

**APPLICATION OF COMPUTER TO BUSINESS 1**  
**COURSE NO: 412**

**INTRODUCTION TO MS OFFICE**

- MS Word
- Excel
- Power Point

**BASIC COMPUTER HARD WARE (INTRODUCTION)**

- Sound Card
- Modem
- CD. ROM
- Printer

**WORKING AND INSTALLATION OF BASIC HARDWARES.**

**INTERNET**

- Advantages/ Disadvantages
- Browsing
- Searching
- E-mail

**COMPUTER BASED INFORMATION SYSTEMS;**

- MIS,
- Accounting Information System,
- Decision Support System (DSS),
- Expert System (ES).

**BOOKS RECOMMENDED:**

Bohl, Maralyn	Information Processing with Basic (Latest Ed.)
Candell, Steven L.	Computers and Data Processing (Concepts and Application West Publishing Co. (Latest Ed.)
Mike Murach	Data Processing (Latest Ed.)
Peter Norton	Introduction to Computer.(Latest Ed.)