FAKULTI PENGURUSAN DAN INDUSTRI HALAL

PROGRAM	Diploma in Tourism Management
COURSE NAME	COMPUTER APPLICATION IN BUSINESS
COURSE CODE	DTC 2013
CREDIT HOUR	3
SYNOPSIS	The subject is designed for students, who will become managers, entrepreneurs or who will use and manage information systems. It covers data processing, application of software and use of computers as a tool in business activities and decision-making.

COURSE STRUCTURE	

CHAPTER	TOPICS
1	**Computer System: Introduction to Computer Concept** 1.1 Know 5 components in information system. 1.2 Computer history (5 generation). 1.3 Computer, categorize and usage / computer application. 1.4 Computer system component, hardware and software. 1.5 MS Word 2013
2	**Input, Output and Storage Device** 2.1 What is input? Input devices and Terminal. 2.2 MS Word 2013 2.3 Output: Information for the user, display devices and printer. 2.4 MS Word 2013 2.5 Benefits of secondary storage, Magnetic tape storage. 2.6 MS Excel 2013
3	**Communication and Network** 3.1 Basic components of data communication system. 3.2 Types of modem. 3.3 MS Excel 2013 3.4 Transmission media, transmission mode, serial transmission, parallel transmission and direction of transmission. 3.5 MS Excel 2013. 3.6 Network and its usages. 3.7 Types of networks, LAN, MAN, WAN. 3.8 MS Excel 2013 3.9 Network topology. 3.10 MS Access 2013

4	**Operating System And System Software** 4.1 System unit, motherboard, microprocessor (CPU) and memory. 4.2 System software and application software. 4.3 MS Access 2013 4.4 Operating system. 4.5 Example of system software and application software. 4.6 MS Access 2013
5	**File Organization, Processing Methods and Database** 5.1 Data : Getting organized, file organizational consideration, file organization, processing stored data. 5.2 MS Access 2013 5.3 Organizing the database, Database management system, types, issues and the used of database organization. 5.4 MS Power Point 2013
6	**Information System In Organization** 6.1 The role of managers, management levels and information needs, why managers need the information, information system vs manual system processing. 6.2 MS Power Point 2013 6.3 What are the basic types of information systems? (TPS, MIS, DSS, ES,OIS etc.) 6.4 Office Automation System. 6.5 MS Power Point 2013
References:	1. Shelly Cashman Series. Discovering Computer 2016, Thompson Learning