



Course Descriptor
MIFS307 BUSINESS APPLICATION DEVELOPMENT

Proposed Academic Year	2020/2021	Last Reviewed Academic Year	2019-2020
Course Code	MIFS307	Course Title	Business Application Development
Credit hours	3	Level of study	undergraduate
College / Centre	COBA	Department	MIS
Co-requisites	-	Pre-requisites	MIFS101

1. COURSE OUTLINE

This course intends to introduce the students to the usage of MS office programs in the business field including MS Excel, PowerPoint, Word. The course focus to furnish the students with the technical and applied problem-solving skills to adapt to any job-related tasks.

2. AIMS

[This course aims to train students to use reasoning and logic skills in using MS office programs to perform job-related tasks.]

3. LEARNING OUTCOMES, TEACHING, LEARNING and ASSESSMENT METHODS

Learning Outcomes (Definitive)	Teaching and Learning methods (Indicative)	Assessment (Indicative)
Upon successful completion of this course, students will be able to:		
1. Demonstrate appropriate understanding of the need of different computer application in any business	<ul style="list-style-type: none"> Lectures Seminars Group Work Computer Laboratory Work 	<ul style="list-style-type: none"> Exams, Quizzes, Class Presentation, Assignment, Case study Report. Class work Computer based class work
2. Demonstrate an appropriate understanding on using MS Excel, MS Word, MS PowerPoint	<ul style="list-style-type: none"> Lectures Seminars Group Work Computer Laboratory Work 	<ul style="list-style-type: none"> Exams, Quizzes, Class Presentation, Assignment, Case study Report. Class work Computer based class work
3. Demonstrate an appropriate understanding on the analysis and	<ul style="list-style-type: none"> Lectures Seminars Group Work 	<ul style="list-style-type: none"> Exams, Quizzes, Class Presentation, Assignment, Case study Report. Class work



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presentation of data using MS Excel	<ul style="list-style-type: none"> • Computer Laboratory Work 	<ul style="list-style-type: none"> • Computer based class work
4. Explain and discuss the main necessary requirements and components needed to produce professional reports and research documents using MS Word	<ul style="list-style-type: none"> • Lectures • Seminars • Group Work • Computer Laboratory Work 	<ul style="list-style-type: none"> • Exams, Quizzes, Class Presentation, Assignment, Case study Report. • Class work • Computer based class work
5. Demonstrates an appropriate knowledge on how to produce efficient presentation files using MS PowerPoint	<ul style="list-style-type: none"> • Lectures • Seminars • Group Work • Computer Laboratory Work 	<ul style="list-style-type: none"> • Exams, Quizzes, Class Presentation, Assignment, Case study Report. • Class work • Computer based class work

6. ASSESSMENT WEIGHTING

Assessment	Percentage of final mark (%)
Midterm exam	30%
Project	30%
Participation	10%
Final Exam	30%
TOTAL	100%

7. ACHIEVING A PASS

Students will achieve **03** credit hours for this course by passing **ALL** of the course assessments [*alternatively, list the compulsory pass assessments**] and achieving a **minimum overall score of xx%**

NB *Ensure that ALL learning outcomes are taken into account

8. COURSE CONTENT (Indicative)

1
MS Excel Basic functions (sum, count, average ,min, max)
MS Excel conditional formatting
MS Excel logical formulas (logical test, and, or, not, if)
MS Excel advance formulas (ifs, sumif, sumifs, countif, averageif, ...etc)
MS Excel pivot table and charts
MS Excel VLookup, Hlookup, Data tools



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