



### Basic Information:

<b>Title:</b>	Introduction to Information Technology	<b>Code:</b>	IT 160
<b>Program:</b>	BBIT	<b>Credit Hours:</b>	Three (03)
<b>Sessions:</b>	30 Classes + Mid Term + Final Term	<b>Pre-Requisite:</b>	None

### Course Description:

Information Technology has reshaped the modern lifestyle in this digital world; it plays the key role in modern education of any discipline. It has become backbone of the Business world, from retail to corporate world. This has resulted in essential learning of Information Technology to cope the modern challenges. Introduction to Information Technology is specially designed for the students of Business Studies with a very clear objective in mind i.e. equip the students to face the emerging world challenges.

### Learning Outcomes:

After the completion of this course, it is expected that students who will involve themselves in the knowledge base working of the course will be capable to

1. Fully recognize the user-level computing and current digital world.
2. Use computers to enhance productivity independent of the discipline.
3. Comprehend different dimensions of Information Technology like Hardware, Software, Digital Design, Operating Systems, Algorithms, Networks, Internet, World Wide Web, and Databases etc
4. Acknowledge the need of System Security, Privacy, Ethics, Etiquettes and Ergonomics.
5. Proficiently use Microsoft Office (MS Word, MS Excel, MS Power Point, MS Access(Optional))

### Teaching Learning Methodology:

The formal teaching components of this course consist of: active student participation in and contribution to all forms of teaching and learning i.e. lectures (90min twice a week), discussions, research assignments and projects.

### Group Configurations:

One of the objectives of this course is to encourage and facilitate teamwork. Class will have to make a group of four for project. It is recommended that student will form their own groups. As a general guideline, your group should have members with diverse skillsets.

All Groups are required to submit their team rosters in the form of a memo to me by the end of 8th week. The memo should include Student Names, and ID numbers of all members and it should also identify a designated group leader who will serve as the primary point of contact for me to communicate with the group.

### Weekly Term Plan

Week	Topic
1.	Introduction to Course & Digital World
2.	Basics of Number Systems
3.	Components of Computer Systems
4.	Introduction to Google etc., www
5.	Operating Systems
6.	Microsoft Words
7.	Microsoft Word
8.	Microsoft Excel
9.	Mid Term Examination
10.	Microsoft Excel
11.	Presentation Skills and Microsoft PowerPoint
12.	Mail Merge and OLE
13.	Telecommunication and Computer Networks
14.	Internet and Worldwide Web
15.	Information System; Introduction & Types
16.	Information System Development Methods
17.	Database Systems
18.	Final Examination



## Topics in Detail

### Introduction to Information Technology

*Course Overview,  
Characteristics of Computer,  
The Component of Computers,  
Categories of Computers  
Hardware vs Software  
Computer Application in Society*

### Component of System Unit

*The System Unit,  
CPU; ALU, CU, Registers, Cache  
IO Devices; Keyboard, Mouse, Scanner, Printer, Speaker,  
Joystick, Light Pen, etc.  
Storage; RAM, HDD, Flash Drives, Cloud Drives etc.  
Communication Devices;  
Expansion Slots and Adapter Card  
Ports and Connectors, Buses, Power Supply*

### Number Systems

*Numerical Representations  
Decimal System, Binary System, Octal System  
Hexadecimal System  
Inter-Conversion of Number Systems*

### Operating system and Utility Programs

*System Software  
Operating System, Device Drivers etc.  
OS Components and their Responsibilities  
OS Functions, OS Utility Programs  
Types of Operating Systems  
Batch System, Time Sharing, Multiprogramming  
System, Multiprocessor System, Distributed Operating  
System, Clustered System, Realtime Operating System,  
embedded OS, Mobile OS etc*

### Application Software's

*Business Software,  
Graphics and Multimedia Software  
Software for Homes, Personal and Educational Use  
Application Software for Communication and Web*

### The Internet and World Wide Web

*History of Internet, How internet works?  
The World Wide Web, Internet services*

### Communication and Networks

*Communication Systems  
Types of Communication  
Serial vs. Parallel  
Simplex vs Duplex  
Networks and Computer Networks  
Communication Devices, Protocols  
Physical and Wireless Transmission Media  
Types of Networks; LAN, MAN and WAN*

### Microsoft Office Fundamentals

*Identify Interface Components  
Using Office Help  
Create, Open, Close, Save and 'Save As' a File  
Select, Edit, Copy and Paste Text  
Find, Replace, Undo and Redo Commands  
Use Language Tools and Format Painter*

### Microsoft PowerPoint

*PowerPoint Basics  
Creating PPT through Template  
Creating PPT in Outline View  
Slide Master, Slide Notes, Slide Printing  
Modification, Printing and Importing Outline  
Drawings, Smart Shapes and Multimedia Objects  
Animation; Standard and Customized  
Transition and Slide Show*

### Microsoft Word

*Word Basics,  
Page Setup, Printing Documents  
Font Handling, Paragraph Settings  
Bullets & Numbering, Borders & Shading etc.  
Columns, Tables, Language & Thesaurus  
Mail Merge, OLE, Tracking Changes  
Header & Footer, Sections, References etc.*

### Microsoft Excel

*Worksheets and Workbooks  
Workbook Design, Managing Worksheet  
Cell References, Relative and Absolute  
Formula; Creating, Editing and Auditing  
Commonly Used Formulae  
Charts; Creating, Modifying and Printing  
Window Handling, Freezing, Row Column Handling  
Data Management; Filters, Import & Export of Data  
Conditional Formatting, Data Analysis, Pivot Charts*

### Microsoft Access

*Design Database,  
Designing Tables & Relationships,  
Designing Queries; Single and Multiple Tables  
Designing Forms; Single Entry and Multi-Entries  
Expression Building; Data Export to Excel  
Creating, Designing Reports and Modification*

### Programming (Without Programming Language)

*Sequential Programs with examples  
Conditional Statements; IF..Then..Else, Switch- Examples  
Loop; While..do, do..while..., for - Examples  
Flow Chart for Programming examples*

### Information System

*Transaction Processing Systems  
Management Information Systems  
Decision Support Systems  
Expert Systems*

### Information System Development

*System Development  
Programming Languages  
The Program Development Cycle*

### Database Management

*Data vs. Information  
Characteristics of Data,  
Databases; Operations on Data  
Database Management Systems*

### Computers Security

*Security Risk, Viruses, Worms,  
Unauthorized Access, Information Privacy  
Internet Security Risk, Ethics & Society,*



---

**Text & Recommended Readings**

---

**Tools**

- A. *Discovering Computers 2017*  
Shelly Cashman ISBN: 978-1439079263
- B. *Information Systems Today*  
Leonard Jessup, Joseph Valacich  
3<sup>rd</sup> Edition 2009 ISBN: 9788120338951
- C. *Exploring Microsoft Office 2017*  
Robert T. Grauer  
Vol. 1, 3/E by

- 1. MS Word for Documentation
    - Headings Arial 11pt Bold
    - Normal Text Times New Roman 10pt
    - Header Footer Times New Roman 8pt
    - Paragraph Single Line Spacing
    - First Line Indent 1.0 cm
    - Page Margins 2 cm from each side
  - 2. MS PowerPoint, MS Excel, MS Access
-