essay planning, coping with exams and using the Web as a learning resource.

Your most significant considerations will be time and space, that is the time you dedicate to your learning and the environment in which you engage in that learning.

We recommend that you take time now – before starting your self-study – to familiarise yourself with these issues. There are a number of excellent resources on the Web. A few suggested links are:

  The “How to study” website is dedicated to study skills resources. You will find links to study preparation (a list of nine essentials for a good study place), taking notes, strategies for reading text books, using reference sources, test anxiety.

- [http://www.ucc.vt.edu/stdysk/stdyhlp.html](http://www.ucc.vt.edu/stdysk/stdyhlp.html)
  This is the website of the Virginia Tech Division of Student Affairs. You will find links to time scheduling (including a “where does time go?” link), a study skill checklist, basic concentration techniques, control of the study environment, note taking, how to read essays for analysis, memory skills (“remembering”).

- [http://www.howtostudy.org/resources.php](http://www.howtostudy.org/resources.php)
  Another “How to study” website with useful links to time management, efficient reading, questioning/listening/observing skills, getting the most out of doing (“hands-on” learning), memory building, tips for staying motivated, developing a learning plan.

The above links are our suggestions to start you on your way. At the time of writing, these Web links were active. If you want to look for more go to www.google.com and type “self-study basics”, “self-study tips”, “self-study skills” or similar.
Need help?

Is there a course website address?

What is the course instructor's name? Where can s/he be located (office location and hours, telephone/fax number, email address)?

Is there a teaching assistant for routine enquiries? Where can s/he be located (office location and hours, telephone/fax number, e-mail address)?

Is there a librarian/research assistant available? Where can s/he be located (office location and hours, telephone/fax number, email address)?

Is there a learners' resource centre? Where is it located? What are the opening hours, telephone number, who is the resource centre manager, what is the manager's email address)?

Who do learners contact for technical issues (computer problems, website access)?

Assignments

There are two Tutor-Marked Assignments (TMA) in this course; each contributing 20 per cent to the total assessment of this course. The details on the procedures for the TMAs will be provided in the institutional guidelines.

The deadlines for students to submit the two TMAs can be found in the institutional guidelines as well as the LMS.
Assessments

At the end of the semester, a Final Examination is held and contributes 60 per cent to the total assessment of this course. Hence total assessment comprises of:

- Assignment 1: 20 per cent
- Assignment 2: 20 per cent
- Final Examination: 60 per cent
- Total: 100 per cent.

For more details about the Final Examination, please refer to the institutional guidelines, and the samples of the Final Examination Question Paper available in the LMS.
Getting Around this Course Manual

Margin Icons

While working through this course manual you will notice the frequent use of margin icons. These icons serve to “signpost” a particular piece of text, a new task or change in question; they have been included to help you to find your way around this course manual.

A complete icon set is shown below. We suggest that you familiarise yourself with the icons and their meaning before starting your study.