**BIS 1101 Communication for Information systems Managers (3 CU)**

**Course Description:** Upon successful completion of this course, the student should: Have an understanding and appreciation of requisite communication techniques & approaches for managers of information systems.

**Indicative Content:** This course will focus on the value of effective communication in the management of information systems including: common communication techniques and models and a review of their application in management of information systems. The content will include: the importance of effective communication, writing essays, reports & short business documents, working cooperatively in teams, and presenting group projects. It will also provide an overview of communication theory and an insight into the processes of professional communication and effective communication skills for interpersonal and collaborative contexts in the workplace.

**Reference Books:**

i. R. Plant and S. Murrell, *An Executives Guide to Information Technology: Principles, Business*

*Models, and Terminology*, Cambridge University press, 2007.

ii. S. Gordon, *Computing Information Technology*: *The Human Side*, IRM Press, 2003.