Course Title: Computer Application in Business

Course Objectives:

This is a basic course which provides introduction of information technology and its applications in business. This course provides basic overview of software and hardware used on computing technology. Further, this course enables students to lean Microsoft office applications: Word, Excel, and PowerPoint.

Prerequisites:

1	No specific prerequisites are required.

Course Contents	
Basics of computer hardware and operating systems	Understanding basic hardware and components of CPU: processor, hard disk, RAM, read only memory Using input devices and understanding their role: keyboard, mouse, touch pad, magnetic ink character reader, optical mark reader, optical character reader, barcode reader and electronic point of sale
Output devices and operating systems	Using monitors and printers, their types and pros and cons Understanding basic operating systems: DOS, Windows, Linux Using key operating system commands for efficient searchers, formatting disks, viewing IP configurations, testing network connections and exploring network.
Basic tasks in Windows optimization	Customizing desktop and start menu, working with files and folders, logging on-logging off, searching information, locking computer, using screen saver password, resetting password
Microsoft Excel: Basic functions	Using functions in menu bar: file, home, insert, page layout, formulas, data, review and view Learning to use basic functions and formulas, cell references, constants and operators Using functions: sum, sumif, trunc, subtotal, round, floor, celining, int, mod, abs, average, count, couna, countif, max, min, median, stdev.s, percentile, rank, IRR, rate, effect, pv, npv, sln, yield, pmt, accrint, accrintm, coupdays, cumprinc, vlookup, hlookup, if, iferror, not, and, or, isblank, iserr, iserror, islogical, isna, isnumber, istext, isnontext, isref, exact, trim, left, right, len, lower, upper, mid, proper, text, today, now, weekday, and weeknum
Creating customized datasets	Using multiple worksheets: navigating, selecting, renaming, inserting, deleting, moving, copying, and printing worksheets Using sorting, filtering, finding, and replacing data Formatting data to enhance readability
Conditional formatting and	Learning to use conditional formatting and rules manager

protecting cells, worksheets and workbook	Learning to protect certain cells, individual worksheets, and entire workbook Learning to use digital signatures
Merging workbooks and importing/ exporting data to and from excel	Learning to share a workbook, and to merge multiple parts of a shared workbook Learning to importing data in excel and exporting data to other formats Learning to create, edit, refresh, and finding data connections in excel
Using charts and templates in excel	Learning to use and format charts in excel Learning to use and edit excel templates
Microsoft Word basics	Learning to use menu bar: file, home, insert, page layout, references, mailings, review, and view Learning to format using word features to present letters, reports, and other documents Learning to use mail merge function to create letters, envelopes, directory etc.
Using tables in Word sing table of content	Using and editing tables and applying predefined styles, customizing formatting options Using Word's built in feature to sort content saved in tables Learn to create and modify table of content using predefined styles
Using review and reference tab commands in Word	Using track changes command Learning to use bibliography, endnotes, footnotes, captions, comments and cross references
Microsoft PowerPoint basics	Using sample template to build presentation Using slide masters and layouts to build a presentation Learning to insert and edit text based content in PPT Using tables, charts, and other objects in PowerPoint Learning to insert and edit picture, video, charts/ graphs and other objects in PPT
Running and printing presentation	Learning to use slide transitions, slide show, recording slide show, starting slide show from beginning or from current slide, broadcasting slide show and creating a custom slide show Learning to print slides, notes, and handouts from PPT

Teaching Methods: Lectures, discussions, presentations, quiz & assignments

Assessment Mechanism/Criteria

40% (40 Marks)	Internal Assessment by affiliated institution	*15Marks for Assignments, Quizzes and others **25 Marks for Mid-term Exam
60% (60Marks)	External Assessment by the Punjab University	Final Term Examination

Suggested Readings:

1   AFC-04 Introduction to information technology – Study Text by ICAP
2   Discovering Computers Complete: Your Interactive Guide to the Digitl World, 2012
     Edition By Shelly Cashman, Misty E. Vermaat.
3   Microsoft Office Professional 2010 Step by Step (Step By Step (Microsoft))by Joan
     Lambert, Joyce Cox, and Curtis Frye D., 2010
4   Microsoft Office 2016 Step by Step by Curtis Frye and Joan Preppernau