

MAKERERE UNIVERSITY BUSINESS SCHOOL
FACULTY OF COMPUTING AND INFORMATICS
DEPARTMENT OF APPLIED COMPUTING & INFORMATION TECHNOLOGY
ACADEMIC YEAR 2026/2027 SEMESTER I
BACHELOR OF BUSINESS ADMINISTRATION (BBA)

COURSE NAME : INTERMEDIARY ICT
YEAR OF STUDY: II
SEMESTER : I
CREDIT UNITS : 5
COURSE CODE : BUC 2122
FACILITATORS : Cosmas Ogenmungu (0774568322)
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Course Description

Businesses and Organizations in the modern world are powered by Information Communication Technology. Given that the business environment is data-drive, this course has enriching concepts on how data is compiled and properly managed as well as its value in helping businesses meet their goals. As more and more businesses rely on networks and telecommunications to run their activities, it is important for you to understand exactly how this technology can improve business performance and provide value. Having excel skills is extremely valuable to employers and can increase your chances of getting hired by showing employers that you have great analytical skills such as designing various business and financial models. That said, this course unit has been well packaged with rich content that helps a student to strategically position themselves in business while integrating ICTs.

Course Objectives

Learning Objectives

The aim of this course unit is to:

- Understand data management and its importance in organizations.
- Acquire knowledge of communication systems, networks technologies and the application they serve.
- Understand the steps involved in applying business/information technology (IT) solutions.
- Equip learners with practical skills in developing various business and financial models using Ms Excel.

Learning Outcomes

By the end of the course, you should be able to;

- Explain the benefits of appropriate data management to organizations.
- Identify the basic components, functions, and types of telecommunications networks, media and topologies applied in business.
- Demonstrate knowledge and skill needed for the design and development of information systems.

- Develop various business and financial models using Ms excel.

DETAILED COURSE OUTLINE THEORY

NO	TOPIC	CONTENT	WEEKS
1	Data Management	• Key concepts and definition of Data Management • Data Management Principles • Data Management Process • Importance of Data Management • Data Management tools • Best practices/ Techniques for effective Data Management • Data Management challenges and possible solutions • Benefits of good Data Management • Consequences of poor Data Management	1-3
2	Information Systems Development	• Steps of the information systems development cycle. • System development methodologies. • Advantages, Challenges and application of each Methodology. • End user approaches to system development. • Activities involved in the implementation of new information systems.	4-6
3	Networks and Telecommunication	• Definition of a Network • Basic Network concepts • Uses of Networks • Benefits of Networks • Limitation of Networks • Classifications of Networks • Network design parameters • Network devices • Definition of telecommunication • Role of telecommunication • Data communications 1. Definition of data communications 2. Fundamental characteristics of data communications 3. Components of data communications 4. Data communications systems tasks 5. Data signals 6. Transmission methods 7. Transmission modes • Communication channels 1. Wire media 2. Wireless media • Network Security Best Practices	7-9

4	Information Systems Security and threats	• Introduction to information security • Security requirements • Security threats, management strategies and defences.	10-12
5	Social, Legal & Ethical Issues in ICT and how they can be addressed	• Social Issues of using technology in business 1. Understanding social issues 2. Social media (forms of social media, social media platforms, opportunities of using social media, threats of using social media) • Legal Issues 1. Cyber laws • Importance of cyber laws • Area of cyber laws • Major components of cyber laws • Advantages of cyber laws • Challenges of implementing cyber laws in Uganda 2. ICT policies and issues • National ICT policy • Implementation of the ICT policy and strategy framework • Ethical Issues in managing technology in business	

PRACTICAL

NO	AREA	COVERAGE	WEEKS
1	Introduction To Ms Excel Working Environment, Entering data and navigating a Workbook	• Opening a workbook • Renaming, insertion, deletion and positioning of worksheets • Inserting and deleting of columns, rows, cells and cell addressing	1-2

		• Review of Excel Ribbon tabs-Home, Insert, Page layouts, formulas, data, review and View • Use of the Quick access toolbar • Use of the Office button • Saving of a workbook in a folder and compatible model • Auto fill, direct entry and importing data • Entering text and numerical data • Inserting columns and rows • Selecting Cells, Selecting Non adjacent cells, Auto select • Printer setup, Page setup, Setting of margins, headers and footers and print preview • Inserting comments • Number, Font, Alignment • Borders and Fill • Protection • Copying, moving and pasting	
2	Formatting and editing data in a Worksheet, & formulas	• Entering Formula • Using Functions (Auto sum, average, count, count if, max, min, and mode, median) • Sorting in Ascending and descending order • Customized sorting • Subtotals for different columns with Summaries • Auto filtering and customized filtering • Cell referencing and fixing • Using the Chart wizard and formatting charts • Pivot Tables	3-5
3	Logical functions	• Introduction to the IF statement • Inbuilt and typed IF statements • Simple IF • Nested IF • General functions • Applications of the IF function-Grading, Tax (URA PAYE)	6-7
4	Financial functions	• Financial Modelling • PV, FV, NPV, IRR • Loan Amortization • Financial statements (Income statement, Balance sheet and Cash flow statements) • Goal seeker • Scenario manager • Table Data • Solver	8-12

Delivery Method

Straight lecture, Discussion, practical and case studies **Assignments and Assessment**

Coursework assignments shall be timetabled and communicated accordingly. Students must attempt both of them.

Coursework	Nature	Coverage	Grading
1	Theory	Topics 1 & 2	15%
2	Practical	Ms. Excel	15%
Final Exam	Theory	All topics	70%
			100%

Each student must ensure that they receive their course work results before the final examination and raise any issues before the examination week commences. Ensure to receive and keep your coursework script until you receive the final examination results the following semester.

Learning Management System - Mubsep

Students are required to enroll themselves on the Makerere University Business School Education Portal - Mubsep (<http://mubsep.mubs.ac.ug>). Mubsep is an online Moodle Online Learning Management System. All communication, teaching materials, assignments, results and discussion forum will be done on that forum.

Participation

Every student is required to attend at least 80% of the classes to fulfil the minimum requirements to sit for the final examination. Students are also required to attempt all assignments as partial fulfilment for the requirements of the course.

Statement for Academic Dishonesty

Academic dishonesty (e.g. cheating on assignments and examinations, plagiarism) is a serious offense. All work that you submit in this class must be your own. Each student is responsible for being familiar with the MUBS policies on academic dishonesty. Any student engaging in academic dishonesty in this course will receive a fail grade (0) and appropriate disciplinary action will be taken.

Resources

1. Aubrey James O'Brien (2010), *Management Information Systems, A Managerial End User Perspective*, McGraw-Hill Education, 10th Ed.
2. Avison, D. & Fitzgerald, G., (2006). *Information Systems Development: Methodologies, Techniques and Tools*, 4th Edition, McGraw-Hill, ISBN-13 978-0-07-711417-6
3. Internet resources such as Journals.
4. Kenneth C. Laudon & Jane P. Laudon (2006), *Management Information Systems, Managing the Digital Firm*. Prentice Hall, 9th Ed.
5. Sonny Nyeko and Musa Moya (2013), *ICT in Business* Second Edition
6. Thomas Connolly and Carolyn Begg, (2014). *Database Systems, A practical approach to Design, Implementation, and Management*, Pearson, 6nd Edition.

Prepared by – Internal examiner

Approved by HOD – Marketing & Mgt

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