University of the Punjab
Course Outlines
Associated Degree in Commerce (Specialization in Accounting & Finance)

Semester	Ist Semester
Course Name	Computer Applications in Business
Course Code	ADC-306
Credit Hours	3: Three Hours Per Week
Prerequisites	Nil
Follow Up	Any computer course
Objectives to achieve	• Develop awareness of computers hardware and peripherals; concepts regarding software – its types, basic operations, an operating system concepts. • Primary and secondary memory; Types and role in data processing. • CPU and its parts; basic architecture of computer processor and manipulation of data. • How electronic data processing helps business organization; Steps involved in electronic data processing. • Networking and its types; Networking Topologies and its implications; Networking devices and their uses. • Develop advanced user level skills in various Application Packages: MS Word, MS Excel, and MS PowerPoint. • Set up a computer for World Wide Web connection; Use e-mail to send / receive messages and file attachments; Terms and concepts of web usage.
Teaching Strategies	e.g. i. Lectures ii. Hand-outs iii. Lab practices iv. Group discussions v. Class-room presentations vi. Term paper vii. Quizzes viii. Case study, reading assignment

Assessment Criteria	Mid-term (Assessment by respective College)		Final Examination (Assessment by University of the Punjab)
	40 %		60 %
	Quizzes and Tests, Assignment and practices. Presentations, Viva, Attendance, Class Participations and discipline etc.	Written Paper	Written Paper

Weekly Lecture Plan/Syllabus

Week	Topic	Detail
1	**Introduction to Computer System**	- Introduction to Computer and Computer System Block Diagram - Uses of Computers - Characteristics of Computers - Types of Computers(Analog, Digital, Hybrid) - Difference Between Analog and Digital Computers - Classification of Digital Computers (Super, Mainframe, Mini and Micro/Personal) - Types of Personal/Micro Computers - Introduction to Window OS
2	**Computer Hardware processor and memory**	- Basic Organization(Architecture of a Computer System) - CPU and its components (ALU, CU, MU) - Primary/Main Storage (RAM) and ROM
3	**Computer Hardware devices**	- Secondary Storage Device (HDD, CD, DVD, Magnetic Tap, Flash Drive, Floppy Drive) - Input Devices / Output Devices
4	**Computer Software**	- Introduction to Computer Software's - System Software's - Application Software's - Utility Programs
5	**Programming Languages**	- Introduction to Programming Languages - Compiler - Interpreter - Assembler
6	**Computer Networks and networking devices**	- Introduction to Computer Network - Uses of Computer Networks - Types of Computer Networks (LAN, WAN, WLAN, Internet etc.) - Computer Network Topologies* - Computer Network Communication Channels(Guided and Unguided)
7	**Networks, Data Communication and Data Processing**	- Basic Network Communication Devices - Introduction to Analog and Digital Data - Components of Communication System - Stages in Data Processing - Data Processing Cycle - Data Processing as a Business Need - Reasons Why Organizations used Electronic Data Processing
8	**Learning MS word**	- Introduction to Ms Word 2007 - Title Bar, Office Button, Quick Access Toolbar, - The Ribbon, Mini Tool Bar, Status Bar - Create a new document - Navigation in a document - Selection in a document - Type text into a document - Edit text - Find & Replace text - Check a document's spelling and grammar - Print a document

9	Learning MS word	• MAKING YOUR WORD LOOK GOOD
		• About the rulers
		• Indents
		• Tab Stops
		• About paragraph breaks
		• Apply character formatting
		• Apply paragraph formatting
		• Set up page formatting
		• Create a multicolumn newsletter
		• Use a style
		• Use a theme
		• Use a template
		• ADDING LISTS, TABLES, AND GRAPHICS
		• Add a bulleted list
		• Add a numbered list
		• Create a table of contents
		• Create an index
		• about word tables
		• Create a quick table
		• Create a table
		• Manage tables
		• Create a cover page
		• insert graphics into a document
		• Draw with word
		• USING WORD'S ADVANCED FEATURES
		• Insert a symbol
		• Count the words in your document
		• Use drop caps
		• Use auto correct to improve your typing
		• Add a watermark
		• About headers and footers
		• Add a header or footer
		• Add a footnote or an endnote
		• Save a document in a different format
		• Add word art to a document
		• Word Options
		• Quiz
10	Microsoft Excel	• Introduction to Microsoft Excel
		• Uses of Microsoft Excel
		• Main Features of Microsoft Excel
		• Workbook and Worksheet
		• Working with Rows and Columns
		• Create , Save, Open, Save As, Close Excel Work Book
		• Navigation in Microsoft Excel
		• Selection in Microsoft Excel
		• Excel Formatting Options - Numbers, Alignment, Fonts and Boarders
		• Finding Worksheet Data
		• Page Setup in MS Excel
		• Printing in MS Excel Split and Freezing worksheet
11	Microsoft Excel– Formulae , Functions, Charts and Data Analysis	• Introduction to Formulae and Functions
		• Displaying Formulae
		• Entering Functions
		• Sub Total
		• Formula Auditing
		• Introduction to Charts in MS Excel

		• Creating Charts Before Data Selection and After Data Selection • Data Analysis • Filtering Data in MS Excel • Inserting Data using Forms • Sorting Data in MS. Excel • Introduction to Pivot Tables
12	**Microsoft Power Point -1**	• Introduction to MS Power Point 2007 • Features of MS Power Point • Creating and Saving Presentation in MS Power Point • Viewing a Presentation in MS Power Point • Working with, Themes and Templates • Changing Slide Layout
13	**Microsoft Power Point -2**	• Adding Pictures to a Slide • Adding Text Box to a Slide • Working with Transitions • Playing a Slide Show • Assigning Time to Slides
14	**Internet -1**	• Introduction to Internet • Services of Internet • Advantages and Disadvantages of Internet • Introduction to World Wide Web
15	**Internet -2**	• Microsoft Internet Explorer and Web Browsers • Searching and Saving Information from a webpage • Introduction to Email and Creating email address • Sending and Receiving Email using Internet Free Websites
16	**Revision and quiz**	• Revision and quiz

Primary Recommended Book	Dr. Liaqat Ali, "Computer Applications in Business" latest available addition
Additional Books	Discovering computers series by Shelly and Cashman latest available addition