KARACHI UNIVERSITY BUSINESS SCHOOL

UNIVERSITY OF KARACHI

BBA – II (Hons.)		
Course Title	**:**	**INFORMATION TECHNOLOGY IN BUSINESS**
Course Number	**:**	**BA (H) – 342**
Credit Hours	**:**	**03**

Objective

The emergence of computer based technologies and wide spread usage of computers in Record keeping, classification, Compilation and consolidation of organizational data, management reporting techniques, consolidation have recast the role of computers in Business and Management. In other words CBIS has become the basis and essential for gaining competitive edge.

On completion of this course the students should be capable / have the knowledge in:

- ✓ Information handling and storage techniques
- ✓ Management reporting techniques using word processors
- ✓ Computer handling using available Operating Systems and Applications

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 UNIX
4.3 Macintosh OS
4.4 Windows (98, 2000, NT, XP)
4.5 Linux
4.6 Running Programs
4.7 Managing Files
4.8 Managing Hardware

5. Application Software: Word Processor Spread Sheets

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
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

6. Application Software: Presentation Programs and Databases

6.1 Presentation Program (MS Power Point)
6.1.1 The Presentation Program's Interface
6.1.2 Creating a Presentation
6.1.3 Formatting Slides
6.1.4 Special Features of Presentation Programs
6.1.5 Integrating Multiple Data Sources in a Presentation
6.1.6 Presentation Slide Shows

6.2 Databases and Database Management Systems
6.2.1 The Database
6.2.2 The DBMS
6.2.3 Working Database Tables
6.2.3.1 Creating Database Tables
6.2.3.2 Sorting Database Tables
6.2.3.3 Viewing Records

6.2.3.4 Querying a Database
6.2.3.5 Generating Reports

7. Graphics and Multimedia

7.1 Types of Graphics Files

7.1.1 Working with Bitmaps
7.1.2 Working with Vectors
7.1.3 File Formats an Compatibility Issues
7.1.4 Graphics Software

7.1.4.1 Paint Program
7.1.4.2 Photo-Manipulation Programs
7.1.4.3 Draw Programs
7.1.4.4 Computer Aided Design Programs
7.1.4.5 3-D Modeling Programs

7.1.4.6 Animation

7.2 Multimedia
7.2.1 Multimedia, Interactivity and New Media Defined
7.2.2 MPEG and JPEG
7.2.3 Quick Time
7.2.4 Video for Windows (AVI Format)
7.2.5 Windows Media Formats

7.2.6 Real Audio and Real Video
7.2.7 Shockwave and Flash

8. Internets Basics

8.1 How Internet Works TCP/IP : The Universal Language of The Internet
8.2 Addressing Schemes – IP and DNS Addresses
8.3 Domains and Sub-Domains
8.4 Major Features of Internet
8.4.1 www
8.4.2 e-mail
8.4.3 Telnet
8.4.4 FTP
8.4.5 Relay Chat (IRC)
8.4.6 Firewalls
8.4.7 Intranets and Extranets
8.4.8 Cyber Crimes

9. Networks and Data Communications

9.1 The Uses of a Network
9.1.1 Simultaneous Access
9.1.2 How Networks are Structured
    9.1.2.1 Local Area Network
    9.1.2.2 Metropolitan Area Network
    9.1.2.3 Wide Area Network
    9.1.2.4 Server-Based Network
    9.1.2.5 Client / Server Networks
    9.1.2.6 Peer-to-Peer Networks
9.1.3 Network Topologies
9.1.4 Data Communication
    9.1.4.1 Modem
    9.1.4.2 ISDN, T1, T3
    9.1.4.3 DSL Technologies
    9.1.4.4 ATM
    9.1.4.5 Cable Modem

Recommended Books

1. Brian Williams K. and Stacey Sawyer C., Introduction to Computer in Business, McGraw Hill, (6 th Edition)
2. Elason and Kitts Kent D., Business Computer Systems and Application, Chicago Science Association, 1974
3. Peter Norton, Introduction to Computers, McGraw Hill, 5th Edition, 2004.
4. Senn James A., Information Technology in Business, Prentice Hall, 2002