Amman University
Faculty of Business
Business Administration Department Department

Course Outline (second Semester/2022-2023)

Classification	**Business Administration**

Module Code	302421
Module Title	Computer Applications in Business
Credit Hours	3

Class Schedule	- Fifty (50) Minutes, Three sessions per week (Sun, Tues, Thu) - Ninety (90) Minutes, Two sessions per week (Sunday, Tuesday)
Duration	16 weeks

Module Coordinator	-Prof. Mohamad Al-Jedaiah
Prepared by	- Prof. Mohamad Al-Jedaiah
Date of Outline Preparation	12/2/2022

I. Module Description:
This course familiarizes students with the use of Microsoft Office applications in business. It introduces students to the use of Excel, Word and Power Point for supporting business applications. The module is based on using practical examples and exercises to demonstrate and train students on using the various applications.

II. Required Background or Experience:
- Prerequisites:
    3110 Introduction to Computer Science

III. Module Objectives:
- To acquaintance students with the use of Microsoft Office applications, namely Word, Excel and Power Point in ways that will be useful for decision making, reporting and presentation of information.
- Help students in developing their reporting and presentation skills.

IV. Expected Outcomes:

Upon the completion of Computer Applications in Business course, students shall demonstrate the abilities to:
1. Benefit from various features and functions in Excel in supporting business operations.
2. Use Excel in decision making.
3. Use Word in preparing business reports.
4. Use Power Point in presenting information to those concerned.
5. Integrate the above applications for the purpose of analyzing and reporting information.

V. Module Components:

Week 1:
Unit 1: Overview of Windows operating system.
- Recap of basic features provided by Microsoft Windows

Week 2+3:
Unit 2: Introduction to Excel
- Getting started with Excel   - Using and formatting worksheets

Week 4:
Unit 3: Using Excel functions
- Min   - Average
- Max   - Sum

Week 5+6+7:
Unit 4: Using Excel in decision making
- Logical operators
- If function
- What-if analysis
- Charting

Week 8:
Unit 5: Using Excel in Accounting
- Preparing the income statement
- Preparing the balance sheet

Week 9:
Unit 6: Excel financial functions
- Net Present Value
- Internal Rate of Return
- Future Value

Week 10+11:
Unit 7: Microsoft Word
- Getting started with Word
- Creating and formatting reports

Week 12+13:
Unit 8: Microsoft Power Point
- Getting started with Power Point
- Presentation of information using Power Point

Week 14:
Unit 9: Integration of Microsoft applications

PS: A week will be for the exams and A week for the holidays

VI. Textbooks and Readings:

Required Textbooks:

1. Shelly, Cashman, Vermaat (2001), Microsoft Office 2000: Introductory Concepts and Techniques, Course Technology – Thomson Learning

Recommended Textbooks:

1. Parsons and Ageloff (2001), New perspectives on Microsoft Excel 2000, Comprehensive enhanced.
2. Weale (2001), The Smart Guide to Excel 2000: Further Skills, Continuum

VII. Student Materials:
1. Textbook and references.
2. Lecture Notes.
3. Handouts which will be distributed in the lecture.

VIII. Instructional Methods:
1. Practical exercises during lectures
2. Assignments.

IX. Evaluation of Outcomes:
1. First Exam   20%
2. Second Exam   20%
3. Course work   10%
4. Final exam   50%

X. Contact:

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