

Al-albayt University
Faculty of Finance and Business Administration
Department of Business Administration Course:
Computer Applications in Business Administration-(0502351)
Instructor: Dr. Ziad Smadi
First Semester: 2015-2016

(Compulsory)

Course Description and objectives :

In this course the student will learn how the computer function he also be given an overall view about computer soft wear & hard wear , and how to use computers in solving managerial problems and how to use some computer languages

Also will learn how to use computer packages in the field of business administration with Windows. Such as Excel Access & Spss

First, 2ed. 3red. & 4 th . week
In excel the student will be given an applications in solving problem relating to: 1- Production Management , 2- Material Management calculation of: ACC,AOC,TAC & EOQ, ROT 3-Financial:FV, PV, NPV & PMT. 4-also some other application which is related to Business Administration
5 th . Week first Exam
5 th . & 6 th . & 7 th . Week
In Alpha system the student will study the applications of this program in the different field which is related to Human resources in preparing pay roll, other functions which is related To accounting in preparing general ledger balance sheet Income & expenditure account
8 th . Week 2ed. Exam
9 th . & 10 th . & 11 th . & 12 th . & 13 th . & 14 th . Week
In Spss the student will study the applications of this program in solving problem relating to calculation of and measuring the central tendency , Dispersion Measure and distribution measure also using the regression correlation technique to analyze and solve the related problem also they will learn how to use the different technique to test hypothesis by using the t- test technique 7 other related technique

<i>Distribution of marks</i>	
<i>First. exam</i>	<i>20 marks</i>
<i>2ed. exam</i>	<i>20 marks</i>
<i>Discussion</i>	<i>10 marks</i>
<i>Final exam</i>	<i>50 marks</i>