FAKULTI PENGURUSAN DAN INDUSTRI HALAL

PROGRAM	Diploma Pengurusan Muamalat
COURSE NAME	Computer Application in Business
COURSE CODE	DBS 3012
CREDIT HOUR	2
SYNOPSIS	The subject is designed for business students, most of 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 Computer literacy, Information Processing Cycle, Computers 1.2 Components, the nature of computer, categories of computer and where computers are used. 1.3 Elements of an information system. 1.4 Lab MS Word
2	**Computer System: Introduction to Computer Concept** 2.1 Elements of an information system. 2.2 Lab MS Word
3	**Input, Output And Storage Device** 3.1 What is input? Input devices and Terminal. - Lab MS Word 3.2 Output: Information for the user, display devices and printer. 3.3 Benefits of secondary storage, Magnetic tape storage. 3.4 Lab MS excel
4	**Communication** 4.1 Data communications, data transmission and communication technology. 4.2 Lab MS excel
5	**Operating System And System Software** 5.1 System software, operating system, types of operating system. 5.2 Lab MS excel
6	**File Organization, Processing Methods and Database** 6.1 Data: Getting organized, file organizational consideration, file organization, processing stored data. - Lab MS excel 6.2 Organizing the database, Database management system, types, issues and the used of database organization. - Lab MS excel

7	**Information System in Organization**
	7.1 The role of managers, management levels and information needs, - Lab MS Power point
	7.2 Why managers need the information, information system vs manual system processing. - Lab MS Power point
	7.3 What are the basic types of information systems? (TPS, MIS, DSS, ES,OISetc) - Lab MS Power point
	7.4 Office Automation System.
References:	1. Kenneth C. Laudon and Jane P. Laudon. Management Information System: Managing the Digital Firm (15th Edition) 2017, Pearson 2. Binary Logic SA, Binary ICT Skills 1 , Binary ICT Skills 2, 2016