



Code	Subject Title	Cr. Hrs	Semester
COMP-121	Computer Applications in Business	3	I
Year	Discipline		
1	Commerce		

Computer

- Characteristics of Computers
- History of Computer
- Generation of Computer
- Types of Computer
- Classification of Digital Computer
- Computer Hardware and Software
- Basic Architecture of Computer System
- Microprocessor
- Types of Memory
- Input/output Devices
- Computer Software
- Programming Languages

Data Communication, Networks, and Data Processing

- Network
- Types of Network
- Analog and Digital Transmission
- Data Processing
- Data Processing Cycle
- Data Processing as a Business Need

Operating Systems

- Desktop/Interface
- Taskbar and Properties

WINDOWS XP Professional

Word Processing MS-Word (2007)

- All Menus

Spreadsheet Microsoft Excel (2007)

- All Menus

Microsoft Power Point (2007)

- All Menus

Internet

- History of Internet, Surfing the net, services, terms, terminologies of Internet.

Recommended Books:

1. Dr. Liaqat Ali Chaudhry and Syed Asghar Ali Bukhari. **Computer Application in Business**, Syed Mobin Mahmud & Co., Lahore.
2. Srivastava, C. **Fundamentals of Information Technologies**, Kalyani Publisher, New Delhi.
3. Norton, P. et al. **Microsoft Office**. Techmedia, New Delhi-2.



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4. Nuqoosh Software Learner. **Short & Simple Guide: Find what you need fast**, Nuqoosh, Lahore.
 5. Robert A. Szymanski. **Introduction to Computer & Information System.**
 6. Raymond Mcleod Jr. **Management Information System, (International Edition).**
 7. Richard D. Irwin. **Computer Information System.**
 8. Microsoft Office .
 9. Computers by H.L.Capron
 10. Computers by Nancy Long
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