DEPARTMENT OF TOURISM AND HOSPITALITY MANAGEMENT
University of Rajshahi
BBA Program
2nd Year 1st Semester 2021

Course Code	:	THM 214
Course Title	:	Computer in Business
Course Instructor	:	**Sazu Sardar**
Address	:	Assistant Professor, Department of Tourism and Hospitality Management, University of Rajshahi.
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Mode Teaching & Learning	:	Synchronous & Asynchronous (Online & Offline)

The rationality of the Course

Understanding computer basics and the applications of packages is a must for matching today's office environment and for a better carrier. The course introduces students to the basic knowledge of computer, some important packages i.e., Microsoft Word, Excel, PowerPoint, Internet Applications and Access. In addition, the course introduces computer terminology, hardware, and software related to the business environment. The focus of this course is on business productivity software applications and professional behavior in computing, including word processing (as needed), spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet.

Objectives of the Course

This course introduces the essential concepts necessary to make effective use of the computer in real business. Students achieve an understanding of what a computer can do, how it works, and how it can be used to create documents using software for personal and business. The student is expected to be able to identify and utilize appropriate technology for effective decision-making and improved performance.

Learning Outcomes:

After completion of this course, students will able to-

1. Apply computer resources for use in business and academics.
2. Construct business and academic documents using Microsoft Word.
3. Create spreadsheets with formulas and graphs using Microsoft Excel.
4. Develop presentations Content using animation and graphics using Microsoft PowerPoint.
5. Integrate Microsoft Office applications for use in business.
6. Identify emerging technologies for use in business applications.
7. Complete projects that integrate business software applications.

Discussion Topics

1. Define a computer and describe its primary operations. Discuss the societal impact of computers and technology, including some benefits and risks related to their prominence in our society.

2. Explain why it is essential to learn about technology today and discuss several ways computing devices are integrated into our business and personal lives.

3. Identify some risks associated with hardware loss, hardware damage, and system failure, and understand ways to safeguard a computing device against these risks. Name and evaluate several strategies that can be used today for speeding up the operations of a computer.

4. List several examples of unauthorized access and unauthorized use and explain several ways to protect against them. Identify some personal safety risks associated with Internet use and list steps individuals can take to protect themselves. Explain why computer users should be concerned about security and privacy as they relate to computing devices, networks, and the Internet.

5. Explain the functions of the hardware components commonly found inside the system unit, such as the CPU, GPU, memory, buses, and expansion cards.

6. Describe the three most common types of hard drives and what they are used for today. Name and describe several general characteristics of storage systems. Identify some flash memory storage devices and media and explain how they are used today.

7. Explain the purpose of a computer keyboard and the types of keyboards widely used today. Describe the purposes of scanners and readers and list some types of scanners and readers in use today. List several types of printers and explain their functions.

8. Understand the difference between system software and application software. Explain the different functions of an operating system and discuss some ways that operating systems enhance processing efficiency. Discuss the role of utility programs and outline several tasks that these programs perform.

9. Detail some concepts and commands that many software programs have in common. Describe what application software is, the different types of ownership rights, and the difference between installed and cloud software. Describe what presentation graphics and electronic slide shows are and when they might be used.

10. **Demonstration and practical of Microsoft Word, Excel, PowerPoint, Internet Browsing, and Email Etiquette.**

Home Assignment and Practical Exercise (Individual & Group):
The course Instructor will deliver home assignments and practical exercises to the students in each class. The given tasks must be properly submitted before the deadline. Moreover, a practical exam will be taken at the end of the course.

Text Books	:	1. Understanding Computers Today and Tomorrow, Comprehensive, 15th Edition, Deborah Morley, Charles S. Parker. 2. Computer and Business Information Processing by W.S. Davics.
Reference Books		1. Introduction of Computer science by M.K.Goal. 2. Computer Fundamentals by Dr. M.Lutfar Rahman & Dr.M. Alamgir Hossain.

Communication with Course Instructor

You should feel free to see me outside of class if you have any confusion about any of the material covered in class or if you would like to know more about a particular topic. I will be glad to suggest additional readings or discuss any other issues with you. You can e-mail to **sazu.thm@ru.ac.bd** for an appointment.

Course Materials

The course materials are available on google classroom and the department website.

Students Assessment Details: Your grade will be based on the following weights:

Marks Distribution

1	Class attendance	10%
2	Practical/Presentation/Class Test/Assignment etc.	20%
5	Final Examination	70%

Class Participation: 10% of your grade will come from your class participation. At various times, I will ask you to comment on intercultural issues and challenges. As I expect you to have read the material assigned for the class, a good level of preparedness is essential to obtain a good participation grade.

Practical Exercise, Class Test, Presentation/Assignment/solving case etc.: 20% of your grade will come from the practical exercise, class tests, presentation, Assignment etc. These will be based on class lecture and referred chapters from the book/s. The exam will mainly focus on multiple choice/true/false/short questions/elaborate questions from a large number of questions etc.

Final Exam: 70% of your grade will come from the final exam and duration is 3 hours.

"Following Entities Will Cooperate to Complete the Course as Industry-Academia Collaboration"

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