

COURSE DESCRIPTION

This emergence of computer-based information Economics and wide-spread usage of computers in record-keeping, classification, compilation and consolidation of organizational data have recast the role of computer in Business & Management. In other words computer-based Business System (CBBS) have become essential for creating competitive firms, managing global corporations, providing useful products and services to customers through a better management of information resources. This course is designed to provide a basis to students in using organizational Computer-based Business System (CBBS) as required by Management.

COURSE CONTENT

1- Why Business Students need to learn Computers Application to Business?

Pre-requisite for the subject

- Organization & Organizational Units
- Commerce
- IT & Business Environment

2. Organization & Organizational Units

- function of computers in Organizations

3. Benefits of Computers in Organizations (Overall)

4. Computers for Operational Activities in Organizations

5. Computers for tactical Activities in Organizations

6. Office Automation Tool & Software

- Word Processor e.g. Ms-Word for Business Report Writing

7. Presentation Tool e.g. Ms-Power Point for Report Presentation

8. Cyberspace (Internet, intranet, Extranet, e-mail Software)

- Lab Exercise

9. Computer for Transaction Processing in Organization

- Electronic Spread Sheet e.g. ms-Excel as a powerful Transaction

Recording Tool

- Lab Exercises

10. Computer for Accounts Management in Organizations (Accounts Payable, Accounts Receivable, Chart of Accounts Maintenance, General Journal Entries, General Ledger Report

- Exercise on peachtree Accounting Software & Ms-Excel

11. Computer for Inventory Maintenance, Control 7 Forecast

- Exercise on Peachtree Accounting Software & Ms-Excel

12. Computer for Invoicing

- Exercise on Peachtree Accounting Software & Ms-Excel

13. Computer for client Profile Management

- Exercise on peachtree Accounting software & Ms-Excel

14. Computers for Order Filling & Tracking

15. Computers for vendor Profile Management

- Exercise on Peachtree Accounting software & Ms-Excel

16. Computers for Sales & Distribution

17. Computers for Personnel Management (HR Management) & Payrolls

- Exercise on Peachtree Accounting Software & Ms-Excel

18. e-Commerce

- Its Origin

- Associated Terminologies

19. e-Commerce Application Models

- B2C e-Commerce

- B2B e-Commerce

20. C2C e-Commerce

- B2E e-Commerce

- G2S e-Commerce

21. EFTS Electronic Fund Transfer System

22. ED Electronic Data interchange

23. EM Electronic Market