COURSE SPECIFICATION DOCUMENT

NOTE: ANY CHANGES TO A CSD MUST GO THROUGH ALL OF THE RELEVANT APPROVAL PROCESSES, INCLUDING LTPC.

Academic School/Department: Business and Economics

Programme: BA (Hons) Economics with Combined Studies

BA (Hons) Business Administration with Combined

Studies

FHEQ Level: 4

Course Title: Computer Applications in Management

Course Code: MGT 4205

Course Leader: Parviz Dabir-Alai

Student Engagement Hours:120Lectures:30Seminar / Tutorials:15Independent / Guided Learning:75

Semester: Fall/Spring/Summer

Credits: 12 UK CATS credits

6 ECTS credits
3 US credits

Course Description:

This is an introductory course comprised of a broad overview of information systems and technology, as principally used in support of business processes and decision-making activities. An in-depth discussion of the relationship, between organizations and information systems is a fundamental element of the course. Topics include: computer hardware and software, operating systems, the use of excel in management practice, social issues related to information systems. The use of excel provides a common thread in the topics covered throughout the course.

Prerequisites: MTH 4120

Aims and Objectives:

MGT 4205 aims to familiarize the student with a wide range of features available in Microsoft's Excel spreadsheet software. The objective is to provide the student with skills across a suite of problems and analyses in business and economics such that possibly unrelated but similar problems may be readily solved in both academic and real-world settings. Wherever possible problems and analyses will be set so as to enhance and consolidate the mathematical and statistical skill of the student as well as providing additional exposure to topics being studied in other courses.

Programme Outcomes

A6

B4

C1, C2

D1-5

A detailed list of the programme outcomes are found in the Programme Specification. This is located at the Departmental/Schools page of the portal.

Learning Outcomes:

Upon completion of this course, a successful student should be able to

Knowledge and Understanding

- 1. Develop a broad understanding of information systems and technology.
- 2. Develop an understanding of the relationship between computer hardware, software and operating systems.

Cognitive Skills

- 1. Understanding some of applications of Microsoft Excel for performing business analysis.
- 2. Understanding the role of basic statistical information in assisting decision making within business and economics.

Practical and / or Professional Skills

- 1. Numeracy and quantitative skills including the framing of data, its interpretation and extrapolation for furthering our understanding of business and economics related issues.
- 2. Learning to apply straightforward modelling techniques and regression analysis to understanding the relationship between economic and other variables.
- 3. Learning about the use of Excel in identifying seasonality of data.

Key Skills

1. Ability to develop analytical skills through use of IT and specifically MS Excel.

Indicative Content:

- 1. Linear regression and correlation (First Principles)
- 2. Linear Regression for Economics and Business Applications.
- 3. Introduction to Discounted Cash Flow calculations.
- 4. Curvilinear regression models of trend theory.
- 5. Curvilinear models applied to economic data.
- 6. Internal Rates of Return (I.R.R.).
- 7. Using Solver and Goal Seek.
- 8. Constrained optimization problems using Excel's Solver.
- 9. Optimization applications in Business and Economics.
- 10. Importing data in Comma Separated Variable format.
- 11. Times series analysis

Assessment:

This course conforms to the Richmond University Standard Assessment Norms approved at Academic Council on June 28, 2012.

Teaching Methodology:

Typically each new subject is introduced with a combination of background theory followed by instruction and demonstration of problem solutions via written notes in conjunction with a projected spreadsheet. Students are then expected to replicate the example with one-to-one assistance as necessary. Students then practice via similar examples in a tutorial setting. Reading may be set in advance of future new topics. Students are encouraged to work together where appropriate and in naturally formed groups. Course notes are provided for each subject and are available on the PowerCampus resource.

Bibliography:

Nordquist K. Gross D., Akaiwa F. (2008) Succeeding in Business with Microsoft Office Excel 2007 A Problem Solving Approach. Course Technology, Massachusetts.

Barlow J.F. (2005) Excel Models for Business and Operations Management. John Wiley and Sons, England, 2nd edition.

Please .	Note:	The	core	and	the	reference	texts	will	be	reviewed	at	the .	time	of	designing	the	semester	syllabus

Change Log for this CSD:

Major or	Nature of Change	Date Approved &	Change
Minor		Approval Body (School	Actioned by
Change?		or LTPC)	Academic
			Registry