

Syrian Arab Republic	 الجامعة الافتراضية السورية SYRIAN VIRTUAL UNIVERSITY	الجمهورية العربية السورية
Ministry of Higher Education and Scientific Research		وزارة التعليم العالي والبحث العلمي
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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 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	<ul style="list-style-type: none"> • A general introduction to computer applications in management. • The importance of Excel as an alternative application for most computer applications in management. 	2	2	<input type="checkbox"/> Exercises <input type="checkbox"/> Assignments <input type="checkbox"/> Seminars <input type="checkbox"/> Projects <input type="checkbox"/> Practices <input type="checkbox"/> Others	
ILO2	<ul style="list-style-type: none"> • Basic concepts in Excel: <ul style="list-style-type: none"> ○ Sheet, worksheet, cell, reference. ○ Print and preview the worksheet. ○ Use formulas in Excel and correct them ○ Use functions. ○ Linking different worksheets. • Excel database design: <ul style="list-style-type: none"> ○ Table Conditions. ○ Data verification ○ Input data into a database 	2	2	<input type="checkbox"/> Exercises <input type="checkbox"/> Assignments <input type="checkbox"/> Seminars <input type="checkbox"/> Projects <input type="checkbox"/> Practices <input type="checkbox"/> 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	<ul style="list-style-type: none"> Excel database processing and analysis: <ul style="list-style-type: none"> Searching, filtering and advanced filtering. Subtotal. pivot table. Charts. Scatter chart and trend line. 	4	4	<input type="checkbox"/> Exercises <input type="checkbox"/> Assignments <input type="checkbox"/> Seminars <input type="checkbox"/> Projects <input type="checkbox"/> Practices <input type="checkbox"/> Others	The first homework also includes Charts.
ILO4	<ul style="list-style-type: none"> Design models for the optimal solutions of decision in Excel: <ul style="list-style-type: none"> Models with certainty. Models with uncertainty. What if analysis. 	2	2	<input type="checkbox"/> Exercises <input type="checkbox"/> Assignments <input type="checkbox"/> Seminars <input type="checkbox"/> Projects <input type="checkbox"/> Practices <input type="checkbox"/> Others	
ILO5	<ul style="list-style-type: none"> Introduction to database systems: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> Hierarchical and network database systems. Relational database systems: <ul style="list-style-type: none"> Keys in the relational form Relationships 	4	4	<input type="checkbox"/> Exercises <input type="checkbox"/> Assignments <input type="checkbox"/> Seminars <input type="checkbox"/> Projects <input type="checkbox"/> Practices <input type="checkbox"/> Others	
ILO6	<ul style="list-style-type: none"> Database design techniques: <ul style="list-style-type: none"> Characterization of actual reality in the form of data The objectives of the design process. 	2	2	<input type="checkbox"/> Exercises <input type="checkbox"/> Assignments <input type="checkbox"/> Seminars <input type="checkbox"/> Projects <input type="checkbox"/> 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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	<ul style="list-style-type: none"> ○ The integrity and integrity of databases. ● Building models: <ul style="list-style-type: none"> ○ Entity-Relationship Model (ERM). ○ Resources- Events - Agents (REA) 			<input type="checkbox"/> Others	
ILO7	<ul style="list-style-type: none"> ● Create a database in MS Access: <ul style="list-style-type: none"> ○ Basic concepts (records, fields, data types) ○ Create tables. ○ Field properties ○ Input data entry into a table. ○ Create relationships between tables. ● Enforcing referential integrity 	2	2	<input type="checkbox"/> Exercises <input type="checkbox"/> <u>Assignments</u> <input type="checkbox"/> Seminars <input type="checkbox"/> Projects <input type="checkbox"/> Practices <input type="checkbox"/> Others	
ILO8	<ul style="list-style-type: none"> ● Data processing and retrieval: <ul style="list-style-type: none"> ○ Queries: <ul style="list-style-type: none"> ▪ SQL ▪ Selection queries ▪ Sub queries ▪ parameters queries ▪ Procedural queries ○ Forms: <ul style="list-style-type: none"> ▪ 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: <ul style="list-style-type: none"> ▪ The concept and uses of the report ▪ Report sections ▪ Types of reports ▪ Sub-report ▪ Build reports in MS Access 			<input type="checkbox"/> Exercises <input type="checkbox"/> <u>Assignments</u> <input type="checkbox"/> Seminars <input type="checkbox"/> Projects <input type="checkbox"/> Practices <input type="checkbox"/> 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.				
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6- Assessment Criteria (Related to ILOs)

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

ILO Code	ILO	Intended Results	Assessment Type				
			ISC	PW	Ex	PF2F	Rpt
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 an alternative application from most computer applications in management.	The student knows the importance of computer systems in management through discussion in the class.	X				
		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	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	X				
		The student remembers the possibility of using Excel to build a database from the	X		X		X

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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		X		X
ILO4	Remembers designs and solves optimal solution models.	The student recognizes the optimal solution problems	X				
		Concludes the solution model and designs it and solves it	X		X		X
ILO5	Remembers the basic concepts of database management systems.	The student remembers the concept of databases and their characteristics and features	X				
		The student distinguishes the relational databases, deduces the keys, defines relationships, and applies operations to the tables.	X		X		X
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	X		X		X

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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
ILO8	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	X		X		X
		The student builds a form in MS Access database			X		X
		The student designs a report in MS Access database			X		X

7- Practice Tools:

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

8- Main References

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