

Faculty of Commerce & Business Administration

Computer Applications in Management

Information :

Course Code : MGT 409

Level : Undergraduate

Course Hours : 3.00- Hours

Department : Department of Finance'

Area Of Study :

- ☐ Explore the basic of data analysis
- ☐ Identify several basic data analysis tools
- ☐ Describe several important trends for business forecasting
- ☐ Define major challenges affecting business forecasting
- ☐ Apply information system by using Microsoft Excel applications

Description :

Computer and office application use, systems analysis and design, data modeling, and communication. Identify, analyze, and explain Information Technology solutions in relation to costs, benefits, and risks. Develop and design applications in spreadsheet or database use. Develop the analytical skills and understanding of computer systems, networks, and business software applications.

Course outcomes :

a.Knowledge and Understanding: :

1 -	Understand the concept of data analysis
2 -	Explain how data analysis help a business gain strategic advantages
3 -	Explain the purpose of Excel software packages for end-user productivity and collaborative computing
4 -	Identify three business forecasting methods
5 -	Explain how failures in IT management can be reduced by the involvement of business managers in IT planning and management.

b.Intellectual Skills: :

1 -	Examine skills needed for effectiveness in the applying of data analysis
2 -	Identify several strategic uses of Excel application and give examples of how they can help a business gain competitive advantages.
3 -	Identify the business value of using Excel application in business forecasting
4 -	To define and describe the functions of an operating system

c.Professional and Practical Skills: :

1 -	Explain why business forecasting is important for business professionals, and identify five areas of information systems knowledge that they need
2 -	Explain how Excel application can help a business gain strategic advantages

3 -	cTo describe the main uses of computer programming software, tools, and languages.
-----	--

d.General and Transferable Skills: :

1 -	The ability to practice team work and presents results.
2 -	The ability to use Microsoft applications (Access, Excel, PowerPoint, ,Publisher, and word)

Course Topic And Contents :

Topic	No. of hours	Lecture	Tutorial / Practical
Overview of Excel Application	3	3	
Histograms for Data Analysis	3	3	
Business Forecasting Techniques	3	3	
1st Midterm Exam	2		
Financial Data Analysis	3	3	
Business Budgeting and Analysis	3	3	
2 nd Midterm Exam	2		
Business Budgeting and Analysis 2nd	3	3	
Business Budgeting and Analysis 3rd	3	3	
Revision	3	3	

Teaching And Learning Methodologies :

. Computer Lab lectures.
Group discussion
Self-learning
Practical.

Course Assessment :

Methods of assessment	Relative weight %	Week No	Assess What
Practical Final Exam	40.00		
Practical First Mid-Term Exam	20.00		
Practical Second Mid-Term Exam	20.00		
Semester Work	20.00		

Books :

Book	Author	Publisher
Computers Tools for an Information Age	H. L. Capron	Prentice Hall

Course Notes :

Handouts.

Periodicals :

Periodicals

Web Sites :

Websites,etc
<http://www.wikipedia.org/>