


AMOU UNIVERSITY
“A Vehicle for Peace and Development”
AMOU UNIVERSITY



FACULTY OF BUSINESS AND PUBLIC ADMINISTRATION
BACHELOR OF BUSINESS ADMINISTRATION PROGRAMME

ACADEMIC YEAR 2015/ 2016

COURSE DESCRIPTION

ADM 4106	COMPUTER APPLICATION
Contact Hours	48
Pre-requisite	N/A
Purpose/Aim	The course is designed to provide students with the ability to understand basic information systems practice like electronic software and managing electronic spread sheets. The course will also cover accounting applications and capital budgeting analysis including use of techniques like; NPV, IRR and using the solver to come up with optimal decisions.
Course Objective	The course will help the students to achieve the following objectives: <ul style="list-style-type: none"> ▪ Understanding the role of electronic software ▪ Learning how to manage companies' information systems ▪ Understand how the solver is used to come up with optimal solutions ▪ Using electronic information systems for business operations
Indicative Learning Outcomes	Students should be able to <ul style="list-style-type: none"> ▪ Manage companies' information systems ▪ Use the solver to determine optimal solutions ▪ Use electronic information systems to business applications
Intellectual, Practical and Transferable Skills	Problem solving, analytical skills, team work and communications skills, practical
Course Content	Electronic spread sheets and other pertinent software, electronically managing general journals, specialized journals, financial statements analysis, payroll, inventory, accounts receivable, accounts payable, depreciation, use of capital budgeting techniques such as NPV and IRR, use of solver to determine optimal solutions, linear programming, sensitivity analysis and credit management using loan amortization schedules
Learning & Teaching Methodologies	This course will be taught for a total of 45 hours [i.e. three (3) contact hours per week]. Teaching and learning in this course will be through among others, team-teaching; problem-based approaches; student-centered learning; lectures; in class exercises; own readings; take-home



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	assignments and group exercises.		
Instructional Materials/Equipment	<ul style="list-style-type: none"> ▪ Lectures ▪ Class discussions ▪ Group presentations ▪ Individual case presentations 		
Course Assessment	The assessment method is structured to include coursework and final examination. Coursework consists of assignments, presentations and tests. Each course in the program shall be assessed on the basis course work and final examination represented as		
	Type	Weighting (%)	
	Final Examination	60	
	Mid Term Examination	20	
	Assignment	10	
	Attendance	10	
	Total	100	
	The minimum mark required to pass is 50, this includes course work and final examination. Each course in the program is allowed a maximum of three hours for final examination.		
Recommended Reading	Title	Author	Publisher
	Information Systems Management in Practice, Sixth Edition	McNurlin,B.C. and Sprague,H.R.(2003).	
	Strategic Information Management: Challenges and Strategies in Managing Information Systems, Third Edition	Galliers,R.D. and Leidner,D.E. (2003)	
	Strategic Sourcing of Information Systems: Perspectives and Practices	Willcocks,L.P. and Lacity,M.C. (1998)	
	Transactional Information Systems: Theory, Algorithms, and the Practice of Concurrency Control (The Morgan Kaufmann Series in Data Management Systems)	Weikum,G. and Vossen,G. (2001)	
Additional Reading	Financial Services Information Systems, Best Practices Series	Keyes,J. (2000)	
Other Support Material	A variety of multimedia systems and electronic information resources as prescribed by the lecturer. Various manuals, URL search and journals.		