

Course Title:	Information technology in management	Course Level:	Sixth
Course code:	MGMT 492	Credit Hours:	3 hours
Pre-required courses:	MGMT 101	Teaching Language:	Arabic
<b>Course Description:</b>			
A practical course that applies experiences in the field of information and computer technology into the areas of management applications. The course takes advantage of the databases areas on human resources, marketing, and finance and production management. The course offers administrative training by developing computer skills and programs usage.			
<b>Course Aims:</b>			
<ul style="list-style-type: none"> <li>Identifying the concept of information technology in management and its importance for the effective management.</li> <li>Identifying electronic management and some of the most important applications in the Kingdom of Saudi Arabia.</li> <li>Identifying e-government and some of the most important applications in the Kingdom of Saudi Arabia.</li> <li>Identifying administrative applications on the Access program, in marketing, human resources, production and financial areas.</li> <li>Identifying administrative applications on some ready-made programs.</li> </ul>			
<b>Course Contents:</b>			
<ul style="list-style-type: none"> <li>The electronic administration and e-government applications and in Saudi Arabia.</li> <li>The creation and use of databases in Access 2010 program in various areas of the administration (marketing, finance, production, human resources).</li> <li>The advantage of the ready-made databases and programs in the administrative functions which include planning, organizing, directing and controlling.</li> </ul>			