Ministry of Higher Education and Scientific Research

Syrian Virtual University



السوربة	العربية	الجمهورية
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وزارة التعليم العالسي والبحث العلمي

الجامعة الافتراضية السورية

Course Description: Computer Applications in Management

1- Basic Information:

Course Name	Computer Applications in Management
Course ID	GBS504
Contact Hours (Registered Sessions)	24
Contact Hours (Synchronized Sessions)	24
Mid Term Exam	-
Exam	75 min
Registered Sessions Work Load	36
Synchronized Session Work Load	24
Credit Hours	5
Course Level	5

2- Pre-Requisites:

Course	ID
Mathematics	GMA401
Probability &Statistics	GMA402
Computer Skills	GBS302

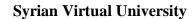
3- Course General Objectives:

This course aims to introduce the importance of computers in the field of business management by identifying the most important applications (software) used in business management on the one hand and enabling the student to use them optimally in his field of specialization on the other. In its first part, the course seeks to enable the student to invest Excel in terms of: designing an individual database, analyzing and processing data through sorting, searching, pivot tables, graphs and the use of ready-made functions. It also builds and resolves models of optimal solution problems.

In the second part, the course also seeks to introduce the basic concepts of database management systems, explain how relational databases are designed and developed, in particular MS Access databases, clarifying the concepts of databases, and the advantages of relational database management system. Interconnection), building data models, creating tables and relationships, queries (in SQL), forms, reports, and understanding the mechanisms of overall database design.



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4- Intended Learning Outcomes (ILO):

Code	Intended Learning Outcomes				
ILO1	Knows the importance of computers in management, distinguishes the most important software and applications in business management and concludes the importance of Excel as				
1201	an alternative application from most computer applications in management.				
ILO2	Excel invests, designs an individual database and inputs its data.				
ILO3	Analyzes and processes Excel database: sorting, searching, and filtering, using pivot table, adding subtotal, and designing and understanding charts.				
ILO4	Remembers designs and solves optimal solution models.				
ILO5	Remembers the basic concepts of database management systems.				
ILO6	Understands and applies the mechanisms for designing databases.				
ILO7	Skills to use the database management system to create a MS Access database				
ILO8	Use Database systems to obtain information (queries, reports, models) that help with decision-making.				

- 5- Course Syllabus (24 hours of total Recorded Sessions , 24 hours of total synchronized sessions)
 - RS: Recorded Sessions; SS: Synchronized Sessions;

ILO	Course Syllabus	RS	SS	Type	Additional Notes
ILO1	 A general introduction to computer applications in management. The importance of Excel as an alternative application for most computer applications in management. 	2	2	 □ Exercises □ Assignments □ Seminars □ Projects □ Practices □ Others 	
ILO2	 Basic concepts in Excel: Sheet, worksheet, cell, reference. Print and preview the worksheet. Use formulas in Excel and correct them Use functions. Linking different worksheets. Excel database design: Table Conditions. Data verification Input data into a database 	2	2	 □ Exercises □ Assignments □ Seminars □ Projects □ Practices □ Others 	The first homework involves characterization of actual reality of an organization in the form of data, designing the appropriate table, entering and verifying data. Analysis and processing data through realistic activities.



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ILO3	 Excel database processing and analysis: Searching, filtering and advanced filtering. Subtotal. pivot table. Charts. Scatter chart and trend line. 	4	4	 □ Exercises □ Assignments □ Seminars □ Projects □ Practices □ Others 	The first homework also includes Charts.
ILO4	 Design models for the optimal solutions of decision in Excel: Models with certainty. Models with uncertainty. What if analysis. 	2	2	 □ Exercises □ Assignments □ Seminars □ Projects □ Practices □ Others 	
ILO5	 Introduction to database systems: The concept of databases. The properties of databases. Database management systems. The difference between database systems and traditional file systems. Features of using databases. Database systems: Hierarchical and network database systems. Relational database systems:	4	4	 □ Exercises □ Assignments □ Seminars □ Projects □ Practices □ Others 	
ILO6	 Database design techniques: Characterization of actual reality in the form of data The objectives of the design process. 	2	2	 □ Exercises □ Assignments □ Seminars □ Projects □ Practices 	the second homework involves describing the actual reality of an organization in the form of data and designing appropriate models.



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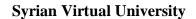
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		 The integrity and integrity of databases. 			□ Others	
	•	Building models: o Entity-Relationship Model (ERM). o Resources- Events - Agents (REA)				
ILO7	•	Create a database in MS Access:	2	2	 □ Exercises □ Assignments □ Seminars □ Projects □ Practices □ Others 	
ILO8		Data processing and retrieval: Queries: SQL Selection queries Sub queries parameters queries Procedural queries Forms: The concept of the form and its uses Form sections Types of Forms Sub-form Basic and advanced controls Build forms in MS Access Reports: The concept and uses of the report Report sections Types of reports Sub-report Build reports in MS Access			 □ Exercises □ Assignments □ Seminars □ Projects □ Practices □ Others 	The second homework also involves creating a MS Access database, processing and retrieving data using queries, reports and forms.



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 Print database objects. 		

6- Assessment Criteria (Related to ILOs)

ISC	Interactive Synchronized Collaboration	Ex	Exams		Rpt	Reports
PF2F	Presentations and Face-to-Face Assessments	PW	Practice Wo	ork		

ILO			Assessment Type						
Code	ILO	Intended Results	ISC	PW	Ex	PF2F	Rpt		
	Knows the importance of computers in management. Distinguishes the most important software and applications in business management and concludes the importance of Excel	The student knows the importance of computer systems in management through discussion in the class.	Х						
ILO1	as an alternative application from most computer applications in management.	The student remembers a number of applications in management.	x		X				
		The student concludes the importance of Excel in management as a good alternative through discussion during the session	ISC PW Ex PF2F X X X X X X						
ILO2	Excel invests, designs an individual database and inputs its data.	The student remembers the basic concepts of excel and how to use them through the previous course	Х						
		The student remembers the possibility of using Excel to build a database from the	Х		X		Х		



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		previous lecture and builds a database with the teacher			
ILO3	Analyzes and processes Excel database: sorting, searching, and filtering, using pivot table, adding subtotal, and designing and understanding charts.	The student applies: searching, filtering, subtotal and analyzes data through pivot tables and charts	x	Х	X
ILO4	Remembers designs and solves optimal solution models.	The student recognizes the optimal solution problems	Х		
ILO4		Concludes the solution model and designs it and solves it	Х	Х	Х
	Remembers the basic concepts of database management systems.	The student remembers the concept of databases and their characteristics and features	×		
ILO5		The student distinguishes the relational databases, deduces the keys, defines relationships, and applies operations to the tables.	Х	X	Х
ILO6	Understands and applies the mechanisms for designing databases.	The student describes the actual reality in the form of data and remembers the objectives of the design process and ensures the completeness and	х	X	х



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		integrity of			
		databases.			
		The student draws the entity- relationship model or the resources- events-agents model.	X		X
ILO7	Skills to use the database management system to create a MS Access database	he student applies the concepts studied to create MS Access database.	X		X
	Use Database systems to obtain information (queries, reports, forms) that help with decision-making.	The student remembers the types of queries and writes a query	Х	х	Х
ILO8		The student builds a form in MS Access database		X	Х
		The student designs a report in MS Access database		×	Х

7- Practice Tools:

Tool Name	Description
Microsoft Office	One of the most recent releases of 2010 and beyond

8- Main References

- 1- Computer Applications in Management Kindle Edition *by Niranjan Shrivastava*, ISBN-10: 8177228501,2010.
- 2- Computer Application In Management (Pb 2013) by Gupta P., ISBN-10: 8123922809 2013.
- 3- Excel 2016 Bible 1st Edition by John Walkenbach, SBN-10: 1119067510, 2016.



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- 4- Database management A Complete Guide by Gerardus Blokdyk, ISBN-10: 0655513620,2018.
- 5- Access 2016 Bible 1st Edition by Michael Alexander, Richard Kusleika, ISBN-10: 9781119086543, 2016.
- 6- Using Microsoft Excel and Access 2016 for Accounting 5th Edition by Glenn Owen , ISBN-10: 1337109045 ,2017.

1- Additional References

- 1- Computer Applications in Management, w/cd , Niranjan Shrivastava, ISBN: 9788177228502,2009.
- 2- Microsoft Office 2016 Step by Step 1st Edition by Joan Lambert and Curtis Frye, ISBN-10: 0735699232,2016.
- 3- Introduction to Database Management Systems by Atul Kahate, ISBN: 9788131700785, June 2004.
- 4- Microsoft Office 365 & Access 2016: Comprehensive 1st Edition by Philip J. Pratt , Mary
 Z. Last, ISBN-10: 9781305870635, 2017.

