

**KARACHI UNIVERSITY BUSINESS SCHOOL
UNIVERSITY OF KARACHI**

BS (BBA) – I

Course Title : COMPUTER APPLICATION TO BUSINESS

Course Number : BA – 351

Credit Hours : 03

Course Contents

- 1. Information Technology**
 - 1.1. Principles
 - 1.2. Practices
 - 1.3. Opportunities

- 2. Components of Computer**
 - 2.1. Input Devices
 - 2.2. Storage Devices
 - 2.3. Processing Devices
 - 2.4. Output Devices

- 3. Computer System and Its Components**
 - 3.1. Hardware
 - 3.2. Software
 - 3.3. Data / Information
 - 3.4. People
 - 3.5. Procedures
 - 3.6. Environment

- 4. Operating System and User Interface**
 - 4.1. Operating System Basics
 - 4.2. Types of Operating Systems
 - 4.3. Running Programs
 - 4.4. Managing Files
 - 4.5. Managing Hardware

- 5. Application Software:**
 - 5.1. Word Processing Programs (MS Word)
 - 5.1.1. Word Processor Interface
 - 5.1.2. Entering and Editing Text
 - 5.1.3. Formatting Text

- 5.1.4. Special Features of Word Processing Software (Spell & Grammar Check, Thesaurus, Track Changes, Comments, and Mail Merge)
- 5.2. Spreadsheet Program (MS Excel)
 - 5.2.1. Spreadsheet's Interface
 - 5.2.2. Entering Data in a Worksheet
 - 5.2.3. Editing and Formatting a Worksheet
 - 5.2.4. Adding Charts
 - 5.2.5. Using Basic Functions (Sum, Average, Count, Find, Replace, Repeat, Search, VLookup and HLookup)
- 5.3. Presentation Program (MS Power Point)
 - 5.3.1. The Presentation Program's Interface
 - 5.3.2. Creating a Presentation
 - 5.3.3. Formatting Slides
 - 5.3.4. Special Features of Presentation Programs
 - 5.3.5. Integrating Multiple Data Sources in a Presentation
 - 5.3.6. Presentation Slide Shows
- 5.4. Databases and Database Management Systems
 - 5.4.1. The Database
 - 5.4.2. The DBMS
 - 5.4.3. Working Database Tables
 - 5.4.3.1. Creating Database Tables
 - 5.4.3.2. Sorting Database Tables
 - 5.4.3.3. Viewing Records
 - 5.4.3.4. Querying a Database
 - 5.4.3.5. Generating Reports

6. Internets Basics

- 6.1. How Internet Works TCP/IP: The Universal Language of the Internet
- 6.2. Addressing Schemes – IP and DNS Addresses
- 6.3. Domains and Sub-Domains
- 6.4. Major Features of Internet
 - 6.4.1. world wide web
 - 6.4.2. e-mail
 - 6.4.3. Telnet
 - 6.4.4. FTP
 - 6.4.5. Relay Chat (IRC)
 - 6.4.6. Firewalls
 - 6.4.7. Intranets and Extranets
 - 6.4.8. Cyber Crimes

7. Networks and Data Communications

- 7.1. The Uses of a Network
 - 7.1.1. Simultaneous Access
 - 7.1.2. How Networks are Structured
 - 7.1.2.1. Local Area Network
 - 7.1.2.2. Metropolitan Area Network
 - 7.1.2.3. Wide Area Network
 - 7.1.2.4. Server-Based Network

- 7.1.2.5. Client / Server Networks
- 7.1.2.6. Peer-to-Peer Networks
- 7.1.3. Network Topologies
- 7.1.4. Data Communication
 - 7.1.4.1. Modem
 - 7.1.4.2. ISDN, T1, T3
 - 7.1.4.3. DSL Technologies
 - 7.1.4.4. ATM
 - 7.1.4.5. Cable Modem Recommended

8. E – Commerce Applications Model (limited to application only)

- 8.1. B2C B – Business
- 8.2. B2B C – Consumer
- 8.3. C2C G – Government
- 8.4. B2E S – Society
- 8.5. G2C E – Employee

9. The Driving Forces of E – Commerce

- 9.1. Change Management (CM)
- 9.2. New World of Business Organization
- 9.3. Responses Business Process Reengineering (BPR)
- 9.4. Business Pressure

10. Establishing Your Presence in E – Commerce

- 10.1. Types of Websites
- 10.2. Web Pages Design and Tools
- 10.3. Publishing and Prompting your Website
- 10.4. Maintaining a Website: Structuring a Tradition Company's "Dot Com"

RECOMMENDED BOOKS:

1. Senn James A., *Information Technology in Business*, Prentice Hall, 2002
2. Turban, Lee, King, Chung, *Electronic Commerce: A Managerial Perspective*, Prentice Hall (Latest Edition)
3. Peter Norton, *Introduction to Computers*, McGraw Hill, 5th Edition, 2004