

# GEN/OPM2301 Business Computer Applications

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**Code**

GEN/OPM2301

**Title**

Business Computer Applications

**Prerequisites**

Basic knowledge of computer

**Credits**

3

**Description**

This course is a broad overview of the main topics in business computer applications. Students gain an understanding of computer architecture, networks, telecommunications; they learn how to apply information and knowledge systems, operations and decision support systems, spreadsheets, databases to a wide range of tasks and decision making process. The course emphasizes how organizations benefit from and use computer based technology. The purpose of the course is to foster business thinking through available technical means.

**Objectives**

This course will provide students with basic concepts and techniques of using computer technology to facilitate business activities of an enterprise. The practical aspects will be emphasized through group projects to relate the recent theoretical developments with real business situations. Overall objectives of the course are to: KNOWLEDGE: Students will have an understanding of • Various functions of computer applications for business. • The relationship between IS and other departments. • The importance of IT and IS problems and other forces affecting businesses. • The role of information technology in the context of organizations. • Contribution of IS to the firm's competitive advantage. SKILLS: Students will learn to • Promote company's image via building a web site • Use spreadsheets for computing profits and costs, building pro-forma statements, analyzing financial position and other business activities of companies. • Develop simple decision support systems with help of spreadsheets. • Use DBMS for efficiently managing big volumes of data • Use efficient office automation and VBA programming techniques APPLICATION ABILITIES: Students will be able to • Develop efficient and effective procedures and policies. • Implement ethical decisions and incorporate strategies to achieve goals and objectives. • Link various forces acting on and challenges facing the organization. • Develop the ability to analyze specific business problems with help of IT and to propose solutions. VALUES AND ATTITUDES: Students practice • KIMEP core values • Academic honesty • Respect for peers and instructors

**Assessment**

60 % -first and second assessments

40 % -final assessment