Course Code: 510113	Marks: 100	3 Credits	Class Hours: 45
Course Title: Computer & Information Technology			

1. Introduction: 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 Applications in Business, Real-Time Applications in Business.

2. Fundamentals of Computer Hardware: Introduction, Components of Hardware, Input Hardware, Output Hardware, Processing Hardware and Storage Device. Central Processing Unit.

3. Introduction to System Software and Application Software: Introduction, Categories of Software, System Software, Application Software, Features of Software, Difference between Hardware &Software.

4. Data processing and Networking: 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, Networking.

5. Programming languages and 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.

6. Operating system: Introduction, Operating System, Functions of an Operating System, Types of Operating System, DOS (Disk Operating System), Windows Operating System.

7. Internet and E-commerce: 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, E-commerce, Features of E Commerce, Importance of E-Commerce, Types of Electronic Commerce, E-Commerce Activities.

8. 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.

9. Office Automation and Transaction Processing Systems: Introduction, Office Automation Systems, Transaction Processing Systems, Transaction Processing Cycle, Features of TPS, Transaction Documents, Transaction Processing Modes.

Recommended Books:

1. Kenneth C. Laudon & Jane P. Laudon, (2013) Management Information Systems, 13th Edition, Pearson, India

2. Jabber, Mustafa (2018) Computer and Information Technology, 4th Edition, Dhaka

3. Pradeep K. Sinha &Priti Sinha, (2011). Computer Fundamentals 6th Edition, BPB Publications, India