KOMAR UNIVERSITY OF SCIENCE AND TECHNOLOGY
(KUST)

COMPUTER APPLICATIONS FOR BUSINESS COURSE SYLLABUS			
Course Title	**Computer Applications for Business**		
Course Code	**CMP2305**	**No. of Credits**	**3**
Department	**All COB Departments**	**Collage**	**COB**
Pre-requisites Course	**Introduction to Computer**	**Co-requisites Course Code**	**None**
Course Coordinator(s)	**Mohammed I. Khaleel**		
Email	**mohammed.khaleel@komar.edu.iq**	**Office No. 235**	**IP No. 123**
Other Course Teacher(s)/Tutor(s)	**None**		
Class Hours	**Section 1: Monday and Wednesday (3:30-5:00) Classroom (Lab B 04-05)**		
Office Hours	**Monday and Wednesday from 10:00 to 12:00**		
Course Type	❏ **College Requirement**		
Academic Year	☐ **Spring Semester 2016**		

COURSE DESCRIPTION

Computer applications for business course focus on business applications including word processing, spreadsheets, databases and business oriented utilization of the Internet. This course prepares students to succeed in the business world by enabling them to write business reports, analyze and chart data and build small database applications. Throughout this course, the students will learn new business database applications including customer relationship management, marketing and sales, production and manufacturing and inventory management.

COURSE OBJECTIVES

Information will be presented through lectures, group discussions, handouts, activities/projects, use of examples and many other instructional tools. Most of the subjects of this course need from the students to apply what did they learn on the computers, therefore the lectures are delivered on the computer lab where each students will use a computer. Students will engage in exploration activities utilizing the textbook, Internet, real business database applications and many other resources. The consentration of this course will be on advance Microsoft Word, Excel and Access applications and how to build a small business database applications using Access. Students will need to be able to work effectively both individually and as a team.

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COURSE LEARNING OUTCOMES

On completing the course, the students should be able to:

1. Define computer resources used in business. (AACSB-D)
2. Explain the business functions using Microsoft Word. (AACSB-D)
3. Apply professional spreadsheets business functionalities using Microsoft Excel. (AACSB-D)
4. Construct simple business database application using Microsoft Access. (AACSB-C)
5. Explain the basics concepts of Business Intelligent in retrieving business information. (AACSB-C)

GUIDELINES ON GRADING POLICY

A	=	95	–	100	Points
A–	=	90	–	94	Points
B+	=	87	–	89	Points
B	=	83	–	86	Points
B–	=	80	–	82	Points
C+	=	75	–	79	Points
C	=	70	–	74	Points
C–	=	65	–	69	Points	(65 is the passing grade. A 100 is your goal)
D+	=	60	–	64	Points
D	=	55	–	59	Points
D–	=	50	–	54	Points
F	=	0	–	49	Points
W	Withdrawal
I	Incomplete

COURSE CONTENT

Course topics include:

Part 1: Microsoft Word 2013 Expert – CLE # 1 and 2

1. Manage and share Word documents
2. Design advanced documents
3. Create custom Word elements

Part 2: Microsoft Excel 2013 Expert – CLE # 1 and 3

4. Apply custom formats and layouts
5. Create advanced formulas
6. Create advanced charts and tables

Part 3: Microsoft Access 2013 Expert – CLE # 4

7. Create and manage databases
8. Build tables
9. Create queries
10. Create forms
11. Create reports

Part 4: Business Database Applications – CLE # 5

12. Customer Relationship Management database applications
13. Inventory Management database applications

COURSE TEACHING AND LEARNING ACTIVITIES

Teaching Strategies	Student Activities
1. Lectures/Demonstrations. 2. Assignments. 3. Interactive class discussion 4. Tests and Quizzes	1. Read and comprehend the textbook material. 2. Attend all the classes and take notes on class discussions. 3. Actively participate in class discussions and activities. 4. Submit all the assignments and the project on time. 5. Pass tests and quizzes.

COURSE ASSESSMENT TOOLS

Assessment Tool	Description	Weight
Quizzes	Four quizzes are scheduled as shown in the semester schedule. Students will do four quizzes. All the quizzes will be counted toward the final grade.	15%
Assignments and Participation	Two assignments will be conducted during the semester; each one will be given as scheduled.	10%
Course Project	A course project will be given to the students to design and implement a small database application for a particular kind of business. The project will cover course learning outcomes 1,2 and 5	10%
Midterm Exam	The Midterm Exam will be designed to cover the students' learning outcomes number 1, 2, 3	25%
Final Exam	The final exam will be designed to cover all the students' learning outcomes for this course. The exam will be close book, no materials are allowed except the one that will be given by the instructor.	40%

ESSENTIAL READINGS:

Required Textbooks:
- Microsoft Office Study Guide - Microsoft Word Expert, John Pierce, Microsoft Press, 2013.
- Microsoft Office Study Guide - Microsoft Excel Expert, Mark Dodge, Microsoft Press, 2013.
- Microsoft Office Study Guide - Microsoft Access, John Pierce, Microsoft Press, 2013.
- Microsoft Access Small Business Solutions, by Truitt Bradly et. al., John Wiley publisher, 2010.

COURSE POLICY *(including plagiarism,* academic honesty*, attendance etc.)*

Attendance Policy

Students are expected to attend all the classes for the entire semester. Students are responsible for material presented in lectures. Attendance is taken at the beginning of each class. Only students with official KUST absences, family crises, and illness are excused from class. This in no way cancels any

responsibility for work due or assigned during absence. The student who misses more than 10 percent of the course classes will be placed on probation.

Make-up Policy

Because all examinations are announced in advance a zero will be assigned to any missed examination unless a student has a legitimate acceptable reason, such as illness, for not being able to take the examination during all the days when the examination was announced.

Academic Dishonesty

Any type of dishonesty (plagiarism, copying another's test or home-work, etc.) will NOT be tolerated. Students found guilty of any type of academic dishonesty are subject to failure in this course, plus further punishment by the University Consul.

Deadlines/Due Dates

Recognizing that a large part of professional life is meeting deadlines, it is necessary to develop time management and organizational skills. Failure to meet the course deadlines will result in penalties.

GUIDELINES FOR SUCCESS

1. Work both independently and in groups of your study of peers, who can help you understanding the course material.
2. Pay a full attention in the class when your instructor explain the lesson, if you understand 70% directly from the instructor, then the 30% will be just home study.
3. Understanding more than memorizing will help you a lot in passing exams.
4. Ask a question when something is not clear.
5. Finally, attend every lecture and getting missed material is your responsibility.

E-MAIL ETIQUETTE OF COMMUNICATION

Please note the following in regards to e-mail communication:

1. It is your responsibility to update your Komar-email address daily for course updates. Faculty will not be able to contact you if you fail to have an email address and you could potentially miss important information about the course.
2. Email will only be answered if it comes from Komar-email address. Faculty will not respond to unprofessional email addresses.
3. Mail should have a subject heading which reflects the content of the message.
4. Your message should begin with an appropriate salutation, including the name of the person being addressed, and end with thanks followed by your full name of the sender.
5. Emails that do not follow the above guidelines, or are written in an unprofessional and / or disrespectful manner as well as anonymous emails will not be addressed.
6. Failure to check e-mail may result in you missing important assignments and subsequently affect your grade.

CELL PHONES

All cell phones are expected to be switched to vibrating mode if available and turned off completely if this feature is not an option. Disruption of class due to a cell phone will not be tolerated and the student will

be asked to leave class. All other electronic equipment that the faculty member deems not essential to the provision of academic learning is prohibited from being used in class.

REVISIONTO THE SYLLABUS
This syllabus is subject to change. It is the duty of the instructor to inform students of changes in a timely fashion after approval of Quality Assurance Office (QAO).

Course calendar: Please check the academic calendar for 2015/2016
(Subject to Change)

Week	Beg/End Dates	Topics (Chapters)	Course Requirements
1	28 Feb – 3 Mar 2016	**Course Introduction and Syllabus Explanation** **Part One: Microsoft Word 2013 Expert** **1. Manage and share Word documents** 1.1 Manage multiple documents 1.2 Prepare documents and reports for review 1.3 Manage document changes **Practice tasks**	
2	6 – 10 Mar 2016	**2. Design advanced documents** 2.1 Apply advanced formatting 2.2 Apply advanced styles 2.3 Apply advanced ordering and grouping **Practice tasks**	
3	13 – 17 Mar 2016	**3. Create custom Word elements** 3.1 Create and modify building blocks 3.2 Create custom style sets and templates **Practice tasks**	Quiz #1 Learning Outcome 1&2
		Nawroz Holiday	
4	27 – 31 Mar 2016	**Part Two: Microsoft Excel 2013 Expert** **4. Manage and share Excel workbooks** 4.1 Manage multiple workbooks 4.2 Prepare workbooks for review 4.3 Manage workbook changes **Practice tasks**	

5	3 – 7 Apr 2016	**5. Apply custom formats and create advanced formulas** 5.1 Apply advanced conditional formatting and filtering 5.2 Look up data by using functions 5.3 Create scenarios **Practice tasks**	Assignment #1 Learning Outcome 2&3
6	10 – 14 Apr 2016	**6. Create advanced charts and tables** 6.1 Create advanced chart elements 6.2 Create and manage PivotTables 6.3 Create and manage Pivot Charts **Practice tasks**	Quiz #2 Learning Outcome 1&3
7	17 – 21 Apr 2016	**art three: Microsoft Access 2013** **7. Create and manage databases** 7.1 Create new databases 7.2 Manage relationships and keys 7.3 Navigate through databases 7.4 Protect and maintain databases 7.5 Print and export databases **Practice tasks**	
Midterm Exam			
8	1 – 5 May 2016	**8. Build tables** 8.1 Create a table 8.2 Format tables 8.3 Manage records 8.4 Create and modify fields **Practice tasks**	
9	8 – 12 May 2016	**9. Create queries** 9.1 Create a query 9.2 Modify queries **Practice tasks**	Quiz #3 Learning Outcome 4
10	15 – 19 May 2016	9.3 Utilize calculated fields and grouping within queries 9.4 Practicing with some BI queries **Practice tasks**	Assignment #2 Learning Outcome 4
11	22 – 26 May 2016	**10. Create forms** 10.1 Create a form	Quiz #4 Learning Outcome 4&5

		10.2 Set form controls 10.3 Format forms **Practice tasks**	
12	29 May – 2 Jun 2016	**11. Create reports** 11.1 Create a report 11.2 Set report controls 11.3 Format reports **Practice tasks**	
13	5 – 9 Jun 2016	**12. Inventory Management database applications**	
14	12 – 16 Jun 2016	**13. Customer Relationship Management database applications** **People, Organizations, Addresses**	
15	19 – 23 Jun 2016	**Projects Evaluation + Students Presentations**	
Final Exam			