Department of Business Administration – BBA Program, Dhaka City College
Course: 510113, Computer & Information Technology
Course Outline and Lecture Plan

Part - A

	Topic	Contents	Lecture
1	**Input/output Devices**	Concept of input and output devices, Working principle of a scanner, Bar code reader, OMR, OCR, CRT monitor, LCD monitor, Laser printer, Dot matrix printer, Differences between impact and non-impact printers. Network hardware.	**1 to 3**
2	**Storage Devices**	Primary vs secondary storage, RAM and ROM and their types, HDD, SSD, Optical Disks	**4 & 5**
3	**Data Processing**	Introduction, Data Processing Cycle, Data Types, Kinds of Data Processing, Objectives of Data Processing, Steps in Data Processing, Practical Data Processing Applications in Business, Data Processing Operations. Data Processing Systems	**6 & 7**
	M I D T E R M 1		
4	**Programming Language & Program Development**	Introduction, Programming Languages, Machine Language, Assembly Language, High Level Language, Program Development: Introduction, Developing a Program, Program Development Cycle (Steps in Developing a Program), Algorithm, Flowchart, System Analysis and Design, System Development Life Cycle.	**8 to 11**
5	**Operating System**	Introduction, Operating System, Functions of an Operating System, Types of Operating System, DOS (Disk Operating System), Windows Operating System.	**12 & 13**
6	**E-commerce**	E-commerce, Features of E-Commerce, Importance of E-Commerce, Types of Electronic Commerce, E-Commerce Activities.	**14**
	M I D T E R M 2		

Part – B

	Topic	Contents	Lecture
1	**Introductory Concept of Computer**	What is Computer, Characteristics of Computers, History of Computers, Types of Computer Systems, Computer Generation, Computer System, Importance of Computers in Business, Computer Applications in Business, On-line and Real Time Applications in Business.	**1 to 3**
2	**System Software Application Software**	Introduction, Categories of Software, System Software, Application Software, Features of Software, Difference between Hardware &Software.	**4 & 5**
3	**Networking**	Necessity of Networking, LAN,MAN, WAN, Topology, Protocol, OSI Model	**6 & 7**
	M I D T E R M 1		
4	**Internet, Its Features & Mobile Computing**	Internet, Core Features of the Internet, Internet Software, Extranet, Characteristics of Extranet, Uses of Extranet, E-mail, How E-mail Works? Infrastructure Requirement for E-mail, E-mail Addressing Pattern, E-mail Messages, Usage of Mails, Mobile Computing, Types of Mobile Computers	**8 to 10**
5	**Information Systems in Business**	Introduction, Management Information System, Characteristics of MIS, Designing of MIS, Benefits of MIS, Decision Support Systems, Types of DSS, Characteristics of DSS, Components of DSS, DSS Capabilities, Group Decision Support System (GDSS), Typical GDSS Capabilities.	**11 & 12**
6	**Office Automation & TPS**	Introduction, Office Automation Systems, Transaction Processing Systems, Transaction Processing Cycle, Features of TPS, Transaction Documents, Transaction Processing Modes.	**13 & 14**
	M I D T E R M 2		

Recommended Books:

1. Pradeep K. Sinha & Priti Sinha, (2011). **Computer Fundamentals,** 6th Edition, BPB Publications, India.
2. Peter Norton, **Introduction to Computer**, 5th Edition, Glencoe/McGraw-Hill.
3. Jabber Mustafa (2018), **Computer and Information Technology**, 4th Edition, Dhaka.
4. Jannatul Ferdous Ara, Sabiha Sultana & Shamima Sultana, **Computer and Information Technology,** 2nd Edition, Gyan Bitan Publication, Dhaka.

Instructions for Students:

- For Quiz, Class Test, Assignment, Presentation, Midterm and their Grading Policy, students are advised to follow their course kit.
- No student will be able to retake a quiz under any circumstances.
- Student must abide by all the rules and regulations of the institution to be allowed to be present in the class/examination hall.
- To qualify for National University examination, each student must obtain at least 40% marks in all internal examination.