

# Hailey College of Banking & Finance

University of the Punjab

Lahore

## COURSE OUTLINE

<b>Program</b>	<b>BBA(Hons) B&amp;F</b>	<b>Course Instructor</b>	
Year/Semester		E-Mail	
<b>Code</b>	<b>BHBF303</b>		
<b>Title</b>	<b>Fundamentals of IT</b>		
Rating	3 Hours		
Type	Compulsory		
Pre-requisites	Basic Computer Concepts		
Introduction	Data Processing and Data Communication (Information Technology) are the backbone in every Business. This course has been specially designed to develop knowledge and understanding about technical aspects of Information Technology		
Objectives	Data Processing and Data Communication (Information Technology) are the backbone in every Business. This course has been specially designed to develop knowledge and understanding about technical aspects of Information Technology		
Contents	<ol style="list-style-type: none"><li>1) Foundation Concepts: Data, Information, Computer, Hardware, Software, Information Technology</li><li>2) Data Communication, Computer Networks, Types of Network, Communication Protocols and Communication Devices.</li><li>3) Databases and DBMS Databases Models, Advantages of Database Approach, DBMS, Types of Databases</li><li>4) Information Systems, CBIS Components of CBIS. Role of Information Systems in Business. Major types of Information Systems. TPS, PCS, ECS,MRS,DSS,EIS, CRM, SCM, KMS, ERP,</li><li>5) E-Commerce Technologies</li><li>6) Enterprise Resource Planning, Enterprise Collaboration System</li><li>7) Micro Soft Office. Especially Spread Sheet Packages, Basic and Advance commands of Ms-Excel.</li></ol>		
Outcome	This course enable the students to comprehend the fundamental concepts of IT, Internet and application of IT in Business :		

Recommended Books/ References	Study Text Book:- Management Information System by James A. O'Brien 10 <sup>th</sup> Edition  <b>Additional Books:</b>  ⇒ The Concept of Information Technology  ⇒ Imran saeed,Ahsan Raza, and Reviewed by "TASLEEM MUSTAFA"
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### Syllabus (Weekly Scheme) Before Mid-Term Examination

Week	Topic
1st.	Introduction to IT and IS, Roles of IS in Business, Components and Types of IS
2nd	Computer, Types of Computers,. Input and Output Devices
3rd	Storage Devices, Memory and Processors, Machine Cycle
4th	Business Application Software ,Software Suites and Integrated Packages, Word Processing, Spreadsheet, Desktop Publishing ,Data Presentation Software
5th	Operating Systems, Other System Management Programs, Programming Languages, Web Languages and Services
6th	Database Management ,Fundamental Data Concepts, Database Structures Hierarchical, Network, Relational, Object Oriented Database, Database Development, Data Resource Management ,
7th	Types of Databases Data Warehouses and Data Mining, Traditional File Processing The Database Management Approach
8th	The Networked Enterprise, The Concept of a Network Trends in Telecommunications The Business Value of Telecommunications Networks The Internet Revolution The Role of Intranets The Role of Extranets

#### Mid-Term Examination

### Syllabus (Weekly Scheme) Before Final Term Examination

Week	Topic
9 <sup>th</sup>	Operation Support Systems
10 <sup>th</sup>	Decision Support Systems
11 <sup>th</sup>	CRM Software, SCM, ERP Software
12 <sup>th</sup>	Electronic Commerce
13 <sup>th</sup>	System Development Life Cycle
14 <sup>th</sup>	Information Security Controls
15 <sup>th</sup>	Basic Excel
16 <sup>th</sup>	Advanced MS Excel

#### Final Examination

Teaching Strategies		Participatory lectures, cases, workshop sessions, syndicates presentations, term papers			
Assessment	Marks	Session	Mid	Final	Total %
Criteria	%	25	35	40	100
Recommendations		All assignments must be completed and presented on time.			

#### Note:

**75% Class Attendance is mandatory, failing which the student shall be dropped from the class.**

**Students are advised to keep the course outlines in record in their own interest for future reference and studies abroad.**

#### Governing Rules

- Students are advised to go through the rules and regulations governing their class attendance, display of College ID Card, use of mobile phones, eating/smoking, roaming, general behavior, etc. on the Campus.
- Any violation thereof is punishable under the relevant rules.

-----BEST OF LUCK-----